Academics

ACADEMIC PROGRAM INFORMATION
AND COURSES OF STUDY

Academic Policies

The rules and regulations by which a university operates its program are called academic policies. At Southwestern Adventist University these policies are continually under review by the faculty to assure consistency with the curriculum and fairness to students. The Academic Policies Committee oversees the implementation of these policies.

DEFINITIONS

Academic Integrity

Students are expected to follow academic ethical standards in harmony with Christian concepts of honesty. Students who attempt to manipulate or disrupt the academic evaluation process by cheating, plagiarizing or any other form of academic dishonesty will place their status as students in jeopardy. (See Academic Integrity Policy on page 25.)

Academic Semesters

The academic year is divided into semesters and modules:
- Fall Semester
- Spring Semester
- Summer Modules

The academic calendar is printed inside the front cover of the bulletin. It shows the registration dates and other deadlines for the fall, spring and summer sessions.

Attendance

The university attendance policy is that regular and punctual class attendance is essential. No assigned work is excused because of absence, no matter what the cause. Records of class attendance are kept by faculty. Students who miss an instructional experience are expected to meet with faculty to discuss their absences as soon as possible. Except for emergencies, the student should make arrangements with his/her teacher prior to any absence. When an accumulation of absences reaches the point of endangering a student's academic status, the faculty member should report this situation to the student and the Student Services Vice President. An instructor should not assume that continued absence from class indicates an official withdrawal until notified by the Registrar.

Official university absences may be granted by the Academic Policies Committee or the Academic Vice President for either academic or activity reasons. Academic Absences include class and major field trips while Activity Absences include music, mission, gymnastics, and recruitment trips. Faculty/Staff who wish to have an event sanctioned for official university absence status must submit the names of all students, including date and hours absent from campus, to the Academic Vice President's Office no later than one week prior to the date of the activity. The Academic Policies Committee, when possible, or the Academic Vice President will review and approve/deny the request as appropriate and forward the names for publication and distribution to all faculty through the departmental/university offices. Students may miss classes because of approved Academic Absences and may miss up to one class hour for each credit hour of the class for approved Activity Absences. Arrangements for additional absences must be worked out by the student and the teacher involved. Faculty will report to the full faculty the names of students who actually attended that activity. When an official university absence occurs, faculty members must either average work missed or allow the student to make it up at the faculty member's discretion.

Serious illness or family emergencies may be verified by the Student Services Vice President but are not considered official absences. Illnesses that will be verified are those involving hospitalization or serious injury. When a serious illness or emergency has been verified, each instructor should assist the student in making up missed work, or the instructor may average missed work into the student's grade. Faculty members should specify the appropriate amount and time for making up missed work.

Unapproved absences should not exceed one class hour for each credit hour of the class. Unapproved absences beyond this number may subject the student to a lower grade, or failure, in the course. Classes missed when a student registers late will count as unapproved absences.

Class Schedule

Class schedules are available on-line at www.swau.edu. Although every effort is made to be accurate in listing course offerings, the University reserves the right to make essential course changes, to discontinue any course for which an insufficient number of students register, or to change the semester in which a course is offered.

Cognate

A required course from a discipline other than one's major.

Corequisite

A requirement which must be met during enrollment in a course.

Course Load

The total hours of all classes being taken, whether on campus, off campus, or through correspondence.

| Part-time | 1-5 credit hours |
| Full-time | 6-11 credit hours |
| Overload* | 12-17 credit hours |
| Overload* | 18 or more credit hours |

In order to graduate in 4 years a student's class load must average 16 hours per semester. Should a student wish to register for more than 17 hours in one semester, including any outside courses, he/she must have a minimum cumulative GPA of 3.0 and file a petition requesting an overload at the Records Office. A course load of 12 semester hours meets the minimum requirements for international students, financial aid and veterans. The number of hours the student works should be taken into consideration when planning the class load.

*If enrollment in an honors class creates an overload of one hour, tuition will be waived for the one hour.

Electives

Those courses selected by the student to complete the total hours needed for graduation but not required by general education, the major or the minor. These are important options which the student may use to pursue interests beyond the major or minor.
Academics

General Education
The courses required for every student, regardless of major. These courses provide a background of knowledge which allows students to place their chosen major in the context of the entire world.

Hour/Course Credit
A unit of credit for a course based on the number of clock hours a course meets each week.

Major
A group of courses clustered in an area of intellectual inquiry. Students in a major study a particular field of knowledge based on the student's career objectives. A composite major is one that is made up of at least 48 credit hours and which does not require a minor.

Minor
A series of linked courses and learning opportunities that allow students to explore a secondary field of study.

Prerequisite
Any requirement which must be met before enrollment in a course.

Severe Weather Protocol
In the rare event of severe weather, an announcement will be made between 9:00 and 10:30 p.m. indicating that classes will be delayed or cancelled, or that the university will be open as usual on the following day. If it is not determined until early morning that classes must be delayed or cancelled, an announcement will be made by 6:00 a.m. You may check the following for official delay or closing announcements: 88.3 FM KJCR, NBC 5 KXAS TV, www.nbc5i.com, www.swau.edu or the University switchboard operator at (817) 645-3921.

Transcript
An official document from the Records Office listing all academic work completed or attempted, and the official grades and grade point averages.

GENERAL ENROLLMENT POLICIES

Registration Process
Academic registration begins by meeting with the advisor, who will help a student decide on a class schedule. A student who does not know who his/her advisor is, or has any questions concerning the registration process, should contact the Records Office. Dates are very important in the registration process. Please consult the Academic calendar found on the front inside cover of the bulletin. Registration will not be finalized until all academic, financial, and student service blocks have been removed. Any class work missed during late registration days must be made up to the instructor's satisfaction.

Pre-registration
Students may reserve classes during the time periods indicated in the Academic Calendar found on the front inside cover of the bulletin.

Registration
Registration must be completed by the date indicated in the Academic Calendar. Registering by this date will secure enrollment in preregistered classes, whereas failure to do so will cause the student to be dropped from preregistered classes. Students should complete registration in time to be ready to attend classes on the first day of instruction.

Late Registration
Late registration begins the day after registration and continues for 5 school days. Specific dates are listed in the Academic Calendar. During this time students may begin and finalize registration, add classes, change classes to audit, and withdraw from classes without receiving a W. Registration for a class may not occur after the allowed number of unapproved absences has been exceeded. Students may not register for closed classes or courses where the professor has determined the student has missed too much course content.

Upper and Lower Division
All courses are either lower division (100-299 numbered courses) or upper division (300-499 numbered courses). A lower division course is freshman/sophomore level and an upper division course is junior/senior level. Students must complete at least 30 semester hours of lower division courses, including ENGL 121 and 220, before they can register for upper division work. Exceptions may be made at the discretion of the instructor and Exceptions Committee.

No courses transferred from a two-year college may be used to satisfy the SWAU upper division requirement.

Selected Topics
Most departments of the University list selected topics courses in the bulletin. These courses offer opportunities for the departments to schedule directed reading and research for credit. Students desiring to enroll in a selected topics course must have written approval of the instructor, department chair, and academic vice president. (This form is available in the Records Office.)

Generally, students in selected topics take the course individually and are required to read widely, follow approved research methods, and present a paper or project showing competence in the area of study. Three clock hours of coursework per week are required for one semester hour credit. When the number of students wishing to study in the same area is sufficient to have a class, then the selected topics course will be conducted as a one time class offering. Questions regarding selective topics studies in a particular area should be directed to the department chair.

Academic Advising
The office of the Academic Vice President is the central source of educational information and guidance for the University. The Records Office retains information on students, advisors, degree audits, requirements, and course credits. Academic advisors assist individual students and help them understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling them. If requirements are not satisfied, the degree will be withheld pending adequate fulfillment. Thus, it is essential that students become familiar with all requirements and remain currently informed throughout their college career.

