

SOUTHERN METHODIST UNIVERSITY

GENERAL INFORMATION

UNDERGRADUATE CATALOG

2013–2014

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Southern Methodist University will not discriminate in any employment practice, educational program or educational activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Office of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; phone: 214-768-3601; email: [accessequity@smu.edu](mailto:accessequity@smu.edu).

Southern Methodist University publishes a complete bulletin every two years. The undergraduate catalog and the Cox, Dedman Law, Hart eCenter and Simmons graduate catalogs are updated annually. The Dedman College, Lyle, Meadows and Perkins graduate catalogs are updated biennially. The following catalogs constitute the General Bulletin of the University:

Undergraduate Catalog  
Cox School of Business Graduate Catalog  
Dedman College of Humanities and Sciences Graduate Catalog  
Dedman School of Law Graduate Catalog  
Hart eCenter Graduate Catalog  
Lyle School of Engineering Graduate Catalog  
Meadows School of the Arts Graduate Catalog  
Perkins School of Theology Graduate Catalog  
Simmons School of Education and Human Development Graduate Catalog

In addition, certain locations or programs provide their own schedules:

Continuing Education	SMU-in-Plano
J Term	SMU-in-Taos (Fort Burgwin)
SMU Abroad	Summer Studies

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Catalog addenda are published online at [www.smu.edu/catalogs](http://www.smu.edu/catalogs). An addendum includes graduation, degree and transfer requirements that do not appear in a specific print or online catalog but apply in that academic year.

Additional information can be obtained by writing to the Undergraduate Office of Admission or to the appropriate school (listed above) at the following address:

Southern Methodist University  
Dallas TX 75275

Information also is available at [www.smu.edu](http://www.smu.edu).

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Southern Methodist University

Dallas TX 75275-0221

2013



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# OFFICIAL UNIVERSITY CALENDAR

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## ACADEMIC YEAR 2013–2014

[www.smu.edu/registrar/academic\\_calendar.asp](http://www.smu.edu/registrar/academic_calendar.asp)

This calendar includes an addendum listing religious holidays for use in requesting excused absences according to University Policy 1.9. For religious holidays not listed, students should contact the Office of the Chaplain.

Graduate programs in the Cox School of Business, Perkins School of Theology, Dedman School of Law, and Department of Dispute Resolution and Counseling within the Simmons School of Education and Human Development have different calendars.

### Fall Term 2013

**April 8–26, Monday–Friday:** Enrollment for fall 2013 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

**May, July, August – TBA:** Academic Advising, Enrollment and Orientation conferences for new first-year and transfer undergraduate students. Additional information about AARO is available from New Student Programs, Student Life Office, 214-768-4560, [www.smu.edu/newstudent](http://www.smu.edu/newstudent).

**August 24, Saturday:** Residence halls officially open at 9 a.m.

**August 25, Sunday:** Opening Convocation, McFarlin Auditorium.

**August 26, Monday:** First day of classes.

**August 30, Friday:** Last day to enroll, add courses or drop courses without grade record. Also, last day to file for graduation in December.

**September 2, Monday:** Labor Day. University offices closed.

**September 11, Wednesday:** Last day to declare pass/fail, no credit or first-year repeated course-grading options. Also, last day to request an excused absence for the observance of a religious holiday.

**October 1, Tuesday:** Early intervention grades due for first-year undergraduate students.

**October 4–5, Friday–Saturday:** Family Weekend.

**October 9, Wednesday:** Last day for continuing undergraduate students to change their majors before November enrollment.

**October 14–15, Monday–Tuesday:** Fall break.

**October 25–26, Friday–Saturday:** Homecoming Weekend.

**October 27, Sunday:** Midterm grades due for first-year and sophomore students.

**October 28, Monday:** 60 percent point of the term that federal financial aid has been earned if a student officially withdraws from SMU; prior to this date, a partial calculated return to federal programs will be required.

**November 4–22, Monday–Friday:** Enrollment for spring 2014 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

**November 8, Friday:** Last day to drop a course.

### Fall Term 2013 (continued)

**November 14, Thursday:** Last day for December graduation candidates to change grades of Incomplete.

**November 22, Friday:** Students should file for May graduation. The last day to file is January 25, 2014.

**November 26, Tuesday:** Last day to withdraw from the University.

**November 27, Wednesday:** No classes.

**November 28–29, Thursday–Friday:** Thanksgiving holiday. University offices closed.

**December 4–9, Wednesday–Monday:** No final examinations or unscheduled tests or papers.

**December 5, Thursday:** Last day for oral/written examinations for December graduate degree candidates.

**December 9, Monday:** Last day of instruction.

**December 10–11, Tuesday–Wednesday:** Reading days.

**December 12–18, Thursday–Wednesday:** Examinations. (No examinations scheduled for Sunday.)

**December 19, Thursday:** Residence halls close at 10 a.m. for winter break. (December graduates should contact the Department of Residence Life and Student Housing.)

**December 21, Saturday:** Official close of the term and date for conferral of degrees. Also, December Commencement Convocation.

