

# Graduate General Information

## Mission, Purpose and Goals

# Graduate School Mission Statement

The Graduate School provides quality higher education that fosters a distinctly Christian graduate culture. Southwestern's graduate programs primarily serve post-baccalaureate students within the Southwestern Union Conference through traditional on-campus classes and distance education courses in Counseling and Education. Each program is approved by field-specific accrediting associations and utilizes quality academic and professional faculty.

## University Vision

Believing in the transformative power of the Gospel and affirming the importance of the life of the mind, Southwestern Adventist University seeks to promote inquiry through faith, to balance tradition with innovation, and to become a force for positive and significant change in global society.

## Graduate School Vision

The Graduate School prepares individuals for professional roles in the area of counseling and education. Education graduates will be equipped with the theory and research-based practice needed for careers in educational leadership or as literacy leaders on elementary, middle school, and high school campuses. Counseling graduates will master research-based counseling theories and practice in preparation for a variety of counseling settings and licensure.

## University Values

- Christ as our central focus.
- Education that promotes achievement and enriches life.
- Interaction that affirms faith, integrity, and humanity.
- Responsibility for ourselves, our neighbors, and our world.
- Service as a ministry for Christ.
- Integration of Seventh-day Adventist beliefs and practice into daily life.

## Brief History

Southwestern Adventist University was founded in 1893 as Keene Industrial Academy. Junior college level work was first offered in 1916 and the name was changed to Southwestern Junior College. In anticipation of offering baccalaureate work, the name was changed to Southwestern Union College in 1963. The first bachelor level classes were offered in 1967. In 1977, the college was renamed Southwestern Adventist College, reflecting its denominational affiliation. Graduate level work was begun in 1987; nine years later the institution changed its name to Southwestern Adventist University. The University has been accredited by the Southern Association of Colleges and Schools since 1958; first as a Level I institution (associate degrees), then in 1970 as a Level II institution (baccalaureate degrees), and since 1989 as a Level III institution (graduate degrees).

# Essential Beliefs

The institution is committed to Christian teachings and values as understood by the Seventh-day Adventist Church. God is perceived as the Creator and ultimate source of knowledge and meaning. True education is defined as the harmonious development of the intellectual, spiritual, social, and physical aspects of human nature.

# Attitudes and Ideals

The University broadens the student's intellect, strengthens the spiritual dimension, contributes to social growth, fosters attitudes and practices of healthful living, develops a wholesome respect for the dignity of labor, and instills a sense of selfless service.

# Institutional Goals

The University has the following goals:

1. Strengthen the student's relationship with Jesus Christ
2. Provide an environment conducive to learning
3. Provide the infrastructure to fulfill our educational purpose
4. Focus on quality curricular programs in undergraduate education
5. Provide a general education component that brings enrichment and balance to all academic and professional programs
6. Provide quality graduate education at the master's level
7. Provide quality distance-learning
8. Provide administrative support services
9. Provide educational support services
10. Operate in a fiscally responsible manner

# Student Outcomes

Upon completion of a Master's degree at Southwestern Adventist University, graduates will be able to:

1. Demonstrate knowledge and skills required by employers in the field
2. Contribute significantly to the knowledge and practice of the field
3. Exemplify a character of integrity and ethics in all scholarly and professional activities

# Accreditation and Non-Discrimination Policy

Southwestern Adventist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master degrees. Southwestern Adventist University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Southwestern Adventist University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404)679-4501, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

In addition, the University is currently accredited by the following accrediting bodies:

1. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
2. International Accreditation Council for Business Education
3. Texas Education Agency
4. The baccalaureate degree program in nursing at Southwestern Adventist University is fully approved by the Texas Board of Nursing, 333 Guadalupe #3-460, Austin, TX 78701, 512-305-7400.
5. The baccalaureate degree program in nursing at Southwestern Adventist University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791

The University is a member of the following:

1. Council of Independent Colleges
2. Independent Colleges and Universities of Texas
3. Hispanic Association of Colleges and Universities

Southwestern Adventist University does not discriminate on the basis of gender, religion, disability, race or ethnic origin. The University President is responsible for compliance. The University believes the interpretation and implementation of all government laws and regulations are subject to constitutional guarantees against unreasonable entanglement with or infringement on the religious teachings and practices of the Seventh-day Adventist Church. Any regulation or change in regulation adopted by the Board of Trustees or the faculty at any time shall have equal authority as the regulations printed in this bulletin or the student handbook. Each student is responsible for knowing and observing the regulations of the University and is responsible for fulfilling the requirements for his or her degree as defined by the University *Bulletin*.

