

DIVISION OF ENROLLMENT SERVICES

Enrollment Services

General Information: 214-768-3417

Mailing Address: PO Box 750181, Dallas TX 75275-0181

enrol_serv@mail.smu.edu

www.smu.edu/enrollment_services/

MISSION

- To provide seamless, holistic service to students – both matriculated and prospective – and the people who assist them in their pursuit of higher education.

UNDERGRADUATE ADMISSION

General Information: 214-768-3417

200 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/admission

MISSION

- To serve as primary contact for prospective students.
- To process and evaluate undergraduate admission applications.
- To determine admissibility and eligibility for SMU scholarships.

Financial Aid

General Information: 214-768-3417

119 Blanton Building

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/financial_aid

MISSION

- To counsel students and parents on the financial aid process and programs (federal, state, SMU).
- To determine financial aid eligibility by considering factors such as documented financial need and state residency.
- To award financial aid in accordance with program requirements.

APPLYING FOR FINANCIAL AID. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov and the CSS Financial Aid/PROFILE at [http:// student.collegeboard.org/css-financial-aid-profile](http://student.collegeboard.org/css-financial-aid-profile). For priority consideration of institutional aid, both the FAFSA and PROFILE must be filed by April 15th (February 15th for First Year students).

CONFIRMATION OF COMPLETED APPLICATION. The federal processor will email the student confirmation that the FAFSA was processed. If SMU was listed on the FAFSA and PROFILE, then SMU will receive your FAFSA information electronically.

TYPES OF FINANCIAL AID AVAILABLE. Students will be considered for all federal, state (Texas residents only), and SMU need-based funding. These programs are awarded on the basis of documented financial need and funding availability.

NOTIFICATION OF AID. Generally, award notifications begin going out via SMU email for continuing students beginning in June. SMU must receive and review your electronic FAFSA, PROFILE and documents prior to completing an award notification.

COMPLETING THE PROCESS. The award notification lists financial aid as well as online links to instructions on how to accept/decline awards. Please read and review this information and instructions carefully. If you have questions, contact your student's Financial Aid Advisor. Before each term begins, scholarships and grants are applied to a student's account. If you have applied for and completed necessary loan processing, federal, state and loan aid funds 32 will be applied to your student's account when received from the Department of Education 10 days prior to the start of classes.

GRANTS VS. LOANS. Grants are gift aid and do not have to be repaid. Loans must be repaid.

SPECIAL CIRCUMSTANCES. Contact your student's Financial Aid Advisor to discuss any special or unusual circumstances as well as any changes in your financial status once aid is awarded.

ON-CAMPUS EMPLOYMENT. There are many jobs for which your student can apply by checking the Student Employment website: www.smu.edu/financial_aid/StEmploy.asp. Students will be paid bi-weekly for the hours they work. Federal Work Study earnings will not be applied to your student's account.

University Bursar

General Information: 214-768-3417

Blanton Building Lobby

Mailing Address: PO Box 750181, Dallas TX 75275-0181

www.smu.edu/bursar

MISSION

- To counsel and advise students and parents on financial resolutions by offering payment plan options.
- To provide seamless customer service to prospective and enrolled students.
- To provide 24 hour access to student account and payment information via my.SMU

TUITION PAYMENT PLAN. SMU offers annual and per term monthly payment plans through Higher One. The plan is not a loan; it is an interest free payment plan. Enrollment begins July 1st. For details please contact Higher One directly at 1-877-279-6092 or visit www.tuitionpaymentplan.com/smu.

E-BILLING. SMU Office of the University Bursar is paperless. Your student will receive an invoice notification at their University issued e-mail address after enrolling in classes each term. If he/she incurs other charges during the term, a statement notification will be sent to this SMU e-mail address as well.