**December 24–January 1, Tuesday–Wednesday:** University offices closed.

**December 25, Wednesday:** Christmas Day.

### January Interterm 2014

*Note: Some areas of instruction offer selected courses during the January interterm, December 19, 2013–January 15, 2014.*

**January 1, Wednesday:** New Year's Day. University offices closed.

### J Term 2014 at SMU-in-Plano

**January 6, Monday:** First day of classes.

**January 7, Tuesday:** Last day to declare pass/fail.

**January 14, Tuesday:** Last day to drop/withdraw from the University.

**January 15, Wednesday:** Last class, including exam.

## Spring Term 2014

**November 4–January 24, Monday–Friday:** Enrollment for spring 2014 continuing students for all undergraduates and graduates in Dedman College, Lyle and Meadows.

**January – TBA:** Academic Advising, Enrollment and Orientation conferences for new first-year and transfer undergraduate students. Additional information about AARO is available from New Student Programs, Student Life Office, [www.smu.edu/newstudent](http://www.smu.edu/newstudent), 214-768-4560.

**January 1, Wednesday:** New Year's Day. University offices closed.

**January 14, Tuesday:** Residence halls officially open at 9 a.m.

**January 17, Friday:** First day of classes.

**January 20, Monday:** Martin Luther King, Jr. Day. University offices closed.

**January 24, Friday:** Last day to enroll, add courses or drop courses without grade record. Also, last day to file for May graduation.

**February 4, Tuesday:** Last day to declare pass/fail, no credit or first-year repeated course-grading options. Also, last day to request an excused absence for the observance of a religious holiday.

**February 24, Monday:** Early intervention grades due for first-year undergraduate students.

**March 8–16, Saturday–Sunday:** Spring break.

**March 26, Wednesday:** Midterm grades due for first-year and sophomore students.

**March 28, Friday:** 60 percent point of the term that federal financial aid has been earned if a student officially withdraws from SMU; prior to this date, a partial calculated return to federal programs will be required.

**April 2, Wednesday:** Last day for continuing undergraduate students to change their majors before April enrollment.

**April 7–25, Monday–Friday:** Enrollment for summer 2014 and fall 2014 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

**April 8, Tuesday:** Last day to drop a course.

**April 10, Thursday:** Last day for May graduation candidates to change grades of Incomplete.

**April 14, Monday:** Honors Convocation, 5:30 p.m.

**April 17, Thursday:** Students should file for August or December graduation. Last day to file for August graduation is June 5. Last day to file for December graduation is the last day to enroll for fall 2014.

**April 18, Friday:** Good Friday. University offices closed.

**April 20, Sunday:** Easter Sunday.

**April 25, Friday:** Last day to withdraw from the University.

**April 30–May 5, Wednesday–Monday:** No final examinations or unscheduled tests or papers.

**May 1, Thursday:** Last day for oral/written examinations for graduate students who are May degree candidates.

### Spring Term 2014 (continued)

**May 5, Monday:** Last day of instruction.

**May 6, Tuesday:** Reading day.

**May 7–13, Wednesday–Tuesday:** Examinations. (No examinations scheduled for Sunday.)

**May 14, Wednesday:** Residence halls officially close for nongraduating students.

**May 16, Friday:** Baccalaureate.

**May 17, Saturday:** Commencement.

**May 18, Sunday:** Residence halls officially close for graduating seniors.

### Campus May Term 2014

**Note:** *Classes meet 4 hours a day, Monday–Friday.*

**May 15, Thursday:** First day of classes.

**May 16, Friday:** Last day to enroll or add courses. Also, last day to declare pass/fail or no credit or first-year repeated course-grading options.

**May 26, Monday:** Memorial Day. University offices closed.

**May 27, Tuesday:** Last day to drop/withdraw from the University.

**May 30, Friday:** Last day of classes.

**June 5, Thursday:** Last day to file for August graduation.

**Note:** Students planning to complete their degree requirements during the May term should complete an Application for Candidacy to Graduate (via the Student Center) for August degree conferral. Specific information is available from the student's academic degree counselor.

### SMU-in-Taos May Term 2014

**Note:** *The following dates are applicable only for SMU-in-Taos. Permission of the SMU-in-Taos program is required for all enrollments.*

**May 14, Wednesday:** Travel day and arrival of students, 2–6 p.m.

**May 15, Thursday:** First day of classes.

**May 30, Friday:** Examinations.

**May 31, Saturday:** Departure of students.

### Summer Term 2014

Summer term consists of three primary sessions: first session, second session and a full summer session. Each primary session has different deadline dates. There are also shorter and longer sessions to accommodate the particular needs of the various instructional units such as SMU Abroad, SMU-in-Taos and the Perkins School of Theology.

### **Full Summer Term Session 2014**

**Note:** *Classes meet 2 hours, 15 minutes twice a week or 1 hour, 30 minutes three times a week.*

**May 26, Monday:** Memorial Day. University offices closed.

**June 2, Monday:** First day of classes.

**June 5, Thursday:** Last day to enroll, add courses or drop courses without grade record. Also, last day to file for August graduation.