Dropping and Adding Classes
During the registration period, students who want to add a class, change from credit to audit, or withdraw from a class without receiving a W must obtain a form from the Records Office, have it signed by their academic advisor and return it to the Records Office. The deadline for adding or withdrawing from a course is listed in the academic calendar.
Course Registration

Students may not attend a class unless they are properly enrolled and registered in accordance with the procedure set by the Records Office. Students are not officially dropped from a course until they have completed and returned a drop form to the Records Office, unless administratively withdrawn by the instructor. If a student should drop out of a class without following this procedure, an F will be recorded in that class and tuition will be charged.

Withdrawal from a Course

To officially withdraw from a course, students must obtain a form from the Records Office, and have it signed by their academic advisor and the course professor. The signed form will be effective as of the date returned to the Records Office. In order for the withdrawal to be "official" this process must be completed by the last day to withdraw from a class. Grades for "unofficial" course withdrawals will be recorded as an F on the academic transcripts. Please consult the Academic Calendar to determine the last day to withdraw from a course.

Withdrawal from the University

To officially withdraw from Southwestern Adventist University, students must obtain a withdrawal form from the Records Office. The withdrawal form must be signed by a Student Finance Advisor and one of the following university personnel: the Academic Vice President, Dean of Students, or Director of Counseling. The form should be returned to the Records Office after all signatures have been obtained, and the withdrawal will be effective as of the date returned. Refunds will be made where applicable. If a student follows this procedure, W's will be recorded on the student's transcript. Otherwise, F's will be recorded on the student's transcript.

Students who officially withdraw from SWAU will not be permitted to charge for expenses on campus or live in the residence halls after their official withdrawal date.

Concurrent Enrollment

Any course taken at another institution while a student is enrolled at SWAU (correspondence or summer school, as examples) must have prior approval of the Registrar to ensure appropriate application to a SWAU degree program and retain residency.

Auditing

In some instances, a student may want to audit a course. If space is available, the student may attend the class and listen to lectures and discussions for a fee of $20 per credit hour, which is in addition to any package plan. No exams, quizzes, papers, or projects will be required of an auditing student except at the discretion of the teacher. No credit is given. No change from credit to audit may be made after the last day to drop a course. Audited courses cannot be dropped.

For students taking less than a full load, some courses may be audited only at the full tuition rate. These include but are not limited to computer, physical activity, speech, art, lab science, and remedial classes, as well as English as a Second Language and Adult Degree courses. The Records Office has a list of courses under this stipulation. Where a course has enrollment limits, students taking the course for credit will be given priority. Auditing students must understand the instructor is under no obligation to evaluate their work and/or performance. Audits will be recorded on transcripts. Proficiency exams may not be taken after a course is audited. Students desiring to audit courses must first be admitted to the University to establish an academic record. Students who only audit classes will not receive an I.D. card to use campus facilities.

Repeating a Course

A course in which a student has earned a C may be repeated only with permission of that department chair and the Exceptions Committee. A student who has earned a grade of D in a major or minor must repeat the course, or, with the consent of the major advisor, take another course in the same area. If a student takes a course and then repeats it, only the last grade earned will be used in calculating the GPA. Students may not receive credit for a course more than once with the exception of music performance and selected topics, unless specified in the course description. A course may not be repeated for credit by independent study, but may be taken at another school.

Study Load

One semester hour equals one 50-minute class period per week (or three clock hours a week in supervised laboratory work). For each semester hour of academic work earned, a student is expected to spend two clock hours a week in outside preparation.

Independent Study

In extraordinary circumstances which jeopardize a student's academic program, permission for Independent Study will be considered by the Exceptions Committee following these guidelines: (1) only required courses will be considered for Independent Study and only after every consideration has been given to substituting courses of equivalent merit; (2) the student has a minimum cumulative GPA of 3.0; (3) the student must progress in parallel if the course is being taught in the classroom, including meeting all exam dates; and (4) the course may be taught on a pass/no pass or letter grade basis. A course may not be repeated for credit by independent study.

Internship

An internship is an on-the-job, career-oriented course for training in the student's major field. The student must make arrangements with his or her major department prior to starting the internship. The student must sign a contract outlining the number of hours they are expected to complete, the written and oral assignments involved, evaluations required, etc. Registration must be completed during the regular fall, spring, or summer registration period that occurs during the internship or within one academic year of the completion of the internship. The course may be taught on a pass/no pass or letter grade basis.

GRADING, RECORDING & QUALIFYING POLICIES

Grade Point

The number value assigned to the grade a student earns in each course.

Grade Point Average

Two grade point averages are maintained by SWAU: (1) a semester average based on courses taken during a particular term, and (2) a cumulative average based on all college level work recorded on the transcript.
Academics

A student's grade point average (GPA) is computed by dividing the number of grade points (grade points are earned per semester hour for the successful completion of academic work) by the number of hours (total credit hours attempted, excluding those attempted on a pass/no credit basis).

Grade Reports

Grades are given to students and advisors at mid-term, at the end of each semester, and at the end of each summer module. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, the corrections must be taken care of within 3 months, unless subject to the Academic Appeals Procedure (see page 30). Only the end-of-semester grades are recorded on the permanent grade transcript. Semester grade reports will only be released to students who have regular admission status. The system of grading used is:

Grade Points per hour

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Superior)</td>
<td>4</td>
</tr>
<tr>
<td>B (Above Average)</td>
<td>3</td>
</tr>
<tr>
<td>C (Average)</td>
<td>2</td>
</tr>
<tr>
<td>D (Below Average)</td>
<td>1</td>
</tr>
<tr>
<td>F (Failure)</td>
<td>0</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>0</td>
</tr>
<tr>
<td>NP (No Pass)</td>
<td>0</td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0</td>
</tr>
<tr>
<td>W (Withdraw)</td>
<td>0</td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>0</td>
</tr>
<tr>
<td>IP (In progress)</td>
<td>0</td>
</tr>
<tr>
<td>NC (No credit)</td>
<td>0</td>
</tr>
<tr>
<td>CR (Credit by examination)</td>
<td>0</td>
</tr>
</tbody>
</table>

Incomplete Grades

An incomplete grade indicates the student was unable to complete class work because of illness or other unavoidable circumstances. Grades of I are not given because the class work was below passing or because the student neglected to complete scheduled assignments. When an I is received, the work necessary to complete the class must be finished within nine weeks of the end of the semester or module. If the makeup work is of such a nature that it may require additional time, the student must seek approval of the instructor and request permission from the Academic Exceptions Committee. (Forms for this request may be obtained in the Records Office.) An incomplete grade will become an F if the class work is not finished in the prescribed time.

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in a grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Transcript, Requesting

To request your current SWAU transcript, a written and signed request must be submitted to the Records Office preferably one week in advance of desired mailing. A faxable transcript request form is available on the swau web-site. There is no charge for transcripts, except when requesting express mail ($20), same day office service ($5), or fax service ($5). Payment for all services is required in advance. Transcripts and diplomas are not released if a student's account and/or FSB note is not paid in full, if government loans are not current in repayment, or if the academic file is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held until the check is cleared. Requests accompanied by a money order or a bank draft are processed more quickly. Accounts may be paid by credit card.

Classification of Students

Class standing is determined at the beginning of each semester as follows:

- Freshman: have completed 0-23 hours
- Sophomores: have completed 24-55 hours
- Juniors: have completed 56-89 hours
- Seniors: have completed 90+ hours

Residency Requirement

A student in residence is someone who is regularly and continuously enrolled for classes at SWAU. One breaks residency by withdrawing from classes for two or more semesters, or by taking classes off campus without permission of the Exceptions Committee. A student who breaks residency must meet current Bulletin requirements.