## Admission

### Graduate Admission

The University offers graduate programs in education and counseling. Students are accepted for admission in fall, spring, and summer semesters according to the following deadlines:

Fall Semester, July 1

Spring Semester, November 1

Summer Semester, April 1

### Requirements and Procedures

Students applying for graduate admission must submit the following documents. All degree seeking and non-degree seeking must submit the following items to the Admissions Office:

1. A formal application for admission to graduate studies.
2. Official transcripts of all colleges/university coursework including evidence of the completion of a baccalaureate degree at a regionally accredited institution in the United States or a comparable degree from a foreign academic institution. An undergraduate grade point average of at least 3.00 on a 4.00 scale on all prior college course work.
3. Domestic and International prospective student who graduated from an educational institution outside the U.S. are required to have transcripts evaluations done through WES.
4. Evidence of English language proficiency. See International Student Admissions, page 11.
5. Written recommendations from two individuals knowing the applicant's professional ability, personal character, and intellectual promise for pursuing successful graduate study.
6. An essay of 500-750 words that describes some of the most important experiences of your life and how they have shaped the person you have become. Also, describe how continuing your education at Southwestern Adventist University will fit into your goals for the future.
7. Official GRE test results for the Counseling Psychology MA. A score of 590 or higher based on the following formula: undergraduate GPA x 100 + GRE Score (combined verbal and quantitative sections). GRE results cannot be older than five years (GRE is only required for the MA programs).

Additional documents may be required by the academic department offering the desired degree program.

Consideration for admission to graduate study is contingent upon the integrity of the information submitted to the University.

Discovery of false information subsequent to the offer of admission is, at the University's discretion, grounds for withdrawal of the offer of admission or for immediate dismissal at any point in the student's course of study. Such dismissal shall result in forfeiture of all charges paid and academic credits earned.

## Master of Arts in Counseling (MA)

Students applying for graduate admission to the Master of Arts in Counseling program must also apply to the Department of Education and Psychology. The following materials must be submitted to the department:

1. Meet all regular admissions including GRE requirements, see requirements and procedures for details.
2. A departmental application to graduate studies in counseling.
3. Appropriate documentation for a certified background check.

The department will also interview the applicant.

## Master of Education (MEd)

An applicant will be accepted in good and regular standing to the MEd program if he or she meets the following criteria:

Meet all regular admissions requirements.

Acceptable areas of study for admission to the MEd include education, school guidance, or at least 20 semester hours in education.

# International (F-1) Students

All students needing an I-20 must meet the following:

- Be academically accepted
- Submit legible copy of valid passport
- Submit bank statements that give evidence of support to the financial claims on the certificate of finance form
- Submit the international student deposit of \$1000 which includes the \$200 residence hall room deposit, and a \$200 non-refundable processing fee
- Pre-payment of \$6500\* for graduate students
- Upon receipt of I-20 student must submit payment to SEVIS for I-901

\*If a student is not granted a visa and does not enroll, these funds will be returned minus the processing fee and any transaction fees.

As required by law all international student information is entered in the Student & Exchange Visitor System (SEVIS) when an I-20 is issued including when the student enrolls or does not enroll, falls below a full-load of classes (9 hours), changes his/her address or withdraws from the university.

Current immigration laws allow an international student with an F-1 Visa to work on campus up to 20 hours per week during the semester and up to 40 hours per week during vacations provided that the student is registered for the subsequent academic semester. While there are many campus jobs available, Southwestern does not guarantee student employment.

Major medical insurance coverage must be purchased through Southwestern at registration. If a student is already insured through the SDA system, he/she must provide documentation of equivalent insurance coverage. No insurance coverage refunds will be made after the second week of classes.

International students should not leave their homeland until they have the following:

- A letter of acceptance from Southwestern Adventist University
- An I-20 from Southwestern Adventist University
- A valid passport and F-1 Visa for travel to the United States of America

## Finances

### Graduate Finances

This section of the *Bulletin* contains information directly related to graduate students but does not contain an extensive description of all Southwestern Adventist University student finance policies. For further information or clarification, please refer to Southwestern's Undergraduate *Bulletin*.

### Graduate Tuition

\$952 per credit hour. Tuition includes classroom instruction, cap, and gown for graduation, diploma, and use of the following: library, computer laboratories, science laboratories, gymnasium, swimming pool, and student center.

#### Summer

EDSC 545 Dinosaurs for Teachers - \$619 per credit hour

## Graduate Certificate in U.S. History

Tuition \$500 per course.

## Fees

A technology fee of \$220 per semester is required of all students.

## Residence Hall & Meal Plan Packages

Residence Hall: \$2,025/semester; \$4,050/year

Our Residence Hall Package includes:

1. A room in one of the residence halls beginning Sunday of the week classes begin
2. Meals at the cafeteria

## Meal Plans

Students who reside in the residence hall are required to select a meal plan offered through the cafeteria.

Meal Plan Choices (required for resident hall students)

Meal Plan

• \$2,025 (per semester - includes \$125 for the Knight's Market and Grill\*) This plan is for unlimited access to the cafeteria seven days per week.