**June 11, Wednesday:** Last day to declare pass/fail, no credit or first-year repeated course-grading options.

**July 4, Friday:** Independence Day. University offices closed.

**July 17, Thursday:** Last day for August graduation candidates to change grades of Incomplete.

**July 24, Thursday:** Last day to drop a course.

**July 30, Wednesday:** Last day to withdraw from the University.

**August 4, Monday:** Follows a Friday schedule.

**August 5, Tuesday:** Last day of instructions and examinations. Also, official close of the term and date for conferral of degrees.

### **First Summer Session 2014**

**Note:** *Classes meet 2 hours a day, Monday–Friday.*

**May 26, Monday:** Memorial Day. University offices closed.

**June 2, Monday:** First day of classes.

**June 3, Tuesday:** Last day to enroll, add courses or drop courses without a grade record.

**June 5, Thursday:** Last day to declare pass/fail, no credit or first-year repeated course-grading options. Also, last day to file for August graduation.

**June 24, Tuesday:** Last day to drop a course.

**June 25, Wednesday:** Last day to withdraw from the University.

**July 1, Tuesday:** Last day of instruction and examinations.

### **SMU-in-Taos Summer I Session 2014**

**Note:** *The following dates are applicable only for SMU-in-Taos. Permission of the SMU-in-Taos program is required for all enrollments.*

**June 4, Wednesday:** Arrival of students, 4–6 p.m.

**June 5, Thursday:** First day of classes.

**June 6, Friday:** Last day to enroll, add courses and drop courses without a grade record.

**July 2, Wednesday:** Examinations.

**July 3, Thursday:** Departure of students.

### **Second Summer Session 2014**

**Note:** *Classes meet 2 hours a day, Monday–Friday.*

**June 5, Thursday:** Last day to file for August graduation.

**July 4, Friday:** Independence Day. University offices closed.

**July 7, Monday:** First day of classes.

**July 8, Tuesday:** Last day to enroll, add courses or drop courses without a grade record.

**July 10, Thursday:** Last day to declare pass/fail, no credit or first-year repeated course-grading options.

**July 16, Wednesday:** Last day for August graduation candidates to change grades of Incomplete.

**July 28, Monday:** Last day to drop a course.

**July 30, Wednesday:** Last day to withdraw from the University.

**August 5, Tuesday:** Last day of instruction and examinations. Also, official close of the term and conferral date.

### **SMU-in-Taos August (Summer II) Term 2014**

**Note:** *The following dates are applicable only for SMU-in-Taos. Permission of the SMU-in-Taos program is required for all enrollments.*

**August 5, Tuesday:** Arrival of students, 4–6 p.m.

**August 6, Wednesday:** First day of classes.

**August 7, Thursday:** Last day to enroll, add courses or drop courses without a grade record.

**August 21, Thursday:** Examinations.

**August 22, Friday:** Departure of students.

## **Major Religious Holidays** **(August 2013–August 2014)**

The following list of religious holidays is for use in requesting excused absences according to University Policy 1.9. For religious holidays not listed, the instructor or supervisor may contact the Office of the Chaplain.

### ***Christian***

**Christmas:** December 25, 2013

**Easter Sunday:** April 20, 2014

**Good Friday:** April 18, 2014

**Easter Sunday (Orthodox):** April 20, 2014

### ***Hindu***

**Janmashtami:** August 28, 2013

**Diwali:** November 3, 2013

**Dasera:** October 14, 2013

### ***Jewish\****

**Rosh Hashanah:** September 5–6, 2013

**Hanukkah:** November 28–December 5, 2013

**Yom Kippur:** September 14, 2013

**Pesach (Passover):** April 15–16, 2014

**Sukkot:** September 19–20, 2013

**Shavuot:** June 4–5, 2014

### ***Muslim***

**Ramadan:** July 9–August 7, 2013

**Ashura:** November 14, 2013

**Eid al Fitr:** August 8, 2013

**Mawlid an Nabi:** January 13, 2014

**Eid al Adha:** October 15, 2013

**Ramadan:** June 28–July 28, 2014

**Islamic New Year:** November 4, 2013

**Eid al Fitr:** July 28, 2014

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*\* All holidays begin at sundown before the first day noted and conclude at sundown on the day(s) noted.*