A bachelor's degree student is required to take at least 32 of the last 38 semester hours in residence. (Criminal Justice and Security Management majors may take six additional hours off campus if these courses are taken at Hill College and are Criminal Justice or Security Management courses applicable to their graduation requirements.) At least one-half of the upper division hours in the major and six of the upper division hours in the minor must be taken in residence. For the associate degree at least 24 semester hours must be taken in residence. Proficiency and experiential credits do not count towards residency.

Residency Required for BBA, MBA Concurrent Degree

Transfer students with a BBA degree from a foreign country who wish to receive a BBA from the U.S. must take a minimum of 52 hours in residence. Sixteen upper division business hours including BUAD 472 must be taken from BBA courses. When a student completes the requirements for the MBA degree, he/she will also receive a BBA degree.

Double Major

Although students are encouraged to seek a broad educational experience at SWAU, the approval to earn a double major is not automatic. In some cases, receiving a double major may require actually earning two degrees. (See Concurrent Bachelor's Degree below.) Because the requirements of double majors are complex, students wishing to pursue more than one major should investigate major and degree requirements early in their career at SWAU. To pursue a double major, written application must be filed with the Records Office. Classes fulfilling the requirements of one major may not be used to meet the requirements of another major and the requirements for each major must be fulfilled.

Concurrent Bachelor’s Degrees

A SWAU student who wishes to pursue two bachelor’s degrees concurrently must (1) file a written application and all degree plans prior to completing the last 15 hours of the first degree; (2) fulfill all specific major, minor, and University degree requirements in force at the time of his/her initial enrollment, and (3) successfully complete 30 hours on each bachelor’s degree that did not apply to the other bachelor’s degree. A minimum of 158 cumulative semester hours is
required to earn two bachelor's degrees.

**Additional Bachelor's Degree**

An applicant holding a bachelor's degree from an accredited institution must successfully fulfill all specific major, minor, and University degree requirements in force at the time of enrollment at SWAU to earn an additional bachelor's degree. Courses from a previously earned bachelor's degree will be evaluated on an individual basis to determine their applicability to University degree requirements. Additionally, reenrolling SWAU students must complete a minimum of 158 cumulative semester hours to earn an additional bachelor's degree. A non-SWAU graduate must successfully complete a minimum of 32 semester hours in residence. Students with a bachelor's degree from a United States regionally accredited post-secondary institution will be considered to have fulfilled, with the exception of the religion requirements, SWAU's general education requirements. The religion requirement must be explicitly fulfilled.

**ACADEMIC SANCTION POLICIES**

Students must have a minimum cumulative GPA of 2.00 in order to graduate. The University will notify students when their performance is not reaching that minimum level.

The status of every student, whether full or part-time, is determined after each semester grading period. Any student who is not making satisfactory progress may lose the right to continue academic coursework and financial aid.

**Academic Warning**

If a student's semester GPA falls below 2.00 while their cumulative GPA remains above 2.00, the student and the advisor will receive a letter indicating the student has been placed on academic warning. There are no restrictions of activity but the student needs to be aware of the GPA requirements for graduation.

**Academic Probation**

If a student's cumulative GPA falls below 2.00 at the end of a semester, the student and the advisor will receive a letter indicating the student has been placed on academic probation. Transfer students with a GPA lower than 2.00 will also be placed on academic probation. The Academic Vice President will monitor the student's progress during the probationary period. The student will be required to earn a semester GPA of at least 2.00 until reaching a minimum cumulative GPA of 2.00. Students on academic probation should be aware that their academic careers are in serious jeopardy and that some programs and activities, including financial aid, may not be available. Students on academic probation will not be allowed to enroll for more than 13 credit hours.

**Academic Suspension**

Should a student not earn a semester GPA of at least 2.00 during any semester of academic probation, that student will be suspended for one or more semesters. In special circumstances, the academically suspended student may petition the Academic Vice President for a restricted enrollment. During the suspended semester, the student may enroll only in classes in which grades of D or F were received. The suspended student is allowed to enroll in summer classes and may be reinstated by raising the cumulative GPA to 2.00.

**Academic Dismissal**

Suspended students who are readmitted and who fail to raise their cumulative GPA, or have a deficiency which makes it unreasonable to anticipate eventual completion of degree requirements, will be permanently dismissed.

**ACADEMIC HONORS POLICIES**

**Dean's List/Dean's Distinguished List**

Special recognition is given at the end of each semester to students having high GPAs. Two lists of these names are posted. One is the Dean's Distinguished List, for which a student must have a semester GPA of 3.65 to 4.00 on at least 15 hours of completed college level class work. The other is the Dean's List, for which a student must have a semester GPA of 3.30 to 3.64 on at least 15 hours of completed college level class work. (On both lists, at least 12 of the 15-hour class load must be graded courses, not pass, credit, or other such designations).

**Gold Award**

Students who have completed 75+ hours of college credit at the end of the fall semester with a GPA of 3.90+ will receive Gold Awards of $600. Recipients of this award must be currently enrolled in at least 12 hours for the spring semester and must have earned (in residence) a minimum of 12 hours of credit in the fall. Students who have been under citizenship probation any time during the school year automatically forfeit all eligibility for this award. This award is given to returning students during the following academic year.

An eligible student will receive either a Gold or a Silver Award one time.

**Graduation Honors**

Honors status will be calculated for Spring bachelor's degree graduates after the semester grades are issued. The following designations are given to graduates who have maintained high GPAs.

- GPA of 3.50 to 3.74 may graduate cum laude
- GPA of 3.75 to 3.89 may graduate magna cum laude
- GPA of 3.90 to 4.00 may graduate summa cum laude

The associate degree candidate who has maintained a cumulative GPA of at least 3.60 may graduate with distinction.

Upon recommendation of the major department, bachelor's degree candidates may be given departmental recognition if the GPA in the major area is at least 3.50 and the cumulative GPA is at least 3.00. The candidate must also have earned 64 hours in residence to qualify for this departmental recognition.

Honors students may graduate with the designation of Honors Program Graduate by meeting the requirements outlined under Honors Program.

**EXAMINATION/CREDIT POLICIES**

**Final Examinations**

In order to complete the semester, each student must take final examinations as scheduled. The final examination is considered to be an important part of each course that every class has its own final examination period. The final examination schedule is part of the class schedule which is published before the beginning of the Fall semester. It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule. Requests for modification of a student's final examination schedule because of unforeseen circumstances are handled by the Office of the Registrar.
seen emergencies must be arranged through the Exceptions Committee. A form may be obtained from the Records Office.

Multiple Exams

Students having three or more final exams on the same day may make arrangements with the instructor and the Academic Vice President two weeks in advance to reschedule one exam at another time during exam week. Forms may be obtained in the Academic Vice President’s Office or on the internet under Academic Vice President.

Proficiency Exams

Qualified students who wish to challenge a course offered on campus may apply to take a proficiency examination. Forms for this purpose are available at the Records Office. A proficiency exam is given to evaluate learning from significant life experiences, not to measure textbook cramming skills. If a CLEP exam exists for the subject in which the student desires a proficiency exam then the CLEP exam must be used. Students must be currently enrolled to be eligible to take a proficiency exam. The University will grant credit on the following basis:

1. If the student passes the examination with a grade of C or better, then he/she will be allowed to receive course credit or have the requirement of the course waived.
2. Proficiency credit will be recorded as CR, and only after 12 hours of current SWAU course work is on the transcript.
3. In addition to a fee for the proficiency exam, there is a recording fee of $25.
4. All proficiency examinations must be taken before the last semester of the senior year.
5. Proficiency examinations may not be retaken and students who have audited a course may not take a proficiency exam for that course.

CLEP Exams

The University will grant credit for the College Level Examination Program of the College Entrance Examination Board (CLEP), on the following basis.

