

# ADDENDUM

The following is an update to the 2016-2017 *Graduate Meadows Catalog*.

## RIGHT TO KNOW (p. 150)

Southern Methodist University is pleased to provide information regarding academic programs, enrollment, financial aid, public safety, athletics and services for persons with disabilities. Students also may obtain paper copies of this information by contacting the appropriate office listed below. Disclosure of this information is pursuant to requirements of the Higher Education Act and the Campus Security Act. More information is available at [www.smu.edu/srk](http://www.smu.edu/srk).

### 2. Enrollment

Registrar, Blanton Student Services Building,  
Room 101, 214-768-3417

- a. *Graduation Rates*. The completion or graduation rate of the institution's certificate-seeking or degree-seeking, full-time undergraduate students and students who receive athletically related financial aid.
- b. *Privacy of Student Education Records*. The Family Educational Rights and Privacy Act governs SMU's maintenance and disclosure of a student's education records. FERPA provides students the right to inspect and review their education records and to seek amendment of those records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights. Further, FERPA prevents SMU from disclosing personally identifiable information about a student to outside third parties, except under specific circumstances outlined in SMU's Policy Manual.
- c. *Withdrawal*. Requirements and procedures for officially withdrawing from the institution.

**Wisconsin Refund Policy.** The following information applies only to students enrolled in distance/online courses who reside in the state of Wisconsin. The Wisconsin Administrative Code contains provisions related to online/distance education for students residing in that state. Sections from Chapter 8 of the Educational Approval Board are reprinted below. The complete code is available online at [http://docs.legis.wisconsin.gov/code/admin\\_code](http://docs.legis.wisconsin.gov/code/admin_code).

**EAB 8.05 Partial Refunds.** A student who withdraws or is dismissed after the period of time identified under s. EAB 8.03 (1) has passed, but before completing 60 percent of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

- (1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent

applied to the total tuition and other required costs paid by the student for the current enrollment period.

- (2) All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- (3) Refunds shall be paid within 40 days after the effective date of termination.
- (4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15 percent of the total cost of a resident program, or \$400, whichever is less.
- (5) No refund is required for any student who withdraws or is dismissed after completing 60 percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

**SMU Refund for Wisconsin Students.** SMU online/distance education students residing in Wisconsin who cancel their enrollment will receive a full refund of all tuition and fees if they officially withdraw from the University before the withdrawal deadline listed on the Official University Calendar. The University will issue refunds within 10 business days of withdrawal.