## COURSE ABBREVIATIONS

<b>Code</b>	<b>College/School</b>	<b>Description</b>
ACCT	Cox	Accounting
ADV	Meadows	Advertising
AERO	Dedman	Aerospace Studies
AMAE	Meadows	Arts Management and Arts Entrepreneurship
ANTH	Dedman	Anthropology
APSM	Simmons	Applied Physiology and Sport Management
ARBC	Dedman	Arabic
ARHS	Meadows	Art History
ASAG	Meadows	Art, General Studio
ASCE	Meadows	Ceramics
ASDR	Meadows	Drawing
ASIM	Meadows	Digital and Hybrid Media
ASPH	Meadows	Photography
ASPR	Meadows	Printmaking
ASPT	Meadows	Painting
ASSC	Meadows	Sculpture
BA	Cox	Business Administration
BIOL	Dedman	Biological Sciences
BL	Cox	Business Law
BLI	Cox	Business Leadership Institute
BUSE	Cox	Business Economics
CCJN	Meadows	Journalism
CEE	Lyle	Civil and Environmental Engineering
CF, CFA, N/A CFB		Cultural Formations, GEC
CHEM	Dedman	Chemistry
CHIN	Dedman	Chinese
CISB	Cox	Caruth Institute, Business
CLAS	Dedman	Classical Studies
COMM	Meadows	Communication Studies
CRCP	Meadows	Creative Computing
CSE	Lyle	Computer Science and Engineering
DANC	Meadows	Dance
DISC	Dedman	Discernment and Discourse
ECO	Dedman	Economics
EDU	Simmons	Education
EE	Lyle	Electrical Engineering
EMIS	Lyle	Engineering Management, Information and Systems
ENGL	Dedman	English
ENGR	Lyle	Engineering
ENSC	Dedman	Environmental Science
ENST	Dedman	Environmental Studies
ESL	N/A	English as a Second Language
ETST	Dedman	Ethnic Studies
FILM	Meadows	Film and Media Arts
FINA	Cox	Finance
FREN	Dedman	French
GEOL	Dedman	Earth Sciences
GERM	Dedman	German
HDEV	Simmons	Human Development Studies
HGAM	Hart	Hart Digital Game Development

<b>Code</b>	<b>College/School</b>	<b>Description</b>
HIST	Dedman	History
HRTS	Dedman	Human Rights
HUM	Dedman	Humanities
INS	Cox	Insurance
INTL	Dedman	International Studies
ITAL	Dedman	Italian
ITOM	Cox	Information Technology/Operations Management
JAPN	Dedman	Japanese
KNW	N/A	Ways of Knowing (UC)
LAAM	Dedman	Latin American Studies
LATN	Dedman	Latin
MATH	Dedman	Mathematics
MDVL	Dedman	Medieval Studies
ME	Lyle	Mechanical Engineering
MKTG	Cox	Marketing
MNO	Cox	Management and Organizations
MPED	Meadows	Music Pedagogy
MPSY	Meadows	Music Psychology
MREP	Meadows	Music Repertoire
MSA	Meadows	Meadows School of the Arts
MUAC	Meadows	Music, Accompanying
MUAS	Meadows	Music, Arts and Skills
MUCO	Meadows	Music, Conducting
MUED	Meadows	Music, Education
MUHI	Meadows	Music, History and Literature
MUPD	Meadows	Music, Piano Pedagogy
MURE	Meadows	Music, Recitals
MUTH	Meadows	Music, Composition and Theory
MUTY	Meadows	Music, Therapy
PERB	Meadows	Music, Class Instruction
PERE	Meadows	Music, Performance Ensembles
PHIL	Dedman	Philosophy
PHYS	Dedman	Physics
PLSC	Dedman	Political Science
PP	Dedman	Public Policy
PRW	Simmons	Personal Responsibility and Wellness
PSYC	Dedman	Psychology
RE	Cox	Real Estate
RELI	Dedman	Religious Studies
RMI	Cox	Risk Management and Insurance
ROTC	Lyle	Army ROTC
RUSS	Dedman	Russian
SCI	Dedman	Science
SOCI	Dedman	Sociology
SOSC	Dedman	Social Science
SPAN	Dedman	Spanish
SS	Lyle	Special Studies, Engineering
STAT	Dedman	Statistical Science
STRA	Cox	Strategy/Entrepreneurship
THEA	Meadows	Theatre
WELL	Simmons	Wellness
WGST	Dedman	Women's and Gender Studies
WL	Dedman	World Languages and Literatures

# DESCRIPTION OF THE UNIVERSITY

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## **THE VISION OF SOUTHERN METHODIST UNIVERSITY**

To create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society.

## **THE MISSION OF SOUTHERN METHODIST UNIVERSITY**

Southern Methodist University will create, expand and impart knowledge through teaching, research and service, while shaping individuals to contribute to their communities and excel in their professions in an emerging global society. Among its faculty, students and staff, the University will cultivate principled thought, develop intellectual skills and promote an environment emphasizing individual dignity and worth. SMU affirms its historical commitment to academic freedom and open inquiry, to moral and ethical values, and to its United Methodist heritage.

To fulfill its mission, the University strives for quality, innovation and continuous improvement as it pursues the following goals:

- Goal one: To enhance the academic quality and stature of the University.
- Goal two: To improve teaching and learning.
- Goal three: To strengthen scholarly research and creative achievement.
- Goal four: To support and sustain student development and quality of life.
- Goal five: To broaden global perspectives.

## **SOUTHERN METHODIST UNIVERSITY**

As a private, comprehensive university enriched by its United Methodist heritage and its partnership with the Dallas Metroplex, Southern Methodist University seeks to enhance the intellectual, cultural, technical, ethical and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts; excellent graduate and continuing education programs; and abundant opportunities for access to faculty in small classes, research experience, international study, leadership development, and off-campus service and internships, with the goal of preparing students to be contributing citizens and leaders for our state, the nation and the world.