1. The passing level for all examinations is a score of 50, with additional levels for intermediate foreign languages.
2. The transcript will indicate that credits accepted have been completed by examination and will be recorded as CR. CLEP credit will be recorded only after 12 hours of current SWAU course work.
3. In addition to the fee payable to the Educational Testing Service, the University charges a $25 recording fee per exam for credit earned on CLEP examinations. (See page 25.)
4. CLEP examinations must be taken, and the recording fees paid, before the last semester of the senior year in order for a student to be considered as a May graduate.
5. CLEP examinations may not be repeated.

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<tr>
<th>Subject</th>
<th>CLEP Exam</th>
<th>Credit Awarded for</th>
<th>Hours</th>
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<tr>
<td>ACCT</td>
<td>Principles of Accounting</td>
<td>ACCT 211 &amp; 212</td>
<td>8</td>
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<tr>
<td>BIOLOGY</td>
<td>Biology</td>
<td>BIOL 111 &amp; 112</td>
<td>8</td>
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<tr>
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<td>Chemistry</td>
<td>CHEM 111 &amp; 112</td>
<td>8</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>Information Systems &amp;</td>
<td>CSIS 105</td>
<td>3</td>
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<td>Computer Application</td>
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<td>ECONOMICS</td>
<td>Principles of Macroeconomics</td>
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<td>8</td>
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<td>12</td>
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<td>62 or above</td>
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<td>German Language</td>
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<td>HIST 112**</td>
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<td></td>
<td>College Algebra</td>
<td>MATH 110</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>College Algebra - Trigonometry</td>
<td>MATH 121</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Calculus</td>
<td>MATH 181</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Trigonometry</td>
<td>MATH 291</td>
<td>3</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>American Government</td>
<td>POLS 291***</td>
<td>3</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>Introductory Psychology</td>
<td>PSYC 212</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Growth &amp; Development</td>
<td>PSYC 220</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Intro to Educational Psychology</td>
<td>EDUC 312</td>
<td>3</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>Introductory Sociology</td>
<td>SOCI 111</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH</td>
<td>Spanish Language</td>
<td>SPAN 111 &amp; 112</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Spanish Language w/score of</td>
<td>SPAN 111, 112,</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>66 or above</td>
<td>211 &amp; 212</td>
<td></td>
</tr>
</tbody>
</table>

* If the student takes the essay section, it will either be included with the grade or sent to SWAU for grading. If the student does not take the essay section, he/she must take and pass an essay examination administered by the SWAU English Department.

** Maximum of 6 hours of CLEP history credit will be applied toward a history or social science major or minor.

***Does not apply to a major or minor.

****This is a non-lab science credit and does not apply to the lab science general education requirement.
Advanced Placement Exams

The university will grant credit for successful completion of Advanced Placement courses and examinations taken during high school on the following basis:

1. The passing level for all examinations is a score of 3, 4, or 5.
2. The transcript will indicate that credits accepted have been completed by examination and will be recorded as CR. AP credit will be recorded only after 12 hours of current SWAU course work.
3. There will be a $25 recording fee per exam.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Advanced Placement Exam</th>
<th>Credit Awarded for</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>Studio Art: Drawing, 2D or 3D, History of Art</td>
<td>ARTS 111 &amp; 112, ARTS 221</td>
<td>6</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Biology</td>
<td>BIOL 104 &amp; 105</td>
<td>6</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Chemistry</td>
<td>CHEM 111 &amp; 112</td>
<td>8</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Computer Science A, Computer Science AB</td>
<td>CSIS 105, CSIS 110 &amp; 111</td>
<td>3, 6</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>Macroeconomics, Microeconomics</td>
<td>ECON 211, ECON 212</td>
<td>3, 3</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>English Language &amp; Comp or Eng Literature &amp; Comp</td>
<td>ENGL 121</td>
<td>3</td>
</tr>
<tr>
<td>FRENCH</td>
<td>French Language, French Literature</td>
<td>FREN 211 &amp; 212, FREN 291</td>
<td>6, 6</td>
</tr>
<tr>
<td>GERMAN</td>
<td>German Language</td>
<td>GRMN 211 &amp; 212</td>
<td>6</td>
</tr>
<tr>
<td>HISTORY</td>
<td>United States History, European History, World History</td>
<td>HIST 111 &amp; 112, HIST 212, HIST 291</td>
<td>6, 3, 3</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics/Calculus AB, Statistics</td>
<td>MATH 181, MATH 241</td>
<td>4, 3</td>
</tr>
<tr>
<td>MUSIC</td>
<td>Music Theory</td>
<td>MUCT 111 &amp; 151</td>
<td>6</td>
</tr>
<tr>
<td>PHYSICS</td>
<td>Physics B, Physics C - Mechanics, Physics C - Electricity &amp; Magnetism</td>
<td>PHYS 101, PHYS 121 &amp; 221, PHYS 122 &amp; 222</td>
<td>3, 5, 5</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>Government &amp; Politics - US, Gov &amp; Politics - Comparative</td>
<td>POLS 291, POLS 291</td>
<td>3, 3</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>Psychology</td>
<td>PSYC 212</td>
<td>3</td>
</tr>
<tr>
<td>SPANISH</td>
<td>Spanish Language, Spanish Literature</td>
<td>SPAN 211 &amp; 212, SPAN 291</td>
<td>6, 6</td>
</tr>
</tbody>
</table>

*Maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

Transfer Credit

Students who want to register for off campus classes while earning their degrees at SWAU must request permission from the Exceptions Committee. Special petition forms for this purpose are available at the Records Office and must include the course specifics and intended substitutions. Classes taken without written permission are not guaranteed to be transferred.

Most credit taken at regionally accredited colleges will be accepted as transfer credit with the exception of vocational credit. Because of differences in degree requirements and course content, all credits may not apply toward specific graduation requirements at SWAU. English as a Second Language (ESL) courses will not be accepted for transfer credit. When the institutional GPA is at least 2.0, grades of D or higher will transfer. When the institutional GPA is less than 2.0, only C grades or better will be transferred. Grades of F will not transfer. All transfer credit will be recorded only after the successful completion of 12 semester hours at SWAU.

Credit may be accepted from certain unaccredited institutions. Students transferring credit from an unaccredited post secondary institution must have an institutional grade point average of at least 2.0. Validating examinations may be required for such transfer credits at the discretion of the Academic Vice President. No credit will be transferred until a minimum of 12 semester credits are earned at SWAU.

A student transferring experiential credit through a portfolio, must submit the portfolio for review by the SWAU Adult Degree Committee. If SWAU faculty agree that documentation is sufficient for credit, up to 32 credit hours may transfer in this manner. Credit received through experiential learning will be identified as such on the transcript. Credit will be awarded only in the areas offered within the current curriculum of SWAU. No letter grade is given or transferred for experiential credit.

College credit earned by Proficiency Exams may be transferred provided such credit meets the guidelines used by SWAU for granting credit. No courses transferred from a two-year college may be used to satisfy the SWAU upper division requirement.

Transfer students from non-SDA schools must have three hours of religion credit per 30 credits taken in residence at SWAU, with a minimum of six hours. Though religion classes taken prior to enrollment at SWAU will be considered for transfer, at least three hours must be from an SDA school, and no SDA religion classes taken after enrollment here will not be transferred.

Credit for Military Service Schools

The University follows, with limitations, the recommendations of the American Council of Education as published in the Guide to the Evaluation of Educational Experiences in the Armed Forces in granting credit for military service schools. At a minimum, the following limitation applies.

Courses must be in the baccalaureate/associate degree category as defined by the ACE Guide. This precludes acceptance of vocational, technical or certificate category courses, or military occupational specialties or job experience.