Meal Plan 22

• \$1,175 (per semester)

The student is charged by the meal for each entry to the cafeteria with a \$50 per day limit, until the \$1,175 is used. A portion of this plan is used up each week regardless of entry into the cafeteria. Any portion of the \$1,175 may be spent in the Knight's Market and Grill. Meal Plan 22 is not unlimited access.

Commuter Meal Plans

Students who live off campus have the option of either the Meal Plan or Meal Plan 22.

\*The Knight's Market and Grill offers a variety of hot meals and made-to-order sandwiches as well as breakfast items, smoothies, snacks and beverages.

Please note these guidelines before selecting a meal plan:

1. A processing fee will be assessed for any changes to meal plans after the close of registration.
2. Refunds are on pro-rata basis only when withdrawing from school or moving from the residence hall.
3. Meal plans may not be shared with other students or guests.

# Residence Hall Deposit

To reserve a room, students are required to pay a general deposit of \$200 to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the University. The deposit is refundable on the condition that the checkout procedure of the residence hall is followed (see Residence Hall Handbook). Should a student cancel an application for admission before August 1, the deposit will be refunded.

# Private Room Fee

Private room fees are an additional \$1,013 per semester subject to space availability, dean approval, and financial clearance.

# Summer Residence Hall and Cafeteria Fees

Residence halls charge a weekly rate and the cafeteria charges for each meal.

# Other Expenses

## Books

Students are given the opportunity to indicate if they want to charge books to their student account through BBA Corporation, the University textbook provider, during the on-line registration process. Students may charge up to \$600 to their student account per semester.

## Course Fees

EDAD 530 Internship in Education Administration \$200  
EDRE 550 Literacy Practicum \$200  
EDPY 585 & EDPY 590 Counseling Internship I & II \$400

# Graduation Dues

Graduation class dues are a mandatory non-refundable fee that covers expenses such as class gift, 25 graduation announcements, and miscellaneous class activities. This fee is voted by the senior class each year. When a student returns to obtain an additional degree and graduation dues were paid as an initial Southwestern graduate, only half of the dues will be required for each subsequent graduation class. Graduation dues are charged to the student account at the beginning of the semester in which the student will graduate.

# Insurance

Medical insurance is required for all students registered for 6 or more credit hours. Medical insurance can be purchased at registration for the academic year if the student is not covered by another plan. No refunds will be made after the second week of classes.

Immigration requires that all international students have twelve-month medical insurance coverage while in the United States. International students must purchase major medical insurance coverage through the University at the time of

registration. Medical insurance from a home country will not be accepted. If a student is insured through the SDA General Conference system, the international student must provide documentation of equivalent insurance coverage. No refunds will be made after the second week of classes.

## Late Registration Fee

A fee of \$200 cash is required for requests to finish registration after the close of registration.

## Payment Plans

Southwestern offers three payment plans for fall and spring semesters to help students manage their university expenses. Classes taken during the summer require full payment at the time of registration.

### Plan I - Cash

Full payment of semester charges that are not covered by student aid.

### Plan II - Three-payment Institutional Education Loan (0% interest)

Under this plan, students are required to pay a minimum 65% of the semester charges at registration. Financial aid can be applied to the 65% payment. The remaining balance is a zero percent interest loan and is divided equally over three payments due on the 10th of each month, as follows:

#### Fall Semester

At Registration - Registration payment, minimum 65% of semester charges

October 10 - First payment

November 10 - Second payment

December 10 - Final payment - balance owed on account

#### Spring Semester

At Registration - Registration payment, minimum 65% of semester charges

February 10 - First payment

March 10 - Second payment

April 10 - Final payment - balance owed on account

Any additional charges the student incurs during the semester will become a part of the institutional loan for payment plans II and III. These additional charges will be added to the next payment due. All institutional loans are to be paid in full by the end of the semester.

The University is advancing value to students in the form of educational services and a student's right to register is expressly conditioned upon the student's agreement to pay the costs of tuition and fees and any additional costs when those charges become due. Regardless of the student's eligibility for financial aid, the student is personally responsible for the full amount assessed as a result of the student's registration. In addition, failure to pay the costs of tuition and fees will result in a financial hold on the student's record which will prevent the release of the student's academic transcript



and diploma. The University may refer any past due account for collection and may authorize legal action against the student for the collection of this debt. The student is liable for all reasonable collection costs, including attorney fees, court costs, and other charges necessary for the collection of a past due account.

## Wiring Money

See instructions at [www.swau.edu/bank-wire-instructions](http://www.swau.edu/bank-wire-instructions)

## Refunds - Institutional

Refunds to students dropping all, or some, classes will be prorated on a weekly basis as shown in the chart below. The date of withdrawal is based on the date the student files a drop voucher with the Office of Records.