SMU comprises seven degree-granting schools: Dedman College of Humanities and Sciences, Edwin L. Cox School of Business, Dedman School of Law, Bobby B. Lyle School of Engineering, Meadows School of the Arts, Perkins School of Theology, and Annette Caldwell Simmons School of Education and Human Development.

Founded in 1911 by what is now the United Methodist Church, SMU is non-sectarian in its teaching and is committed to the values of academic freedom and open inquiry.

At its opening session in 1915, the University had two buildings, 706 students, a 35-member faculty and total assets of \$633,540.

Today, the University has more than 100 buildings, a total enrollment that has averaged more than 10,000 the past 10 years, a full-time faculty of 723 and assets of \$2.2 billion – including an endowment of \$1.2 billion (market value, May 31, 2012).

Offering only a handful of degree programs at its 1915 opening, the University presently awards baccalaureate degrees in more than 80 programs through five

undergraduate schools and a wide variety of graduate degrees through those and one professional school.

Of the 10,893 students enrolled for the 2012 fall term, 6,249 were undergraduates and 4,644 were graduate students. The full-time equivalent enrollment was 6,155 for undergraduates and 3,256 for graduate students.

Nearly all the students in SMU's first class came from Dallas County, but now 48 percent of the University's undergraduate student body comes from outside Texas. In a typical school year, students come to SMU from every state; from more than 90 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 51 percent female. Graduate and professional enrollment is 42 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2012–2013, 80 percent of first-year students received some form of financial aid, and 37 percent of first-year students received need-based financial aid.

Management of the University is vested in a Board of Trustees of civic, business and religious leaders – Methodist and non-Methodist. The founders' first charge to SMU was that it become not necessarily a great *Methodist* university, but a great *university*.

### **ACADEMIC ACCREDITATION**

Southern Methodist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Bachelor's, Master's, professional and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Methodist University. Note: The commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.

Individual academic programs are accredited by the appropriate national professional associations.

In Dedman College, the Department of Chemistry is accredited annually by the Committee on Professional Training of the American Chemical Society, and the Psychology Department's Ph.D. program in clinical psychology is accredited by the American Psychological Association.

The Cox School of Business is accredited by AACSB International, the Association to Advance Collegiate Schools of Business (777 South Harbour Island Boulevard, Suite 750, Tampa, Florida 33602-5730; telephone number 813-769-6500). The Cox School was last reaccredited by AACSB International in 2007.

The Dedman School of Law is accredited by the American Bar Association.

In the Linda and Mitch Hart eCenter, The Guildhall at SMU's Master of Interactive Technology is accredited by the National Association of Schools of Art and Design for the two specializations in art creation and level design.

The Lyle School of Engineering undergraduate programs in civil engineering, computer engineering, electrical engineering, environmental engineering and mechanical engineering are accredited by the Engineering Accreditation Commission of ABET, <http://www.abet.org>. The undergraduate computer science program that awards the degree Bachelor of Science (B.S.) is accredited by the Computing Accreditation Commission of ABET. The undergraduate computer science program that awards the degree Bachelor of Arts (B.A.) is not accredited by a

Commission of ABET. ABET does not provide accreditation for the discipline of management science.

In the Meadows School of the Arts, the Art and Art History programs are accredited through the National Association of Schools of Art and Design, the Dance Division is accredited by the National Association of Schools of Dance, the Music Division is accredited by the National Association of Schools of Music, the Music Therapy program is approved by the American Music Therapy Association, and the Theatre program is accredited by the National Association of Schools of Theatre.

Perkins School of Theology is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1110; telephone number 412-788-6505) to award M.Div., C.M.M., M.S.M., M.T.S. and D.Min. degrees.

Accredited programs in the Simmons School of Education and Human Development include the Teacher Education undergraduate and graduate certificate programs, which are accredited by the State Board of Educator Certification (SBEC) and the Texas Education Agency (TEA). The undergraduate program is approved annually by TEA. The Learning Therapist Certificate program, which is accredited by the International Multisensory Structured Language Education Council, was last reaccredited in 2011.

# ADMISSION TO THE UNIVERSITY

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## **SOUTHERN METHODIST UNIVERSITY GENERAL ADMISSIONS POLICY**

Consistent with its vision and mission, SMU seeks to enroll students who have the potential for academic success and who will enrich the collegiate community. Through financial enablement, SMU will endeavor to ensure that cost of attendance will not be a barrier to achieving its goal of a diverse community. The rich variety of perspectives SMU seeks are those that result from differences in racial, ethnic, linguistic, socio-economic, geographic, educational and religious backgrounds; different life experiences, and talents in the arts or athletics. It is the policy of SMU to examine individually each prospective student's application for admission to determine the nature and extent of the applicant's potential to succeed and to enrich the community.

All first-year students, regardless of intended major, enter the University as SMU Pre-Majors and are advised through the University Advising Center. Students normally qualify for entry into a major and specific degree program during their sophomore year. Admission into any undergraduate degree program requires the completion of minimum academic standards determined by the school in which the program is based. The specific requirements for admission into each of SMU's undergraduate schools are outlined in the admission section of that school's information in this catalog.