For consideration of credit from military service schools, the applicant may submit the following military records:

1. A certified original of the DD Form 295, or
2. A copy of the DD Form 214, or
3. Course completion certificates.

The Assistant Registrar will assist persons eligible for veterans educational assistance benefits.
Outcome Assessment
In keeping with the University's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the University's accrediting agencies, the University has established several measures to assess effectiveness in meeting its stated educational goals. Students will take tests or complete surveys designed to measure achievement in general education and/or selected major areas, academic support services, student and spiritual life, and administrative areas for the purpose of evaluating institutional effectiveness.

GRADUATION REQUIREMENT POLICIES

Baccalaureate Degree
Students must meet the following requirements:
1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 128 semester hours, including 40 hours of upper division credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major, minor, and general education and meet the residency requirements.
4. Earn a minimum cumulative GPA of 2.00*.
5. Earn a minimum GPA of 2.25 in upper division major or emphasis course work. No course with a grade below C may apply toward a major, minor, or emphasis. Only courses required for the student's major or emphasis will be included in computing the major GPA.
6. Nursing majors must have a minimum cumulative GPA of 2.5 in all nursing courses.
7. Take at least 12 hours in the major and 6 hours in the minor of upper division courses, except for the BS in General Studies.
8. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as a graduating senior in his/her major. (See the Academic Calendar inside the front cover of this bulletin for scheduled date.)
9. Take the College Base General Education Assessment. A senior who does not achieve a minimum score of 200 in any section must retake that section or sections. The retake cost is $30.00 for one section and $40.00 for more than one section. Students missing the two scheduled testing times will have to pay $40.00 to take the test individually at the Counseling Center. (See Academic Calendar for the scheduled date.) All payments must be made in cash.

*Social Work majors must have a minimum cumulative GPA of 2.50, while Elementary Education majors must have a minimum cumulative GPA of 2.75. See Nursing and Education sections for special graduation requirements for these majors.

Associate Degree
Students must meet the following requirements:
1. Be recommended by the faculty and approved by the Board of Trustees.
2. Complete at least 64 hours of credit.
3. Satisfactorily complete specific requirements for prescribed classes in the major and general education (see General Education requirement distribution of general education courses), and meet residency requirements.
4. Earn a minimum cumulative GPA of 2.00.
5. A General Studies major completes all general education requirements for the Bachelor's degree with the following exception: 6 hours of religion instead of 12 will be required.
6. Earn a minimum overall GPA in their major courses of 2.00 (C)*. No course with a grade below C may apply toward the major.
7. Take a Major Field Achievement Test as designated by the major department. This comprehensive examination will cover material the student is expected to know as a graduating senior in his or her major. (See the Academic Calendar inside the front cover of this bulletin for scheduled date.)

*Nursing majors must have a minimum cumulative GPA of 2.50 in all nursing courses.

A graduating student will fulfill all requirements published in the University Bulletin. The student may complete the major and minor requirements published in the Bulletin at the time of enrollment or any Bulletin issued during continuous enrollment, unless changes by a licensing or certifying body require otherwise. A student not in regular attendance for two or more consecutive semesters must meet the requirements of the current Bulletin upon resuming attendance. All general requirements for graduation must be fulfilled as published in the current Bulletin.

An application for graduation should be completed and filed in the Records Office three semesters before the student expects to graduate.

A Graduation Contract must be completed and returned to the Records Office no later than one week after the start of the senior year. Any transfer work must be completed and the official transcript of this work must be in the Records Office by March 1 for May graduates, July 15 for August graduates, and November 15 for December graduates. Seniors registering for any off-campus courses during their last semester will delay their graduation. All CLEP and Proficiency examinations must be taken, and the recording fees paid, before the last semester of the senior year.

The student must satisfactorily meet all financial obligations to the University, including payment of graduation dues. (The amount of dues is determined by the class with the approval of the president.) If graduation dues were paid as a two-year graduate, only half of the dues will be required of the four-year graduate.

All graduates are expected to participate in the commencement exercises unless given permission by the Academic Vice President to graduate in absentia.
Graduation Ceremonies
The annual baccalaureate and commencement ceremonies are held at the end of the spring semester each year. Students who completed their work the previous summer or fall semester may participate in this ceremony with the spring graduates. Students eligible to participate in graduation must complete all arrangements with the Records Office prior to March 1 in order to be included in the ceremony. The program for each commencement ceremony lists the names of all students who have completed the requirements for December and May graduation and also the names of candidates for August graduation.

Transcripts showing graduation may be obtained in August, December, and May, depending on when work is completed.

Deferred Graduation
Seniors in their last semester, who are registered at SWAU for all remaining hours and who fulfill their graduation requirements by the end of the semester, may participate in the graduation exercises. An exception will be made for students whose requirements are incomplete because of D's, F's, or I's in no more than two of these final SWAU classes. They may still participate in the graduation exercises if documented evidence is provided that any remaining requirements can reasonably be completed prior to the August graduation deadlines. The student will be listed as a Candidate for August graduation in the graduation program. After April 15 of the following year, students will be expected to meet the graduation requirements of the new Bulletin.

SPECIAL PROGRAM POLICIES
General Studies Program
1. Freshmen will be enrolled in the program if:
   - Their high school GPA is below 3.0 and their SAT verbal and Math composite score is between 600 and 790 (or their ACT composite score is between 13 and 16); or
   - Their high school GPA is above 3.0 and their SAT verbal and Math composite score is between 600 and 750 (or their ACT composite score is between 13 and 15).
Students wishing to transfer into a four-year degree program may do so when they have completed a minimum of 32 semester hours, including completion of ENGL 121, 220 and a college level math, with a minimum cumulative GPA of 2.0.

2. Enrollment must be initiated on registration day. Late registration will not be allowed.

3. The courses for Fall semester are: Composition Review, Introductory Algebra or Intermediate Algebra (as determined by the Math Aptitude Profile), University Success, and two three-hour classes chosen in consultation with your General Studies Program advisor. Additionally, a one-hour music or physical education class may be taken. Students are limited to 14 hours their first semester in the General Studies Program. During the following semesters their course load will be determined by the previous semester's GPA: below 3.3 GPA may take up to 14 hours, 3.3-3.49 may take 15, and 3.5 or above may take 16.

4. Students may not withdraw from the following classes: ENGL 011, MATH 011, or MATH 012.

5. Attendance at a General Studies Program orientation is required during the first week of the semester.

6. No off-campus activities that require classes to be missed will be allowed. These activities include club sports, music trips, recruitment trips, etc.

7. Students must live in the dormitory unless living with immediate family.

8. Students must enroll in a math class each semester of attendance until the college math requirement is completed, which means receiving a grade of at least a C in MATH 011 and/or MATH 012 before enrolling in MATH 101 or 110 the following semester.

9. Students must enroll in an English class each semester of attendance until the college English requirement is completed, which means receiving a grade of at least a C in ENGL 021 before enrolling in ENGL 121 the following semester.

10. Students will not be allowed to enroll for their sophomore year unless they complete both Composition Review and Introduction to Algebra with a grade of C or higher. If Introduction to Algebra is not completed at SWAU during the freshman year, then it must be completed during the following summer in order for enrollment to continue.

Adult Degree Program
The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 6204.

For admission to the Adult Degree Program, students must:

1. Complete the ADP application form and data sheet contained in the ADP brochure.

2. Submit an official report/transcript of one of the following:
   - an SAT report with a verbal score of 400 or higher and a math score of 400 or higher.
   - an ACT composite score of 17 or higher.
   - college transcript with passing grades in English and math classes.
   - college transcript with grades of C or better in developmental English and math classes.
   - official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
   - a Texas Higher Education Assessment (THEA) with a Reading score of 230+, a Mathematics score of 230+ or an Algebra score of 270+, and a writing score of 220+.