Registration Week: 90%

Second Week: 60%

Third Week: 40%

Fourth Week: 20%

Fifth Week: 0%

Room and board charges will continue until the student's personal belongings have been removed from the residence hall and clearance has been filed with the residence hall dean. Room and board refunds are prorated on a daily basis.

Refunds are not made on these items:

- Insurance
- Missed cafeteria meals
- Music Lessons two weeks after registration day
- Technology Fee
- Unattended classes

## Student Financial Aid - Scholarships

Students enrolled in the MA or MEd graduate program will be eligible for a scholarship as follows:

First semester of enrollment in the graduate program - \$200 per credit hour

To receive a renewal of this scholarship in subsequent semesters - the student must earn a 3.5 or higher cumulative GPA

This scholarship does not apply to the EDSC 545 Dinosaurs for Teachers course.

# MEd Lab School Scholarships for Graduate Students

Graduate Students who teach for one of the University's lab schools (area schools that contract with the Education Department for student teachers) will receive a 50% tuition discount for graduate classes. This discount includes the \$200 per-credit-hour scholarship described above. Employees of the following Independent School Districts are now eligible: Alvarado, Burleson, Cleburne, Joshua, Keene, and Whitney.

## Federal/State Student Aid

Eligibility for the following programs is based upon results of the FAFSA. Students who do not hold a bachelor's degree and who are taking undergraduate as well as graduate classes will receive grant money only on undergraduate classes, and loans will be limited to the undergraduate amounts. Refer to the undergraduate bulletin for further information about undergraduate federal student aid.

## Tuition Equalization Grant (TEG)

The State of Texas has established a program to help equalize tuition between state-sponsored institutions and independent universities. To qualify for this program a student must establish eligibility through the FAFSA (or TASFA for students who have established domicile in Texas and are not U.S. Citizens or Resident Aliens), be a Texas resident, not be a recipient of an athletic scholarship, and not be enrolled in a theological degree program. Annual awards at Southwestern range from \$200 to \$3,200. Recipients must be enrolled at least three-quarter time. At the end of the academic year in which a student receives a renewal award the student must:

- Maintain an overall grade point average of at least 2.5
- Complete at least 75% of coursework attempted
- As a graduate student complete at least 18 credits in their most recent academic year

## Federal Student Loans

Eligibility for federal loans is based upon the results of the FAFSA. Loan programs require the completion of an initial master promissory note. Students receiving any of the following loans must complete entrance counseling before receiving the first disbursement of their loan and must have exit counseling before graduating or withdrawing from the University. Loans normally have a ten-year repayment period. Visit [www.studentaid.gov](http://www.studentaid.gov) for additional information on federal loans, including interest rates, origination fees, and repayment options.

## Unsubsidized Federal Direct Loan

This is a federally regulated loan program with the U.S. Department of Education. Graduate students may borrow up to \$20,500 per year with an aggregate limit of \$138,500 (including undergraduate loans). A student may choose to make interest payments while attending school or allow the interest to be capitalized.

## Federal Work Study Program (FWS)

This is a federal program. Students work on campus, or in a community service job, and are paid at least minimum wage. The student receives their compensation through either direct deposit or the Business Office at regularly scheduled payroll periods.

# Financial Aid Academic Progress Standards

Southwestern's Satisfactory Academic Progress (SAP) policy specifies the standards a student must maintain to be considered making progress in his/her course of study. The policy also establishes the criteria by which a student who has failed to maintain satisfactory progress may reestablish his/her eligibility for financial assistance.

Southwestern's satisfactory progress policy for graduate students contains a qualitative component which requires a cumulative grade point average of 3.0. The quantitative satisfactory progress policy requires a coursework completion rate of 67% while enrolled in this program with a maximum of 54 credit hours attempted for the MEd program and a maximum of 72 for the MA program.

Academic progress will be reviewed at the end of each fall, spring, and summer term. When a student fails to meet the GPA and/or completion percentage standards they will be given a warning semester during which they are asked to complete a Satisfactory Academic Progress Agreement wherein they meet with their advisor three times over the semester. If the student is not making satisfactory academic progress at the end of the warning semester, the student will become ineligible for federal or state aid. To receive financial aid at this stage, the student must submit an appeal based on extenuating circumstances documenting the reason the student failed to make SAP. The appeal and documentation will be reviewed by the Student Finance Committee for approval. A student who does not meet the prescribed academic plan in subsequent semesters will be ineligible for aid and may not receive federal or state student aid until SAP standards are met. Students who exceed the number of attempted hours for completion of a degree must complete a Satisfactory Academic Progress Appeal form to be reviewed by the Student Finance Committee. A hold is placed on the student's federal and state aid until the SAP Agreement has been signed or an appeal has been approved. Appeals may be made for the following reasons: 1) The student has experienced illness; 2) The death of a relative 3) The student has a degree plan change; 4) The student, out of financial necessity, carried an extremely heavy workload over an extended period of time; 5) Upon recommendation of the Vice President for Academic Administration; 6) At the discretion of the Assistant Financial Vice President for Student Finance.