METHODS OF PAYMENT. Bills may be paid with personal check, cashier's check, money order, and traveler's checks. You may wire your payment or pay with a credit card or e-check at www.smu.edu/bursar/SMUpay.asp. Credit Card payments (American Express, Discover and MasterCard) can only be paid online through SMUpay using our service provider. Electronic Credit Card payments will be charged a non-refundable 2.75% Service Fee. There is no service fee for e-checks.

PAYMENT OPTIONS. SMU has entered into a partnership with NelNet to provide you with an electronic payment option. Students can enter this system through my.SMU. Log in to my.SMU, click on Student Center, click on SMUpay under "Finances". This gives the student access to make an electronic payment, set up other authorized payers and view the summary of the statement/invoice.

AUTHORIZED PAYER. Students set up an Authorized Payer who will receive an email providing a link to SMUpay. The student must provide the Authorized Payer with a temporary password and login. After the Authorized Payer has created a new password, he or she will be allowed to view charges, receive e-mail invoices, print a bill and pay online. Q. We have filed our FAFSA and PROFILE and viewed the

student's Financial Aid Awards, is there anything else I need to do to make sure that the money is there in the Fall? A. The only other thing you will need to complete is the loan application if your student is receiving any kind of loan as part of the financial aid package. The information for this is found on the Financial Aid website under "How Do I...?". Once you find the information, you can complete the loan process online through www.studentloans.gov.

COMPREHENSIVE FINANCIAL INFORMATION. We highly recommend students and parents review SMU's Financial Information Bulletin on the Bursar's website under "Policies and Forms" at <http://www.smu.edu/EnrollmentServices/Bursar/Policies>

PAYMENT DEADLINES. Payment for tuition, general student fees, on-campus room and board, and any optional fees is due before the beginning of each term. Payment due date for Fall 2016 is August 15 (if enrollment is after August 15, payment is due upon enrollment). Payment due date for Spring 2017 is January 6. You may also call Enrollment Resources at 214-768-3417, for information. A detailed listing of tuition, fees, due dates and deadlines are posted on the SMU Bursar website: www.smu.edu/bursar.

Enrollment, Student Records and Academic Ceremonies University Registrar

University Registrar E-mail: registrar@smu.edu

General Information: 214-768-3417

101 Blanton Building PO Box 750181, Dallas TX 75275-0181

smu.edu/registrar smu.edu/catalogs

PRIMARY DUTIES

- Publish the Schedule of Classes each term and the University Calendar
- Conduct student enrollment, schedule changes and withdrawals
- Evaluate transfer courses
- Maintain official student records - biographical and address information, academic records with grades and degrees earned
- Issue official certifications of enrollments, degrees and other academic records information
- Issue official transcripts and diplomas
- Serve as the Veterans Affairs liaison and certify claiming veterans
- Issue Diploma Certifications and Apostilles
- Publish the Honor Roll each term
- Sponsor the Tau Sigma Honor Society for transfer students
- Conduct Academic Ceremonies - Opening Convocation, December Commencement, Honors Convocation, the Baccalaureate Service and May Commencement Selected Procedures and Policies

SELECTED PROCEDURES AND POLICIES

RELEASE OF ACADEMIC INFORMATION TO PARENTS/CONFIDENTIALITY OF EDUCATION

RECORDS. The Family Educational Rights and Privacy Act of 1974 is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason, SMU has issued its own FERPA-based guidelines that are available at the University Registrar's Office FERPA website. Policy 1.18 of the University Policy Manual also discusses this law. In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: 1) information defined by SMU as directory information may be released unless the student requests through my.SMU Self Service that it be withheld, 2) information authorized by the student through my.SMU Self Service may be released to those individuals designated by the student and 3) information may be

released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code. Additional information is available at www.smu.edu/LegalDisclosures/FERPA.

STUDENT FILE NUMBER. The University assigns each student an eight-digit SMU identification number. The student should furnish the SMU ID number on all forms when requested, as this number is the primary means the University has to identify the student's academic records and transactions related to the records.