3. Submit official transcripts according to applicable criteria:
   - Applicants with less than 12 hours of college credit:
     1. an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test.
     2. official transcripts from each college attended.
   - Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

Developmental/remedial classes cannot be taken through the Adult Degree Program. If needed by the student, these classes must be taken prior to admission to the program.
Graduate Programs

SWAU provides graduate programs in Education and Business. Call for a Graduate Bulletin at (800) 433-2240 ext. 6724 or stop by the Graduate Office.

Adventist Colleges Abroad

Through Adventist Colleges Abroad (ACA), qualifying students may elect to take a year out of their curriculum to become immersed in a foreign culture and learn a foreign language. Applicants for this program need not be language majors. The colleges affiliated with ACA are Colegio Adventista de Sagunto, Sagunto, Spain; Centre Universitaire et Pedagogique du Saleve, Collonges-sous-Saleve, France; Seminar Schloss Bogenhofen, St. Peter am Hart, Austria; Universidad Adventista del Plata, EntreRios, Argentina; University of Eastern Africa, Baraton, Eldoret, Kenya; and Instituto Adventista Villa Aurora, Firenze, Italy. Following are the requirements for a year of study abroad:

1. Admission to SWAU.
2. Complete and return the ACA application form, which is available at the SWAU Records Office. An application fee of $100 is also required. Financial application agreement forms need to be completed at the Student Finance Office before the ACA application is mailed. See Finances section for application procedures and types of aid available.
3. Be competent in the language. (The minimum requirement is one year of foreign language study in college or two years in high school.)
4. Have a grade point average of 3.00 in the foreign language and 2.50 overall.
5. Have a good citizenship record.
6. Meet the financial requirements. (These costs, including transportation, are comparable to those at Adventist colleges in the United States.)

A year of study is usually taken during the sophomore or junior year; however, freshmen who have competence in the language are not excluded.

Summer Abroad Language Program

Adventist Colleges Abroad operates summer language programs. These are primarily for students with no previous language instruction. This program is designed to provide students with elementary or intermediate language proficiency, therefore allowing them to enroll in the Year Abroad Program, should they be interested. Contact the Records Office for more information.

Student Missionary Program

Following the call of Matthew 28 to go into all the world, the Student Missionaries Program is a chance for students to experience being a missionary for 9-12 months.

Student Missionaries teach English and Bible in Asia, Russia, Eastern Europe, Central and South America. There are positions to teach in elementary and secondary classrooms in Micronesia and the Marshall Islands. Pre-med and nursing students can receive experience in their fields working in many different countries as medical assistants or nurses. Religion majors can get experience in Australia and New Zealand as youth pastors and Bible workers. Assistant dean positions are available in Europe, Australia, and Africa. Students who prefer to stay in the United States may choose to serve as Taskforce for 9-12 months. Taskforce workers are assistant deans at academies, student chaplains, church youth pastors, kindergarten teachers, cooks, Bible and literature evangelists who serve in the United States and Canada.

These are just a few of the hundreds of calls available to students each year for places far and near. The benefits of going as a Student Missionary include improving your Christian walk, travel, learning about a new culture and language, new friends, scholarships, and strengthening personal resumes. Check out sm.swau.edu or chaplain.swau.edu for more information.

STUDENT RIGHTS & APPEALS POLICIES

Student Academic Appeals Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences:

1. That a computational/recording, or other technical error has been made, but has not been acknowledged by the instructor;
2. That the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student;
3. That published department policies have not been followed.

Initial Appeals Procedure

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).
2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor’s department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor’s department chair. The chair has two (2) University days to respond to the student. This completes STEP I on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two (2) University days from receipt of the chair’s decision to contact the Academic Vice President, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Academic Vice President will provide a written decision. This completes STEP II on the Academic Appeals Review Form.
Formal Appeals Procedure

If the problem is not resolved with the decision of the Academic Vice President, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Academic Vice President’s decision, the student must request in writing to the Academic Vice President a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student’s case and will issue a decision which will constitute final action by the University. This completes STEP III on the Appeals Review Form.

Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

Matters not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

For academic policy and procedure appeals:
1. Registrar
2. Academic Vice President
3. Academic Policies Committee

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with a legitimate education interest. A school official is a person employed by the University in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by Southwestern Adventist University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

   The University may, at its discretion, publish or release the following information without prior consent unless the student requests in writing that certain information be withheld: Student name, address, telephone listing, enrollment status, class, major field of study, most recent previous school attended, photographs, date and place of birth, participation in officially recognized activities, e-mail address, dates of attendance, anticipated date of graduation, degrees, awards and honors. The Records Office is responsible for compliance with the provision of this Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Records Office.
ACADEMIC SUPPORT SERVICES

Information Services Center

The office of Information Services is responsible for providing computer resources, campus network infrastructure, digital and voice telecommunications, standard software licensing, and institutional research to support the academic and administrative functions of the university. The staff installs and maintains servers, off-campus connectivity, administrative computer systems, as well as providing help for faculty, staff, and administrators in addressing their computer-related problems. There is a continual program to upgrade connectivity, external access, hardware and software, and digital resources for classroom use.

The MicroGarden, located in the Chan Shun Library, contains computers for the use of SWAU students during library hours. The Computer Teaching Lab, located in Scales Hall, houses a number of computers that are available for general use when classes are not scheduled in that facility. Other clusters of systems include the English Writing Lab and the Evans Hall Lab.

Library Instruction Program

The Chan Shun Library staff aim to serve the information needs of the SWAU community through acquiring, organizing and preserving books and serials, non-print and electronic resources, and providing guidance, consultation and instruction to assist users in effectively obtaining, evaluating and applying needed information.

The library contains a growing collection of books, periodicals, audiovisual and multimedia resources selected to support student learning. Print and electronic reference tools point to a wealth of information resources that can be delivered to students through interlibrary loan or printed as full-text. Computer workstations provide network access to the on-line catalog, bibliographic databases, and the Internet. Through cooperative agreements, faculty and students have easy access to the resources of the Chan Shun Library.

Librarians participate with classroom instructors in helping students to develop information literacy, skills and concepts essential for functioning effectively in an information society. Information literacy includes the ability to locate, evaluate and use needed resources in a variety of formats. SWAU’s on-line card catalogue can be accessed at http://slic.swau.edu/. The library homepage can be accessed at http://library.swau.edu/.

Student Services

Students with personal and campus concerns and questions should contact the Dean of Students, whose office is located in the Findley Administration Building. The Vice President for Student Services/Dean of Students’ staff practices a student-centered, student-first philosophy of service. The student code of conduct, which is in place for the safety and well-being of our university campus community, is enforced by the Vice President for Student Services. The Student Services staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, providing leadership training and opportunities for student involvement in campus governance.

Counseling and Testing Center

The Counseling and Testing Center provides services which focus on helping students cope with personal concerns as they engage in their spiritual, academic, social and personal activities. Typical student needs and concerns include learning how to study more effectively, resolving interpersonal conflicts, managing stress reactions, coping with loneliness, and handling feelings of depression, anxiety and other emotional crises.

Career Planning: Several career and interest inventories are given by the Counseling Center to help students learn more about their aptitudes, achievements, interests, values, and personality. The College-Level Examination Program (CLEP), correspondence tests, and national tests for admission to graduate schools are administered by the Counseling Center.

Health Services

Health Services provides assistance to students or staff who are ill or have minor injuries, without cost. The clinic is located in Harmon Hall and is open from 8:00 a.m. - 10:00 p.m. Sunday-Thursday. If you should have a health care need during weekends or nights, call the dean on duty.

ADA Support

SWAU is committed to policies which provide an equal opportunity for full participation of all qualified individuals with disabilities. The university prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities. Appropriate aids and services to accommodate the needs of individuals with disabilities are coordinated through the Disability Services Office in the Counseling and Testing Center. Students with disabilities who require accommodations should contact the office as soon as possible. Students seeking accommodation are responsible for providing the university with documentation of this disability.