## Tuition Equalization Grant (TEG) Academic Progress Requirements

Additional requirements apply to recipients of the Tuition Equalization Grant (TEG). Students must be enrolled three-quarter time and at the end of an academic year in which the student receives a renewal award, must have completed 18 credit hours of coursework during the renewal year, and have a cumulative GPA of 2.5 or greater, with a 75% completion rate.

## Refunds - Federal/State Aid

When a student receives federal student aid funds and subsequently withdraws from the University, a portion of these funds may have to be returned to the Federal Government. The return amount is based upon the percentage of assistance earned up to the date of withdrawal within the enrollment period. No return is required after the 60% point in time. Repayment to federal student aid funds will be made in the following order: Unsubsidized Federal Direct Loan, Federal Direct PLUS Loan, other federal funds. If it is determined that the student must return funds that were received directly, the student may set up a repayment plan through Student Financial Services. The University will apply this policy to all federal student aid recipients.

Return of State aid funds is calculated independently of the federal funds, according to State guidelines. During the first week of the semester, 70%; second week 60%; third week 40%; fourth week 20%; and, the fifth week and thereafter, 0%.

# Academics

## Graduate Academics

Graduate programs are directed and supervised by the Graduate Council which is the legislative body responsible for all graduate academic policies and curricula. Actions voted by the University Board, Faculty, or the Graduate Council at any time shall have equal force to or, if necessary, shall supersede statements published in this *Bulletin*.

### Degrees Offered

The University offers courses of study leading to the following graduate degrees:

- Master of Arts in Counseling
  - M.A. Counseling
  - M.A. School Counseling
- Master of Education
  - M.Ed. Educational Leadership
  - M.Ed. Curriculum and Instruction with emphasis in Literacy

## Grading System

### Grade Symbol Grade Points

|    |                            |
|----|----------------------------|
| A  | 4.0                        |
| A- | 3.7                        |
| B+ | 3.3                        |
| B  | 3.0                        |
| B- | 2.7                        |
| C+ | 2.3                        |
| C  | 2.0                        |
| C- | 1.7                        |
| D+ | 1.3                        |
| D  | 1.0                        |
| D- | .07                        |
| F  | 0.0                        |
| P  | Pass*                      |
| NP | No Pass                    |
| I  | Incomplete                 |
| W  | Withdraw                   |
| AU | Audit                      |
| IP | In Progress                |
| NC | No Credit                  |
| NR | Not reported by instructor |
| CR | Credit by examination*     |

\*P and CR represent grades of C or better

# Incomplete Grades (Graduate)

An incomplete grade of I indicates the student was unable to complete class work because of illness or other unavoidable circumstances. When an I is received, the work necessary to complete the class must be finished within nine weeks after the end of the semester. 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 Graduate Council. Forms for the request are available with the [Registrar](#)

# In Progress Grades

A temporary grade of In Progress (IP) may be awarded for courses that are designed to be completed over more than one semester, as indicated in the University Bulletin. A plan to complete the course work must be completed by the student together with the course professor and must be filed with the VPAA no later than the end of the semester in which the student is enrolled in the course. The student must complete the remaining required work no later than the end of the following semester (including summer). At that time, a final grade must be reported by the instructor. If a final grade is not reported, the IP grade will be administratively changed to a grade of "F" or "NP".

# Grade Changes

A grade may be changed only by the instructor responsible for the class. Changes in a grade are made by submitting a change of grade to the Registrar on a [form](#) available on the University's website. 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.

# Study Load

A full-time, graduate course load is 9 credits per semester. Loads in excess of 12 credits per semester require the approval of the Dean of Graduate Studies. Students may not take more than 15 credits during a regular semester or 9 credits during any combination of sessions offered during a single summer.

# Transfer of Credit

Graduate courses taken at another regionally accredited institution, less than ten calendar years prior to the expected graduation year, may be transferred from that institution and applied toward the masters degree at Southwestern provided:

1. The grade earned in each course accepted for transfer is at least B (3.00).
2. The courses are comparable to required courses for a graduate degree at Southwestern.
3. The credits to be transferred do not exceed nine semester hours.

Grades earned in transfer courses are included in the computation of the grade-point average. Such courses are identified and approved by the Registrar during the first semester of the student's residence. An official transcript listing transfer courses must be on file in the Office Records.

# Academic Semesters

The academic year is divided into semesters:

1. Fall Semester
2. Spring Semester
3. Summer Semester

The [academic calendar](#) shows important dates and deadlines for each semester.