NAME CHANGE. A student who has a change in name must provide to the University Registrar's Office his or her Social Security card or the form issued by the Social Security Administration. A valid passport may also be used to complete a name change. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without one of the above documents. All grade reports, transcripts and diplomas are issued only under a person's legal name as recorded by the University Registrar's Office.

MAILING ADDRESSES, TELEPHONE, E-MAIL ADDRESS AND EMERGENCY CONTACT. Each student must provide the University Registrar's Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation. Students are expected to keep current all their addresses and telephone numbers, including emergency contact details, through my.SMU, the University's Web-based self-service system. Students may be prevented from enrolling if their information is insufficient or outdated. Changes to parent information should be reported by contacting records@smu.edu, and the email should include the student's full name and SMU student ID number.

The University issues all students an email address. Students may have other email addresses, but the University-assigned email address is the official address for University electronic correspondence, including related communications with faculty members and academic units.

Official University correspondence may be sent to students' mailing addresses or SMU email addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them since they are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU email.

CELL PHONES. The University requests that students provide cellular telephone numbers, as they are one means of communicating with students during an emergency. Cellular telephone numbers may also be used by University officials conducting routine business. Students who do not have cellular telephones or do not wish to report the numbers should provide this information to the University through my.SMU Self-Service. Students may be prevented from enrolling if their cellular telephone numbers are not on file or if they have not declared "no cell" or "prefer not to report" in my.SMU

CLASSIFICATION OF STUDENTS. A student's classification is determined by the number of hours earned or the degree-seeking status of the student:

- First Year 0-29 term hours earned
- Sophomore 30-59 term hours earned
- Junior 60-89 term hours earned
- Senior 90 or more term hours earned
- Nondegree Not a candidate for a degree

TERM-HOUR LOADS. The unit of measure for the valuation of courses is the term hour, i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations). Usually, each lecture requires a minimum of two hours of preparation on the part of students. Most courses are valued for three term credit hours, i.e., three lecture hours per week and at least

six hours of preparation. A full-time load in the fall, spring and summer terms is 12 hours for undergraduates. Students who enroll for fewer than these minimum hours are designated part-time students. The normal undergraduate enrollment for each of the regular terms is 15 term hours. An undergraduate student enrolled in an engineering co-op course or enrolled for six hours of student teaching is considered a full-time student.

Cautionary note: Federal financial aid agencies and some other agencies require a 35 minimum number of hours of enrollment for full-time status and do not make exceptions for internship, co-op or student-teaching enrollments. Students on financial aid should consult a Financial Aid Advisor regarding minimum enrollment requirements for their situation.

STOP ENROLLMENT/ADMINISTRATIVE WITHDRAWAL. Insufficient or improper information given by the student on any admission or enrollment form – or academic deficiencies, disciplinary actions and financial obligations to the University – can constitute cause for the student to be determined ineligible to enroll or to be administratively withdrawn.

COURSE SCHEDULING AND ENROLLMENT CYCLES. When students enter their school of record and into a specific degree program, they are assigned an academic advisor. Students should consult with the advisor for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisors normally will have established office hours. The academic dean's office or the school's records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with staff in the dean's office or the school's records office upon admission to a school and prior to their final term to ensure that they are meeting all University and graduation requirements.

Each fall, spring and summer term has an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the University Registrar's Office will publish enrollment instructions.

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of his or her enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete an Enrollment Discrepancy Petition. Petitions are to be submitted to the appropriate academic dean's office or records office within six months of the term in which the discrepancy appeared; contact information for submission of an Enrollment Discrepancy Petition can be viewed on the University Registrar's Office website at www.smu.edu/EnrollmentServices/Registrar/Enrollment/DiscrepancyPetition. Petitions submitted later than six months after the discrepancy may not be considered.