Post-baccalaureate Student

SWAU offers four-year graduates of any accredited college/university, including SWAU, the opportunity to take additional undergraduate classes or to complete another undergraduate degree at half the current tuition rate. Discounts do not apply to classes in nursing, student teaching, Adult Degree Program, ESL Program, Criminal Justice Program, independent study, private lesson fees or laboratory charges.
COURSE CODES

Course Numbering System

All courses are prefixed with the subject, such as ENGL, MATH, CHEM, etc. This abbreviation is followed by a three position number. Course numbers are intended to guide students and advisors in appropriate course selection.

000-099 Developmental classes. Do not meet graduation requirement and cannot be transferred.
100-199 Courses primarily for first-year students and General Education.
200-299 Courses primarily for sophomores and juniors.
300-499 Courses primarily for juniors and seniors.
500+ Graduate level courses.

Courses separated by a comma mean that course content is covered sequentially and that normally the courses are taken in sequence, but that they can be taken out of sequence.

First Digit
0 is reserved for college preparatory (non-college level) courses. The numeral 1 is reserved for freshman level courses, with 2, 3, and 4 reserved for sophomore, junior, and senior level courses respectively.

Second Digit
The numerals 1-8 are used at the discretion of the department. The numeral 9 is reserved for independent study type courses.

Third Digit
Numerals 0-9 are to be used at the discretion of the department.

Explanation of Abbreviations
Lec - the number of 50-minute lecture periods per week.
Lab - the number of clock hours in laboratory per week.
u.d. - upper division. i.e., courses numbered in the 300 and 400 range.

Semester Course is Taught
Following the course description will be the code indicating when the course is generally taught. This is provided as a guide only and is subject to change.
(Fall) - taught every fall semester
(Spring) - taught every spring semester.
(Fall, odd years) - taught fall 2007, 2009, etc.
(Fall, even years) - taught fall 2006, 2008, etc.
(Spring, odd years) - taught spring 2007, 2009, etc.
(Spring, even years) - taught spring 2006, 2008, etc.
(Fall, Spring) - taught every semester.
(Summer)
(Offered periodically)

DEGREE REQUIREMENTS

A four-year degree is called a bachelor or baccalaureate degree. A two-year degree is called an associate degree.

Generally, degrees granted by SWAU follow these guidelines:

<table>
<thead>
<tr>
<th>Bachelor of Arts</th>
<th>Bachelor of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 hour major</td>
<td>33 hour major*</td>
</tr>
<tr>
<td>18 hour minor</td>
<td>18 hour minor</td>
</tr>
<tr>
<td>53 general ed. hours</td>
<td>53 general ed. hours</td>
</tr>
<tr>
<td>21 elective hours</td>
<td>24 elective hours</td>
</tr>
<tr>
<td>6 hours intermediate level foreign language</td>
<td>128 hours (including 40 upper division hours)</td>
</tr>
<tr>
<td>128 hours (including 40 upper division hours)</td>
<td></td>
</tr>
</tbody>
</table>

Associate of Science
major courses
+general ed. hours
+elective hours
64 total hours

*Some Bachelor of Science majors are composite. (The major will include at least 48 semester hours and a minor is not required.)
Southwestern Adventist University offers the following academic programs:

**Master of Business Administration (MBA)**
**Master of Education in Elementary Education (MEd)**
with concentration in: Curriculum and Instruction
Educational Leadership

**Bachelor of Arts (BA)**
Biography
Chemistry
English
French - Interdisciplinary Studies
German - Interdisciplinary Studies
History
International Affairs
Italian - Interdisciplinary Studies
Journalism
Life Science (Secondary Certification only)
Mathematics
Music
PR and Advertising
Public History and Management
Radio-TV-Film
Religion
Social Science
Spanish - Interdisciplinary Studies
Theology

**Bachelor of Business Administration (BBA)**
Accounting (concentration)
Business Administration (concentration)
International Business (concentration)
Management (concentration)
Marketing (concentration)

**Bachelor of Science (BS)**
Biography
Business (Secondary Certification only)
Business Administration/Computer Info Systems (Double Major)
Chemistry
Computer Information Systems (Secondary Certification only)
Computer Science
Criminal Justice
Elementary Education
Exercise Science
General Studies
Interdisciplinary Studies
Journalism
Life Science (Secondary Certification only)
Management
Mathematical Physics
Mathematics
Medical Technology
Music
Nursing
Physical Science
Physical Education
Physics
PR and Advertising
Psychology

Radio-TV-Film
Security Management
Social Science
Social Studies (Secondary Certification only)
Wellness

**Bachelor of Social Work (BSW)**

Associate of Science (AS)
- Computer Information Systems
- General Studies
- Nursing
- Office Technology
- Wellness

Minors are available in the following areas:
- Accounting
- Biblical Languages
- Biology
- Broadcasting
- Business Administration
- Chemistry
- Computer Science
- Coaching
- Corporate Communication
- Criminal Justice
- English
- History
- Journalism
- Mathematics
- Music
- Office Systems Administration
- Physical Education
- Physics
- Political Science
- Psychology
- Religion
- Social Science
- Sociology
- Spanish
- Speech
- Wellness

**Teaching Certification**
North American Division of Seventh-day Adventists:

**State of Texas:**
K-4, GR 4-8, GR 8-12, and All Level Physical Education and Music K-12. Content areas available for Grades 8-12 are: Business, Computer Information Systems, English, History, Journalism, Life Science, Mathematics, Physical Science, Social Studies and Speech.

**Federal Title II Rating**
S.W.A.U. is currently ranked in the first quartile nationally for its Title II rating. This reflects an 99% pass rate by students taking the state certification exams during the 2002-2003 school year.
Preprofessional Programs

Members of the faculty serve as counselors in the following professional areas for which SWAU does not offer a degree:

- Anesthesiology: Dr. Art Chadwick
- Chiropractic: Mr. Hoyet Taylor
- Dentistry: Dr. Richard McCluskey
- Dental Assisting: Dr. Richard McCluskey
- Dental Hygiene: Dr. Richard McCluskey
- Dietetics & Nutrition: Dr. Art Chadwick
- Engineering: Dr. Bill Atkins
- Law: Dr. Randy Butler
- Medicine: Dr. Art Chadwick
- Occupational Therapy: Dr. Karl Konrad
- Optometry: Dr. Bill Atkins
- Osteopathy: Dr. Art Chadwick
- Pharmacy: Dr. Karl Konrad
- Physical Therapy: Dr. Karl Konrad
- Podiatry: Mr. Hoyet Taylor
- Public Health: Dr. Karl Konrad
- Respiratory Therapy: Dr. Karl Konrad
- Speech Pathology: Dr. Karl Konrad
- Veterinary Medicine: Mr. Hoyet Taylor
- X-Ray Technology: Dr. Richard McCluskey

Major Studies Advisors

In the back pages of this bulletin is a list of the faculty members in departments. The chair of the department is the main advisor for that department.

Undeclared Major Advisors

- Bill Atkins
- Watson Chin
- Murray Cox
- Judy Miles
- Ingo Sorke

ACADEMIC INTEGRITY

Southwestern Adventist University was founded by the Seventh-day Adventist Church in order to educate its students academically and spiritually for Christian service. The ethical training of students is as important as their academic competence. Academic integrity rests on honesty, the first principle of the Christian life. Students must be honest in their dealings inside and outside the classroom.

Students must maintain a high ethical standard in their academic work. When a student turns in work for credit in the classroom, that work must be the student’s own. Students have access to some forms of authorized assistance. Authorized assistance may come in the form of tutoring by official university tutors, help from the professor, or the legitimate use of outside sources which are cited according to standard form. Other forms of outside assistance are unauthorized, for example, having another person complete all or part of an assignment, taking material from the Internet or other sources without citing it, or bringing unauthorized materials into an examination. Unauthorized help, in these and other forms, constitutes academic dishonesty.