## Registration

Registration is available to all students using the web portal. Official registration dates are published in the academic calendar of the Bulletin. Registration is not finalized until all procedures required by the University are completed and financial arrangements finished. Students who do not receive financial clearance by the end of the first week of classes will have their class registration cancelled. Faculty advisors are available to assist students with registration and in planning an academic schedule. The chair of a department is considered the program director for students taking graduate programs offered by the department unless otherwise noted. Other faculty may be assigned as advisors by the department chair. Advisor and advisee assignments are maintained by the Office of Records and displayed on the web portal. With the assistance of a faculty advisor it is important that a student become familiar with all degree requirements and understand the responsibility for completing them.

## Registration without Official Transcripts

Students accepted on the basis of an unofficial transcript will be allowed to register for classes for one semester. Official transcripts must be on file for a student to register for continuing semesters.

## Late Registration

Students may be allowed to register after the first week of the semester for justifiable reasons. They will be charged a late fee of \$200 and must obtain the permission of each instructor involved.

## Changes in Registration

Changes in registration may be made according to the following procedures. Classes may be added during the first week of each semester with the approval of the instructor and the student's academic advisor. Students citing unusual circumstances may add a class during the second week of classes with special permission of the instructor. Students may withdraw from individual classes by submitting a change in registration form to the Registrar signed by the student's academic advisor.

## Withdrawal from the University

To officially withdraw from the University, a student must obtain a withdrawal form from the Registrar. The withdrawal form must be signed by a Student Finance Advisor and one of the following University personnel: the Vice President for

Academic Administration, Vice President for Student Services, or Director of Counseling and Testing. The form must be returned to the Registrar after all signatures are obtained and the withdrawal will be effective as of the date returned. Refunds will be made according to University policy. If a student follows this procedure, a W will be recorded for each class for the semester of the withdrawal. Otherwise, the instructors of the student's classes will submit grades which will be recorded on the permanent record.

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

## Attendance

Students are responsible for meeting the attendance policies stated in graduate course syllabi and outlines.

## Residency

A student in residence is someone who is regularly and continuously enrolled for classes at the University. A student breaks residence by not registering for classes for two or more semesters.

## Graduate Graduation Procedures

A graduating student will fulfill all degree requirements published in the *Bulletin*. The student may complete the degree requirements published in the *Bulletin* at the time of admission or any *Bulletin* issued during continuous enrollment. All requirements for graduation must be fulfilled as published in the current *Bulletin*.

A **graduation contract** must be completed and filed in the Office of Records three semesters before the student expects to graduate. Ordering deadlines for gowns and diplomas require that each student finalize all arrangements for graduation one semester prior to a graduation ceremony.

Any transfer work must be completed and the official transcript of this work must be in the Office of Records by March 1 for May graduates, July 15 for August graduates, and November 15 for December graduates.

The student must satisfactorily meet all financial obligations to the University, including payment of graduation dues, in order to obtain a diploma or transcript showing graduation. The amount of dues is determined by the senior class with the approval of the president. If graduation dues were paid as a previous graduate, only half of the dues will be required for the next degree.

All graduates are expected to participate in the commencement exercises unless given permission by the Vice President for Academic Administration to graduate in absentia.

## Graduate Degree Requirements

The master's degree requires a minimum of 36 credits.

1. The student's graduate program must include course work numbered 500 and above except where a course of study, specifically outlined in the *Bulletin*, makes provision for an adjustment to the required number of credits numbered 500 and above.
2. The student must submit evidence of competence and understanding in applying the body of knowledge in his/her field of study. A student will fulfill this requirement in a method determined by the Department.

3. Students must complete their program within 5 years of initial enrollment in a credit-bearing class. Requests for an extension will be submitted in writing to the Dean of Graduate Studies. The form can be found on the Records website.

## Graduate Standards of Scholarship

- Candidates for graduate degrees must fulfill satisfactorily the schedule of studies outlined in the program selected. A minimum cumulative grade-point average of 3.00 (4.00 system) is required.
- No grade of D or F may count toward a degree.
- If a student receives an unsatisfactory grade the course may be repeated once. The highest grade will be used in computing the grade-point average.
- Credit by examination is not accepted toward a graduate degree but may be used to remove deficiencies.
- Candidates for graduate degrees must successfully pass comprehensive examinations or an acceptable alternative for a particular program as approved by the Graduate Council.

## Graduate Standards of Progression

Satisfactory progression toward the graduate degree requires that students meet a minimum cumulative grade point average (GPA) of 3.00 by the time they have completed 12 graduate hours and maintain this minimum. The cumulative GPA includes graduate work taken as a Non-Degree student. Students who fail to maintain the minimum GPA are placed on Academic Probation and remain in that status until the cumulative GPA is raised to 3.00. Students on probation cannot register for the capstone course or take the comprehensive examinations. A probationary student with a semester GPA less than 3.00 will be suspended for at least one semester before becoming eligible to apply for readmission. Readmission, if granted, will be to probationary status. Failure to attain a semester GPA higher than 3.00 will result in dismissal from the graduate program.

## 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. **Multiple Submissions.** Students may not submit papers or assignments for credit that have already been submitted or are in the process of being submitted for another course.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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 using the University's "Academic Integrity" form. 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."