### **FIRST-YEAR ADMISSION CRITERIA**

Selection of applicants is based on several criteria: the high school curriculum, academic performance in the classroom, grade pattern, rank in class (if applicable), SAT and/or ACT scores, counselor and teacher recommendations, essay, behavioral record and extracurricular activities. Although no specific cutoff is applied to any single measure, generally a student who has both accomplished a strong academic record and exhibited a variety of noteworthy and personal achievements will gain, contribute and benefit most from the SMU experience. Matriculation to the University is contingent upon continuing academic achievement and completion of the high school diploma. The Admission Committee may rescind offers of admission for students whose academic, extracurricular or behavioral records are not consistent with information presented in the application for admission. As an independent institution, SMU has no limits on enrollment based solely on geography nor distinctions in tuition, fees or other costs based on the home state of the student. The University is open to applicants without regard to race, color, religion, national origin, sex, sexual orientation, age, disability or veteran status.

#### **High School Curriculum**

High school curricula, including curricular rigor, academic performance in the classroom, elective choices and senior-year course load, in particular are considered in the admission review. Applicants should submit high school records with a *minimum* of 15 or more academic units. The recommended distribution for a minimum program is as follows: four units of English, three units of mathematics (algebra 1, plane geometry, algebra 2), three units of science (including two units of laboratory science), three units of social science and two units of a second language (a two-year sequence). American Sign Language may be used to satisfy the second

language requirement for those students with a documented language-based learning disability. Engineering applicants should have completed four years of math (including higher-level math beyond algebra 2) and a year each of chemistry and physics. **Note:** Students who are most successful in the admission process present credentials well in excess of the minimum requirements.

### **Home School Criteria**

Home school and distance learning applicants are expected to complete the equivalent of the high school curriculum as outlined above and submit SAT and/or ACT scores. In addition, students must submit the Common Application Home School Supplement form, which indicates mastery of English, math and science in the home school curriculum and documents that the student has fulfilled their home state's requirements for high school graduation. A checklist of the home school requirements is available at [www.smu.edu/admission/apply\\_home\\_school.asp](http://www.smu.edu/admission/apply_home_school.asp). In addition to the above requirements, three SAT subject exams (to include English, literature, math and science) offered by the Educational Testing Service may be encouraged for students who have taken the majority of high school coursework at home. Home-schooled students are eligible for federal student aid for college if they have "completed a secondary school education in a home school setting that is treated as a home school or private school under State law" [Section 484(d)(3) of the Higher Education Act of 1965].

### **Application Timetable for First-Year Students**

All prospective students must complete the application for admission and submit a \$60 nonrefundable application fee. First-year candidates will be processed on the admissions calendar as follows:

#### ***Early Decision 1 (binding)***

Application Deadline: November 1  
Notification Date: By December 30

#### ***Early Action (nonbinding)***

Application Deadline: November 1  
Notification Date: By December 30

#### ***Early Decision 2 (binding)***

Application Deadline: January 15  
Notification Date: By March 1

#### ***Regular Decision (nonbinding)***

Application Deadline: January 15  
Notification Date: By April 1

#### ***Rolling Decision Applicants (space-available basis)***

Application Deadline: March 15  
Notification Date: Rolling after April 1

**Note:** The deadline for priority merit scholarship consideration is January 15.

### **Required Testing**

SMU requires all applicants, except foreign citizens who attend secondary schools outside the United States, to submit SAT scores and/or scores from the ACT exam.

Students whose native language is not English and whose entire secondary education has not been in an English-medium school are required to submit one of the following:

- TOEFL English language proficiency exam score of 550 on the paper-based test or 80 on the Internet-based test.
- IELTS English competency test score of 6.5 on the academic test.
- Pearson Test of English score of 57.

**Note:** Special attention is given to the writing and reading subscores of the TOEFL.

Students can obtain additional information about the College Entrance Examination Board and its tests (SAT, SAT subject tests, TOEFL) by contacting their high school counselors or by contacting the board at PO Box 592, Princeton NJ 08540; [www.collegeboard.org](http://www.collegeboard.org). Students can request further information about the ACT exam from their high school counselors or the ACT National Office, 2201 North Dodge Street, PO Box 168, Iowa City IA 52243; [www.act.org](http://www.act.org).

### **Performing Arts Auditions/Visual Arts Consideration**

In addition to meeting general University admission criteria, all first-year and transfer students who intend to major in the performing arts of dance, music or theatre must also satisfy a performance audition requirement as part of the admission process to the University. Students wishing to pursue the B.F.A. or B.A. in art must submit a portfolio of their work for faculty review to the Meadows School through the SlideRoom digital portfolio system ([www.smu.slideroom.com](http://www.smu.slideroom.com)). Information regarding audition and portfolio requirements and dates may be obtained by contacting the Office of Recruitment, Meadows School of the Arts, Southern Methodist University, Dallas TX 75275-0356; phone 214-768-3217. For students entering in the fall term, the audition and/or portfolio review is both an admission review and a review for artistic scholarships.