General responsibilities of students:

1. Students must produce their work independently, except when the professor has assigned the work as a group project.
2. Students must not represent work as their own which is not their own.
3. Students must not aid others in academic dishonesty.

Examples of violations:

What follows are examples of academic dishonesty which will jeopardize a student’s standing in the classroom and at the university. This is a representative list only, not an exhaustive one.

1. Misusing Sources of Information (Plagiarism)
   When using outside sources in a paper, students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source when quoting, when paraphrasing, or even when using an idea which is unique to that source. If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty.

   Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the university.

2. Misrepresenting One’s Work
   Work that is assigned to the student must be done by the student. Homework assignments in any subject area must be the work of the student getting the credit and must not reflect unauthorized help from others.

3. Using Unauthorized Materials During an Examination
   Unless the professor indicates otherwise, students should assume that the use of notes, textbooks, the Internet, databases, calculators, or any other outside sources of help during an examination will constitute academic dishonesty.

4. Exchanging Information During an Examination
   Students may not share information with each other in any form or by any means during an examination. Talking or signaling in any manner during an examination may result in failure on the examination. Obtaining information from another student’s paper by any means during an examination is a violation of academic integrity.

5. Tampering with Computers
   Students may not access faculty computers by any means in order to obtain advance copies of tests or quizzes, alter grades on an online grade book, or for any other purpose.

6. Forging a Signature
   Students may not sign anyone’s name but their own on any advisement form, registration form, exceptions form, or any other document for any purpose whatsoever.

7. Aiding Others in Academic Dishonesty
   Students who enable others to misrepresent their work are also guilty of academic dishonesty and may be penalized as if they had misrepresented their own work. No student may do the class work for which another student will get credit, except in those cases when the professor has assigned work to be done in a group.

Procedure to be Followed in Cases of Academic Dishonesty

Professors have discretion in the classroom when academic integrity has been violated. The class syllabus should contain a statement on how violations of academic integrity will be treated. A first case of academic dishonesty may be handled by the professor, but will be reported to the Vice-President for Academic Administration. A second offense may be handled by the Vice-President for Academic Administration in conjunction with the professor. Students may appeal a decision made by either the professor or the Vice-President for Academic Administration by following the student academic appeals process as outlined in this bulletin under “Student Rights and Appeals Policies.” (See page 30.)
**General Education Purpose**

It is the purpose of the General Education Program at Southwestern Adventist University to bring balance to all the academic and professional programs, and to enrich the intellectual and cultural experiences of the student beyond the limits set by the specific major.

The General Education Program requirements are derived from this statement of purpose and thus contribute to its fulfillment. The courses designated by the requirements are drawn from the humanities/fine arts, the social/behavioral sciences, the natural and computer sciences/mathematics, and the health/physical education areas.

**General Education Objectives**

1. To expose the student to broad areas of knowledge.
2. To foster the continuing development of academic skills.
3. To strengthen the student's spiritual dimension.
4. To encourage attitudes and practices of healthful living.

**General Education Requirements**

In addition to major and minor requirements, all students will need to complete the general education courses listed here. These courses have been chosen so that students successfully completing them will meet the objectives and will have the basic skills in oral and written communication, mathematics, computer science, and at least one physical activity.

Students with a bachelor's degree from a United States regionally accredited post-secondary institution will be considered to have fulfilled, with the exception of the religion requirements, SWAU's general education requirements. The religion requirement must be explicitly fulfilled.

### General Education — Bachelor's Degree* Hours

**A. University Success**

1. Speech (COMM 111, 113, or 115) .................3
2. Freshman Composition ....................................3
3. Research and Professional Writing .................3
4. Literature (taught in English) ......................3
5. A required upper division course, with a writing component, in the student's major or minor area of specialization. (to be taken the junior year) 
6. A required upper division course, with a writing component, in the student's major or minor area of specialization. (to be taken the senior year)

**B. English**

1. University Success** ...........................................1
2. English ........................................................................12
3. Freshman Composition ...........................................3
4. Research and Professional Writing .................3
5. Literature (taught in English) ......................3

**C. Health and Physical Education**

1. Health & Wellness & P.E. Activity Course
2. PSYC 244, PEAC 111, & P.E. Activity Course
3. HLED 216, PEAC 111, & P.E. Activity Course
4. PEAC 111 & three different P.E. Activity Courses

**D. Math/Natural and Computer Sciences**

1. Mathematics .........................................................3
2. Lab Science .........................................................6-8
3. Computer Science .............................................3
4. Math/Natural and Computer Sciences .............12-14

**E. Religion**

- Students involved in off-campus programs affiliated with SWAU must meet the 12 hour requirement. Education majors should see Religion requirements under the Education program.

**F. Social/Behavioral Sciences**

1. History ..............................................................6-12

**G. Foreign Language**

1. Foreign Language ...........................................0-6

The Bachelor of Arts degree, and some other degrees, require six hours of an intermediate-level foreign language. (6 hours of Hebrew or 12 hours of Greek will count as meeting the intermediate language level requirement.)

* Students seeking a degree in Elementary Education must see the Education section of the bulletin for specific general education requirements.

** All freshmen who have taken less than twelve previous college hours must enroll in the University Success course.

+ Students involved in off-campus programs affiliated with SWAU must meet the 12 hour requirement. Education majors should see Religion requirements under the Education program.
### COURSES OF INSTRUCTION

**UNIV 011 University Strategies**

1 hour  
A review of strategies necessary to have a successful university experience. Required of all students on Academic Probation or Academic Suspension. Students may not withdraw from this course, and it does not apply towards graduation requirements. Pass/no pass course.

**UNIV 101 University Success**

1 hour  
An orientation guide to campus, academic, social and devotional life; required of all first-time freshmen during their first semester at SWAU. Entering freshmen with 12 college hours or more are exempt.

**STUDENT MISSIONARY PROGRAM**

**UNIV 103 Experiential Program**

1 hour  
This course is designed to allow the summer colporter to serve in the field and maintain enrollment. By this the University recognizes the legitimate educational value of this experience. Credit does not apply towards graduation requirements.

**UNIV 211 Field Experience**

6 hours  
Through this course, the student missionary or taskforce worker will earn 6 hours of credit per semester while serving in the field. A maximum of 12 hours of credit may be earned, and will be applied as elective credit toward graduation. This course is monitored by the campus chaplain, and students must make arrangements for their course before leaving campus. Pass/no pass course.

**ADULT DEGREE PROGRAM**

**ADPS 130 Portfolio Development**

3 hours  
Prerequisite: Admission to ADP and attendance at a seminar.  
An intensive study of portfolio development and orientation to re-entering college level study. This includes an autobiography, competency statements, and goals. The most important section is a documentation of experiential learning.

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**General Education — Associate Degree**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A. University Success*</td>
</tr>
<tr>
<td>6</td>
<td>B. English</td>
</tr>
<tr>
<td>3</td>
<td>1. Freshman Composition (ENGL 121)</td>
</tr>
<tr>
<td>3</td>
<td>2. Research and Professional Writing (ENGL 220)** or a Speech elective (COMM 111, 113, or 115)</td>
</tr>
<tr>
<td>2-3</td>
<td>C. Health/Physical Education</td>
</tr>
<tr>
<td>6-7</td>
<td>D. Math/Natural and Computer Sciences</td>
</tr>
<tr>
<td>3</td>
<td>1. Mathematics/Lab Science</td>
</tr>
<tr>
<td>3</td>
<td>2. Computer Science</td>
</tr>
<tr>
<td>6</td>
<td>E. Religion</td>
</tr>
<tr>
<td>3</td>
<td>F. Social and Behavioral Sciences</td>
</tr>
</tbody>
</table>

* All freshmen who have taken less than twelve previous college hours must enroll in the University Success course.

** ENGL 220 is required by some departments.