SCHEDULE CHANGES. The deadline for adding courses, dropping courses without grade record and changing sections for each enrollment period is listed on the Official University Calendar (www.smu.edu/registrar). Students are encouraged to seek assistance from their advisors when considering whether to add or drop a course. A student may drop a course with a grade of W (Withdraw) through approximately midterm by using the student my.SMU Self Service. The specific deadline is listed on the Official University Calendar.

WITHDRAWAL FROM THE UNIVERSITY. Note: Policies on refunds for withdrawal from the University are found in the Financial Information section of the University catalog and in the Financial Information Bulletin, which can be accessed online at www.smu.edu/bursar ("Financial Bulletin" link). No refunds are made without an official withdrawal. Students should be aware of the difference between a drop and a withdrawal and remember that they have different deadlines and separate financial policies. The deadlines for each are posted each term on the Official University Calendar at www.smu.edu/registrar. A drop occurs when a student removes one or more courses from his or her schedule and remains enrolled in at

least one credit hour for the term. A withdrawal occurs when removing the course or courses will result in the student being enrolled in zero hours for the term.

If a student removes all courses from his or her schedule prior to the first day of the term, the transaction is considered a cancellation and does not result in financial penalty or impact the student's transcript. A student who wishes to withdraw (resign) from the University before the end of a term or session must initiate a Student Petition for Withdrawal form and secure approval from his/her academic dean. The academic dean's office will then submit the form to the Office of the University Registrar. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the University Registrar's 36 Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal.

The enrollment of students who withdraw on or before the fifth day of regular classes as listed in the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments; however, the student will owe a portion of his/her tuition and fees. Additional information is available in the Financial Information Bulletin, which can be accessed online at www.smu.edu/bursar ("Financial Bulletin" link). A student who withdraws after the fifth class day will receive the grade of W in each course in which he or she enrolled.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed healthcare provider in the SMU Health Center. Mandatory administrative withdrawals can be authorized only by the Vice President for Student Affairs. As a matter of University policy, and in compliance with federal regulations, retroactive medical withdrawals cannot be granted. The last day for a medical withdrawal is the last day of class instruction for the term from which the student is withdrawing. Withdrawing students living in SMU housing must check out of the Residential Commons with the Department of Residence Life and Student Housing per established procedures.

CLASS ATTENDANCE. Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student's standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence may release a student from disciplinary action but does not relieve a student from responsibility for the work of the course during his or her absence. A student who misses an announced test, examination or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor's convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student's grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of W until the calendar deadline to drop. After the deadline, students must remain enrolled in the course. Students may also be dropped by a course instructor for inappropriate classroom behavior. The instructor must submit the request by the University deadline to drop. After the deadline, the student must remain enrolled in the class and receive a final grade of F. Students who miss two successive class meetings during the official add-drop period at the beginning of each term are subject to being dropped from the class. To avoid this possibility, students should contact the instructor or the department concerned immediately following such a series of absences.

PASS/FAIL OPTION. Students may take one course per term on a pass/fail basis. The maximum total credit with a grade of Pass that may count toward a degree is 12 hours. In addition to these courses, students may take up to four additional PRWII courses beyond the courses required for their degree requirements. Only one additional PRWII course may be taken per term. These additional PRWII courses

are graded on a pass/ fail basis only and do not count toward the minimum hours for a student's degree requirements or toward the one pass/fail course per term limitation.