Performance auditions must be completed by the final published national or campus audition date, which normally is not later than March 15 prior to the entering fall term. Submission deadlines for art portfolios correspond with deadlines for SMU application submissions. Current deadlines are available on the Meadows School website at [www.smu.edu/meadows](http://www.smu.edu/meadows). Transfer students entering degree programs within the Dance Division or Theatre Division may do so only in the fall term. Transfer students in the Division of Dance normally enter in the fall term; spring admission may be offered in exceptional cases. While music students may be considered for fall or spring, entry in the fall is encouraged as course sequencing for transfer students beginning in the spring could delay graduation.

### **Reserving a Place**

All admitted students are required to submit a nonrefundable \$550 deposit. Admitted students who did not apply under a binding decision plan must submit this deposit by the May 1 deadline to reserve a place in the class. Students admitted under a binding decision plan will be notified of their deposit deadline when they are admitted. This deposit includes a matriculation fee, advance tuition deposit and housing deposit. All first-year and second year students must live on campus unless permission is granted to live at home by the dean of Residence Life and Student Housing. Students granted permission to live at home submit a nonrefundable \$450 deposit.

To facilitate advising and enrollment, students are required to submit their final high school transcript confirming graduation prior to enrolling.

### **Credit by Examination**

#### ***Examinations Administered in High School***

SMU grants credit and placement for scores of 4 or 5 on most Advanced Placement examinations taken in high school (see table below). Credit will be awarded only for exams taken while in high school. Students may not receive credit for an AP exam, an International Baccalaureate exam and a college course covering the same subject matter; i.e., the course equivalency will only be awarded once. Credit by examination granted at SMU is considered resident credit.

An official copy of test results must be sent from the testing agency to the University Registrar's Office for credit.

<i>AP Examination</i>	<i>Scores</i>	<i>Credits Awarded</i>	<i>Course(s) Credited</i>
American History	4, 5	6 hours	HIST 2311, 2312
Art	4, 5	3 hours	ASDR 1300, ASPH 1300, or ASPT 1300 (student's choice)
Art History	4, 5	6 hours	ARHS 1303, 1304
Biology	4, 5	8 hours	BIOL 1401, 1402
Chemistry	4, 5	8 hours	CHEM 1303/1113, 1304/1114
Computer Science A	4, 5	3 hours	CSE 1341
Computer Science AB	4, 5	3 hours	CSE 1341
Economics:			
Macro	4, 5	3 hours	ECO 1312
Micro	4, 5	3 hours	ECO 1311
English Lng/C or Lit/C	4, 5	6 hours	DISC 1311, 1312
Environmental Science	4, 5	3 hours	GEOL 1315
European History	4, 5	6 hours	HIST 2365, 2366
Government:			
American	4, 5	3 hours	PLSC 1320
Comparative	4, 5	3 hours	PLSC 1340
Human Geography	4, 5	3 hours	HUM 10XX (3 hours)
Languages (Lng or Lit):			
Chinese Lng/Culture	4, 5	16 hours	CHIN 1401, 1402, 2401, 2402
French	4, 5	16 hours	FREN 1401, 1402, 2401, 2455
German	4, 5	14 hours	GERM 1401, 1402, 2311, 2312
Japanese Lng/Culture	4, 5	16 hours	JAPN 1401, 1402, 2401, 2402
Latin	4, 5	14 hours	LATN 1401, 1402, 2311, 2312
Spanish	4, 5	15 hours	SPAN 1401, 1402, 2401, 2302
Mathematics:			
Calculus AB	4, 5	3 hours	MATH 1337
Calculus BC	3 if AB subscore of 4	3 hours	MATH 1337
Calculus BC	4	3 hours	MATH 1337
Calculus BC	5	6 hours	MATH 1337, 1338
Music Theory	4, 5	6 hours	FETC 10XX (6 hours)
Physics:			
Physics B	4, 5	6 hours	SCI 10XX (6 hours)
Physics C (Mech)	4, 5	3 hours	PHYS 1303
Physics C (E&M)	4, 5	3 hours	PHYS 1304
Psychology	4, 5	3 hours	PSYC 1300
Statistics	4, 5	3 hours	STAT 2331
World History	4, 5	3 hours	HUM 10YY (3 hours)

## Notes

- Physics does not award placement credit for labs.
- Students enrolled in courses at SMU for which AP credit has previously been awarded will have the AP credit rescinded, and the grade in the course will count toward the student's SMU GPA. Students are responsible for knowing and reporting their AP scores to SMU to prevent duplicate enrollment.

### **College-Level Examination Program**

SMU gives credit for CLEP subject examinations based on the specified minimum scores below:

<i>CLEP Exam</i>	<i>Score (out of 80)</i>	<i>Credits Awarded</i>	<i>Course Credited</i>
American Literature	60	3 hours	ENGL 3346
English Literature	60	3 hours	ENGL 3341
Macro Economics	60	3 hours	ECO 1312
Micro Economics	60	3 hours	ECO 1311

### **SMU Departmental Examinations**

SMU also awards credit for departmental examinations offered in a variety of disciplines. Such SMU credit may not transfer automatically to other universities. Credit for examinations awarded by other institutions will not transfer to SMU.