# 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 the assigned grade does not reflect the grading criteria in the course syllabus; or
- (4) that published department policies have not been followed.

## Formal Appeals Procedure

If the problem is not resolved with the decision of the Vice President for Academic Administration, 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 Vice President for Academic Administration's decision, the student must request in writing to the Vice President for Academic Administration 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.

# Student Records - Southwestern Adventist University Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides ways in which the University may share information with parents without the student's consent. For example:

1. The University will disclose education records to parents, upon request, if the student is a dependent for income tax purposes.
2. The University will disclose education records to parents if a health or safety emergency involves their son or daughter.
3. The University will inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
4. A University official will generally share with a parent information that is based on that official's personal knowledge or observation of the student.

The University will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the University against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. The University may disclose to anyone -not just the victim -the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the University's rules or policies.

## Faculty of Graduate Studies

### Teaching Faculty

**Donna Berkner, Ed.D.**

**Professor of Education, 2012**

B.S., Southwestern Adventist University, 1992; M.Ed., Tarleton State University, 1996; Ed.D., University of Phoenix, 2012

**Kristin Denslow, Ph.D.**

**Associate Professor of English, 2016**

B.A., Andrews University, 2006; M.A., Western Michigan University, 2009; Ph.D., University of Florida, 2014

**Renard K. Doneskey, Ph.D.**

**Professor of English, 1999**

B.A., Southwestern Adventist College, 1981; M.A., Andrews University, 1983; Ph.D., University of California, 1987

**Michael G. England, Ed.D.**

**Professor of Education, 1996**

B.S., Andrews University, 1977; M.A., Western Carolina University, 1980; M.Ed., Walla Walla College, 1986; Ed.D., Andrews University, 1997

**Keila Santos-Crespo, Psy.D.**

**Associate Professor of Psychology, 2020**

B.A., University of Puerto Rico, 2008; M.S., Carlos Albizu University, 2011; Ph.D., Carlos Albizu University, 2014

**Marcel Sargeant, Ph.D.**

**Professor of Education, 2002**

B.S., University of Guyana, 1987; M.A., Andrews University, 1995; Ph.D., Andrews University, 2003

Cheryl The, Ph.D.

Associate Professor of Education, 2010

B.S., Pacific Union College, 1983; M.A., Pacific Union College, 1987; Texas Woman's University, 2018

## Adjunct Faculty

### Education/Psychology

Jeremy Carter, Psy.D.

Lynette Frantzen, Ph.D.

Ken Jones, Psy.D.

## Administration

### Officers of Administration

Ana Patterson M.B.A., President

Donna Berkner, Ed.D., Vice President for Academic Administration, Accreditation Liaison, Graduate Dean

Joel Wallace, C.P.A., Vice President for Financial Administration

### Administrative Services

- Matthew Agee, B.A., Associate Director for Security
- Keith Beucler, M.S., Associate Director, Information Technology
- Tina Bottsford, B.S., Coordinator of Guest Relations and Communication
- Kip Bowser, B.S., Director of Client Services
- Stephanie Campos, B.B.A., Financial Aid Counselor
- Susan Grady, B.S., Director of Alumni & Events
- Rahneeka Hazelton, M.A., Vice President for Enrollment Management
- Connie Jenkins, B.S., Assistant Director of Admissions
- Michelle Karmy, B.S., Assistant Director of Records
- Timothy Kosaka, B.B.A., Director of Marketing & PR
- Jason Kowarsch, Ed.D., Registrar, Director of Records
- Mira Lam, Development Officer
- Russ Laughlin, M.Div., Vice President for Spiritual Development
- Charles Lewis, B.A., Director of Information Technology Services
- Genelle Martin, B.B.A., Human Resources Director
- David Mendoza, B.S., Senior Software Engineer
- Manuel Molina, B.A., Student Account Advisor
- Moses Ndwiga, B.B.A., Accounting Clerk
- Renata Ocampo, M.A., Director, Center for Academic Success and Advising
- Jerry Potter, M.B.A., Assistant Student Accounts Director
- Austen Powell, B.A., Office of Student Success
- Tony Reyes, B.B.A., Vice President for Advancement
- Eglae Sandoval, B.B.A., Career Guidance Counselor

- Marcel Sargeant, Ph.D., Assistant Vice President for Academic Administration, Institutional Research, & SWAUonline
- James The, M.Ed., Vice President for Student Services
- Cristina Thomsen, M.A., M.S., Librarian
- Duane Valencia, M.B.A., Assistant Vice President for Student Financial Services
- Greg Wicklund, C.P.A., Assistant Vice President for Financial Administration
- Edna Yanez-Perez, M.B.A., Accountant
- Alondra Zavala, B.S., Assistant Director of Student Recruiting
- Josafat Zemleduch, B.A., Associate Financial Aid Director