A student must indicate intention to take a course pass/fail no later than the 12th day of classes (the fourth day of classes in summer sessions; the second day of classes in intersession terms) by filing a form available in the academic dean's office. Students participating in SMU Study Abroad should review the deadlines under Grade Options for Courses Taken on SMU Abroad Programs. After the declaration of intent, students may not change their pass/fail declaration back to a letter grade. If a department grades a course pass/fail for all students by 37 departmental policy, a declaration by the student is not required. A failed course cannot be repeated on a pass/fail basis, except for those courses designated as pass/fail-only courses. Students should consult with their advisors before declaring the pass/fail option for any course, as some courses may not be taken pass/fail. In general, elective courses may be taken on a pass/fail basis. With the exception of courses only offered on a pass/fail basis, courses required to fulfill the University Curriculum may not be taken pass/fail. Courses in the academic majors and minors also are excluded; however, in some programs, courses may be taken pass/fail after the minimum program requirements have been met. SMU schools may have different pass/fail policies for major and minor courses; students should see the academic requirements in each school's section of the Course Catalog for information on pass/fail grading. There may also be other courses required to meet certain professional accreditation standards or entrance requirements, such as teacher preparation and pre-professional studies, which may not be taken pass/fail by a particular student. The departments or advisors concerned with these requirements will make these exclusions known to the students.

Under the pass/fail option, pass (P) grades are A, B and C (including C-); failing (F) grades are D+, D, D- and F. A student who declares pass/fail is not entitled to know the regular letter grade, and a pass/fail grade cannot be changed to a regular letter grade (or vice versa) after the pass/fail grade has been assigned. The grade of P is not calculated in the GPA, although the credit hours are included in the total number of hours earned. The grade of F is calculated in the GPA.

MANDATORY DECLARATION OF MAJOR. Students officially declare their major when they have made a firm choice and when they have met the specific program entrance requirements for their intended school and department. For most students, the declaration of the major occurs in the sophomore year. Students are expected to qualify for and to declare a major no later than upon completion of 75 term hours, including credits by examination and transfer credits, in order to continue their studies at SMU.

CHANGE OF ACADEMIC PROGRAM. Undergraduate students who desire to change their academic program – that is, transfer from one school to another within the University, change their degree objective, change their major or change their minor – should first notify the academic dean's office or records office of the school in which they are currently enrolled. Students can change their academic program at any time during a term. The program change is effective on the date received, approved and processed. However, changes should be made at least three weeks prior to enrollment for a term for the change to be effective for that enrollment.

A non-degree visiting student who wishes to be admitted to an undergraduate program offered by a school of the University must meet all standard University admission requirements.

CONCURRENT DEGREE PROGRAMS. Students can simultaneously earn two degrees from two schools of the University with approval of the academic dean of each school. The requirements for each degree must be met. Students should meet with advisors in both schools at an early date to prepare a proposed plan of study and to complete the processing of all necessary forms.

LEAVE OF ABSENCE. A leave of absence is a temporary leave from the University – a kind of “time out” – that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crisis or other

personal situation that requires an extended absence from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.

Typically, a leave of absence is for one term or one academic year. A student may extend a leave of absence by contacting his or her academic department representative. The process to return to SMU after a leave-of-absence period can be an easy one, especially if the student has gone through the steps to file for a leave of absence and planned ahead for the return. Following SMU's leave-of-absence guidelines helps 1) assure that the degree requirements per the catalog of record when the student initially matriculated at SMU still apply upon return, 2) assist with financial aid processing, and 3) provide the support needed to successfully return to SMU and finish the degree.

The SMU Leave of Absence Policy provides students with a formal process to "stop out" of SMU for either voluntary or involuntary reasons. Typically, a leave of absence is for a temporary departure from the institution; however, intended permanent withdrawals from SMU will also be processed under the Leave of Absence Policy. In addition, students who are participating in study-away programs that do not fall under the auspices of SMU should complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU to create and monitor a formal, centralized record of the status for all students who are not enrolled. The Leave of Absence Form and Leave of Absence Policy are available at www.smu.edu/registrar ("Current Students" link).

The first step to affect a leave of absence is for the student to arrange an appointment to meet with his or her academic advisor, who will then assist the student with the process.

TRANSCRIPT SERVICE. A transcript is an official document of the permanent academic record maintained by the University Registrar's Office. The permanent academic record includes all SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University Registrar's Office for all students. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Transcripts are \$12.25 per copy. Additional copies in the same request mailed to the same address are \$3.50. Additional copies mailed to different addresses are \$12.25 a copy. PDF transcripts are \$16.00 per email address and are available only for students who attended after summer 1996. *Note: No incomplete or partial transcripts, including only certain courses or grades, are issued. Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University.* Instructions for requesting a transcript to be mailed or picked up on campus are available at www.smu.edu/registrar ("Transcript Requests" link). A student may request his or her official transcript through the online my.SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone, mail or email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar's Office, 101 Blanton Building.

SMU is permitted, but not required, to disclose to parents of a student information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code.

Transcripts may be released to a third party as specified by the student on the Student's Consent for SMU to Release Information to Student's Specified Third Party form accessible at www.smu.edu/LegalDisclosures/FERPA/Forms ("Forms" link).

Note: Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: Section I. No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. Section II. A person who violates this act or who aids another in violating this act is

guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

GRADE SCALE. The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student's official undergraduate academic record maintained by the University Registrar's Office.

Points per Grade Term Hour	Points per Grade Term Hour
A Excellent Scholarship	4.000
A- Excellent Scholarship	3.700
B+ Good Scholarship	3.300
B Good Scholarship	3.000
B- Good Scholarship	2.700
C+ Fair Scholarship	2.300
C Fair Scholarship	2.000
C- Fair Scholarship	1.700
D+ Poor Scholarship	1.300
D Poor Scholarship	1.000
D- Poor Scholarship	0.700
F Fail	0.000
P, CR Pass, Credit	*
I Incomplete	*
NC No Credit Received	*
W Withdrawal	*
X No Grade Received in Registrar's Office	*
WP/W Withdrawal Passing	*

* Denotes grades not included in a student's GPA

GRADE OF INCOMPLETE. A student may temporarily receive a grade of Incomplete (I) if at least 50 percent of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

At the time a grade of I is given, the instructor must stipulate in writing to the student and to the University Registrar's Office the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date. The maximum period of time allowed to clear the Incomplete is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month deadline, the grade of I will be changed to the grade provided by the instructor at the time the Incomplete was assigned or to a grade of F if no alternate grade was provided. The grade of I is not given in lieu of a grade of F or W, or other grade, each of which is prescribed for other specific circumstances. The grade of I in a course does not authorize a student to attend or enroll in the course during a later term.

Graduation candidates must clear all Incompletes prior to the deadline on the Official University Calendar, which may allow less time than 12 months. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of I to the grade indicated by the instructor at the time the grade of I was given.

GRADE OF F, D OR W. Failing is graded F. If the student's work is incomplete, poor quality and not acceptable, a grade of F will be given. After such a grade, credit may be obtained only by repeating the course.

The grade of D represents performance below average expectations. Students receiving a D in a course that is a prerequisite to another course should consult with their advisors about repeating the course so that they will be adequately prepared for work in the following course.

The grade of W cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable deadline during the term of enrollment. Only the grade of W may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University. The grade of W may not be revoked or changed to another grade because the act of officially dropping/withdrawing is irrevocable.

GRADES FOR REPEATED COURSES. Students who enter the University directly from high school may repeat up to three courses for which grades of D+ or lower were received, provided these courses were completed before or during a student's first two consecutive regular terms following matriculation (regardless of the student's enrollment or withdrawal).

The grade from the repeated course, even if lower, will be the grade used to calculate the student's GPA. A course may be repeated only once under this policy, and it must be repeated within the next two regular terms (regardless of the student's terms of enrollment or withdrawal, but not counting a term of academic suspension) following the term in which the course was initially taken. Exceptions to the two-term restriction may be requested from the University Registrar's Office if the course is not taught again within that period. **Note:** Students must repeat the exact same course originally taken to be considered a repeat; however, not every course is offered again, and thus may not be available to be repeated. Students who are disciplinarily suspended may petition for an extension.