## Campus Services

- Ken Hanson, A.A.S., Director for Physical Plant
- Juan Carlos Enriquez, B.S., Director for Custodial Services/Transportation
- William Iverson, B.S., Dean of Men
- Ann Marie Jobity, M.S., Assistant Dean of Women/Counselor/Coordinator, Disability Services
- Rafael Romo, Supervisor, Grounds
- Sualua Tupolo, Executive Chef/Director for Food Service
- Janelle Williams, M.Ed., Dean of Women
- Marcela Wall, M.S.A., Director, Bookstore
- Tyler Wooldridge, B.S., Director, Facilities & Athletics

## University Graduate Experience

# Chan Shun Centennial Library - Graduate

### Collections

The library at Southwestern contains approximately 140,000 print and electronic book volumes and 56,000 journal titles available in print and online. The library's main web page at [library.swau.edu](http://library.swau.edu) is the starting point for most research at Southwestern. Patrons search these collections using the library's online catalogue, individual journal databases, or the combined discovery service, which includes most of these materials. The list of full-text journals provides serious researchers with access to specific journal issues. Additional collections of audiovisual material, microforms, maps, artwork, and archival resources expand the library's main holdings.

Southwestern's library encompasses three specialized collections that support academic programs. The Adventist Heritage Center Collections include substantial primary source materials chronicling the establishment of the Seventh-day Adventist church and the presence of the Adventist movement in the Southwest. Items include rare books, photographs, and manuscripts, as well as reproductions of similar materials. The Ruth King McKee Curriculum Library serves Southwestern's education program by providing examples of curriculum and instruction materials used in the K12 setting.

### Services

Negotiated agreements, consortial memberships, and evaluated websites link Southwestern's scholars to thousands of academic, special, and public libraries within the United States and beyond. Students, faculty, and staff who need resources outside Southwestern's holdings may procure them through the library's document delivery / interlibrary loan service. On-demand delivery of research materials is made possible through TexShare, and can be initiated through completing the request form found on the library's webpage. Also, current students and faculty are invited to request a TexShare borrowers' card at the library's front desk, which grants individual borrowing privileges at most Texas university and public libraries.

The library's professional staff members provide necessary resources and assist faculty and students in retrieving materials for research purposes. Instruction and individual research consultations are available by request. Online subscription databases provide access to extensive resources, which are equally available on and off campus. Students using licensed subscriptions off campus will be asked to authenticate their connection to Southwestern with their Campus Portal login.

### The Write Spot

Though physically located within the library's instruction classroom, this initiative represents a campus-wide commitment to ensuring that students have support in developing strong written communication skills. It is open to the campus approximately 25 hours per week during fall and spring semesters. Faculty and students who staff this facility are trained to serve as tutors.

## Southwestern's Lecture Series

The Carol Sample Lecture Series, an endowed, annual series that honors retired English professor Dr. Carol Sample, supports guest lecturers whose work appeals primarily to writing and literature students.

The Hal Wright Science & Religion Lecture Series, established in 2018, presents up to three speakers annually who address the connections between science and faith. The Hal Wright lectures will extend the mission of the George and Dottie Saxon Lecture Series, established in 2006, which brought to campus speakers such as Michael Behe, Kurt Wise, Ronald Numbers, and David Berlinski.

The Scholars Lecture Series supports all disciplines. Two presentations per semester offer insight into and commentary within many fields, often presented by individuals whose life experience has been outside the academy. Recent programs have included political analysis, psychology, music theory, history, religion, education, and international relations.

## Southwestern's Dramatic Presentations

Southwestern offers a drama class every spring semester. Participants explore theoretical material on the drama in history and on drama as a genre, but also gain the practical experience of staging a full-length work by classic writers such as Shakespeare, Goldsmith, Wilde, and others. The students learn all aspects of stagecraft, ranging from acting techniques to the use of blocking, staging, props and costumes to achieve an overall effect. These performances enrich both the presenters and also the community that views them, as we together experience the best that dramatic culture has to offer about ourselves and our world.

## Rough Writers

Writers meet weekly in The Write Spot to review one another's work, encourage each other in the creative process, and offer suggestions and guidance. This is a great place to network with other faculty, staff, and students who share your love of writing. The Rough Writers present their creative work in public readings and performances.

## Southwestern's Dinosaur Science Museum

[Southwestern's Dinosaur Science Museum](#) houses specimens from the Hanson Research Center in Wyoming, the Earth History Research Center (a collaborative endeavor among many academic institutions), and Southwestern's own index collections of fossilized vertebrates and invertebrates. Most specimens can be viewed through the [online portal to the](#)

[museum](#), but personal tours and research viewing can be arranged as well. Southwestern's Harold Drake Preparatory Laboratory serves as a working exhibit in which visitors are welcome to observe the cleaning and preparation of geological and paleontological specimens in person or [online](#).