The student must declare to his or her academic dean by the 12th day of classes which courses he or she will repeat under this policy. Only the repeated course and not the initial credit hours count toward the number needed for graduation. Both the initial and the second grades are shown on the student's permanent academic record. Academic standing, as determined by the initial grade, stands. Students are cautioned that for some purposes, such as admission into an academic program, both grades or only the initial grade may be used.

In all other cases, students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student's permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

The courses a student can repeat are determined by the school of record:

DEDMAN COLLEGE OF HUMANITIES AND SCIENCES. Students can repeat courses in which the original grade was D+ or below. Other requests to repeat courses can be made by petition in consultation with the academic advisor/department through the Dedman Office of Records and Academic Services.

COX SCHOOL OF BUSINESS. Students can repeat only those courses in which the original grade was a D+ or below.

LYLE SCHOOL OF ENGINEERING. Students can repeat courses in which the original grade was a C or below. Such courses can be repeated only once.

MEADOWS SCHOOL OF THE ARTS. Students can repeat courses in which the original grade was a C- or below. Such courses can be repeated only once.

SIMMONS SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT. Students majoring in applied physiology and sport management can repeat a course once in which the original grade was a D+ or below. Students in the Department of Teaching and Learning must repeat a required teacher education course if they earn below a grade of C. All other undergraduate students in the Simmons School may repeat a course once if the original grade was a C- or below.

GRADE APPEALS. A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's decision on a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chair of the department in which the course was offered (or, in the case of a nondepartmental course, to a faculty agent designated by the dean of the school offering the course). After discussing the matter with the student, and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

ACADEMIC ADVISING. Academic advising is an important process for each undergraduate student at SMU. Each student must meet with his or her assigned academic advisor prior to enrolling for an academic term. At this meeting, the advisor will assist the student in planning majors and minors, a program of study, understanding the Degree Progress Report, and scheduling courses that will count toward graduation requirements. After the initial required advising session, the student is encouraged to seek assistance from the advisor when considering whether to add or drop courses.

For an effective advising relationship, the student must be prepared when meeting with the advisor. The student must initiate the advising appointment. Prior to the meeting, the student should obtain through my.SMU a Degree Progress Report that provides detailed information concerning completion of degree requirements. The student should also be familiar with different academic programs of interest. The advisor will give assistance to the student, but the student has the final responsibility for the accuracy of the enrollment, the applicability of courses toward the degree requirements, and his or her academic performance.

Students are assigned an academic advisor by their academic dean's office or records office. A student who enrolls without first meeting with his or her assigned academic advisor may be subject to sanctions including, but not limited to, cancellation of the term enrollment and restriction from the self-service enrollment functions.

ACADEMIC PROGRESS. The University sets the goal and expects that all undergraduate students will make regular and satisfactory progress toward their degrees. There are three categories that may apply when an undergraduate student is not making satisfactory academic progress: 1) academic probation, 2) academic suspension or 3) academic dismissal. This policy sets out the standards and procedures for each of these categories. In addition, a student who has been suspended may seek academic reinstatement under the standards set out in this policy.

ACADEMIC PROBATION. Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation. For academic probation periods and guidelines, students should see the Academic Probation sections below under the appropriate school of record.

ACADEMIC SUSPENSION. Academic suspension is an involuntary separation of the student from SMU. Academic suspension is for at least one regular term. The term of suspension might be for a longer period

depending on the policy of the school of record or the terms of the individual student's suspension. The status of academic suspension is recorded on a student's permanent academic record. While on academic suspension, a student is not in good academic standing for certification purposes and is not eligible to enroll at SMU. Students who have served their suspension and who are eligible to return may not enroll for any intersession terms. Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

ACADEMIC REINSTATEMENT. A student who has been on academic suspension once may apply for reinstatement to SMU. If reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until the conditions of academic probation are satisfied.

ACADEMIC DISMISSAL. A second suspension that is final results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission. Academic dismissal is recorded on the student's permanent academic record.

COMMENCEMENT PARTICIPATION. An All-University Commencement Convocation is held in May for students on schedule and enrolled to complete degree requirements during the spring term. Students on schedule and enrolled to complete all degree requirements during the following summer session may also participate in the University Commencement Convocation, although their degrees will not be conferred until August. Students may also participate in departmental or school ceremonies following the University commencement according to the policies of the departments or schools.

An All-University December Commencement Convocation is held each December for students completing degree requirements during the fall term. Students who completed degree requirements during the previous summer session may also participate.

Students on schedule and enrolled to complete all degree requirements during the following Jan Term (January) intersession may also participate in this ceremony, although their degrees will not be conferred until January. A student may participate once in either the All-University Commencement Convocation in May or the All-University December Commencement Convocation for a given degree, but not both. To participate in a ceremony, a student must file with their academic dean's office or records office an Application for Candidacy to Graduate or Intent to Participate Form.

OFFICE OF TRANSFER AND TRANSITION SERVICES

General Information: 214-768-7427

100E Blanton Student Services Building

www.smu.edu/transfer

SMU welcomes transfer students each year from colleges and universities around the world. The diverse educational experiences of transfer students enhance our entire University community. New transfer students are invited to stop by the Office of Transfer and Transition Services with questions. Our goal is for every new transfer student to have a seamless move to the University. We want students to feel connected to their new school and know the many resources on campus available to make their transitions easier.

HONORARY. This office also serves as the primary sponsor for Tau Sigma National Honor Society for transfer students.

MUSTANG TRANSFERS. A student organization for transfers, Mustang Transfers is open to all students and offers social and philanthropic activities.

Q. What is my.SMU?

A. my.SMU is an online self-service site that allows you to access various types of information in real time. You will use my.SMU to enroll for classes each term and to drop and add courses. You will be able to view grades as they are posted by the faculty at the end of the term. Students can also view current charges and see payments to their student account. Students also use my.SMU to update address information for themselves and their parents.

Q. Will YOU have an SMU e-mail account?

A. Yes, you have received your SMU e-mail address and password. This e-mail account is the official address for SMU communication. You will be sent their invoice of charges each semester to this SMU e-mail address as well as other essential information from the University.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 1974 (FERPA)

The Family Education Rights and Privacy Act 1974 (FERPA) is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (<http://smu.edu/ferpa>). Policy 1.18 of the University Policy Manual, accessible at <http://smu.edu/policy> also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student requests through my.SMU Self Service that it be withheld; (2) Information authorized by student through my.SMU Self-Service may be released to those individuals designated by the student; and (3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Code. For more information, visit www.smu.edu/LegalDisclosures/FERPA.

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no personally identifiable information from a student's education records will be disclosed to any third party, including parents, without written consent from the student. SMU understands that many undergraduate students want to allow their parents access to all or some of their education records. Students have the ability to provide their consent for this access to their records by using the Release of Education Records feature in the self-service component of my.SMU. Once release authorization is granted, some records are available on-line through a designee's own confidential access to my.SMU. Other records are available by contacting the office holding the records. Parents are encouraged to discuss with their student this feature to establish the authorization for them to view and receive information from the student's education records.

FERPA also permits, but does not require, SMU to disclose to parent's information contained in the education records of their student if the student is a dependent as defined in the Internal Revenue Code. The parent must complete a declaration of student dependency form along with

a written request for the records. The dependency form can be found at <http://www.smu.edu/registrar/forms.asp>.

More information on FERPA is available at www.smu.edu/LegalDisclosures/FERPA. Family Educational Rights and Privacy Act (FERPA)

Special Note: DEADLINE FOR HEALTH FORM.

All new students must have a completed medical history form on file with the Student Health Center before they are eligible to register. Proof of meningitis immunization is required a minimum of 10 days prior to moving into on-campus housing.