#### **World Languages**

All students who intend to continue language study are required to take the world language placement examinations given during orientation. Scores on these examinations determine the world language competency of entering students so that they may be placed in classes appropriate to their level of achievement and degree program. Students may not enroll in a course below the level of their placement. When the student has successfully completed the course with a grade of *C* or above, the student will retroactively earn four to 16 term hours of University credit for the preceding courses in the beginning and intermediate levels of the language sequence. Students must enroll in the course for a letter grade (not pass/fail) for the course to serve as a basis for granting retroactive credit. Such credit counts toward graduation. Language courses taken at other institutions cannot be used as a basis for granting retroactive credit. Although students may earn retroactive credit in more than one language, the maximum aggregate credit involving more than one language allowed to count toward graduation is 16 term hours.

#### **Physics**

The department offers placement exams for PHYS 1303 and 1304 only. The placement exam, which must be taken in the first term that the student enrolls at SMU, is modeled from the final exam in the PHYS 1303 and 1304 courses. The Physics Department does not allow test credit for labs (e.g., PHYS 1105, 1106, 4211). The essential element of the lab is the hands-on experience; therefore, substitutes will not be accepted.

## Mathematics

Math credit exams are offered for the four courses listed below and must be taken prior to initial enrollment. Calculators are not permitted on these exams, except for MATH 1307. Students interested in credit exams for courses beyond this level may contact the Mathematics Department.

**MATH 1307** (3 credits) Introduction to Mathematical Sciences

**MATH 1309** (3 credits) Introduction to Calculus for Business/Social Sciences  
(*suggested preparation = one full year of high school calculus*)

**MATH 1337** (3 credits) Calculus I  
(*suggested preparation = one full year of high school calculus*)

**MATH 1338** (3 credits) Calculus II

## Computer Science

The Computer Science and Engineering Department offers a credit exam for CSE 1341 Principles of Computer Science I that must be taken prior to initial enrollment. This exam is NOT the IT waiver exam that satisfies the information technology requirement of the General Education Curriculum.

## International Certificate Programs

SMU grants credit for the successful completion of the international certificate programs listed below. In certain cases, departmental examinations may be required as a part of the evaluation process.

1. *The International Baccalaureate*. Six to eight credits will be awarded for scores of 5, 6 or 7 on International Baccalaureate higher-level exams in transferable subjects, with a maximum award of 32 credits. Students will not be awarded credit for standard-level exams.

<i>IB HL Examination</i>	<i>Scores</i>	<i>Credits</i>	<i>Course(s) Credited</i>
Biology	5,6,7	8 hours	BIOL 1401, 1402
Chemistry	5,6,7	8 hours	CHEM 1303/1113, 1304/1114
Economics	5,6,7	6 hours	ECO 1311, 1312
History:			
Africa	5,6,7	6 hours	HIST 10XX, 10YY
Americas	5,6,7	6 hours	HIST 10XX, 10YY
Asia and Oceania	5,6,7	6 hours	HIST 10XX, 10YY
Europe and the Islamic World	5,6,7	6 hours	HIST 2365, 2366
Europe and the Middle East	5,6,7	6 hours	HIST 10XX, 10YY
Language A:			
English (A-1)	5,6,7	6 hours	DISC 1311, 1312
All other languages	5,6,7	8 hours	1401, 1402
Language B	5,6,7	8 hours	1401, 1402
English B	5,6,7	6 hours	LANG 10XX, 10YY
Mathematics	5,6,7	6 hours	MATH 1337, STAT 2331
Physics	5,6,7	6 hours	PHYS 1303, 1304
Psychology	5,6,7	6 hours	PSYC 1300, 10XX

2. *The General Certificate of Education A-Level (United Kingdom)*. Six to eight credits will be awarded for grades of *A* and *B* on A-level exams in transferable subjects, with a maximum award of 32 credits. Credits will not be awarded for a grade of *C*, or for o-level and AS-level exams.
3. *The Baccalaureate (France)*. Six to eight credits will be awarded for scores of 11 or above, with a maximum award of 32 credits.
4. *The Abitur (Germany)*. Six to eight credits will be awarded for passing scores on each of the written exams in transferable subjects, with a maximum award of 32 credits. Credits will not be awarded for oral exams.
5. *The Italian Maturita (Italy)*. For the *Maturita Tecnica, Classica, Scientifica* and/or *Linguistica*, credits will be awarded for scores of 6 or above in transferable subjects, with a maximum award of 32 credits.

#### Notes

- The Language A exam is typically taken in the native language of the student.
- Language B is a second, third or fourth language studied by the student.
- For “all other languages” under Language A and for Language B, the course prefix will match the world language completed.
- Physics does not award IB credit for labs.
- Students enrolled in courses at SMU for which IB credit has previously been awarded will have the IB credit rescinded, and the grade in the course will count toward the student’s SMU GPA. Students are responsible for knowing and reporting their IB scores to SMU to prevent duplicate enrollment.

#### Concurrent Dual Credit/College Programs

Students may receive credit for college courses taken prior to graduation from high school if the courses meet the criteria for transfer work outlined in the Transfer Admission Criteria section of this catalog. Official college transcripts are required for all college-level work attempted, regardless of transferability.

#### TRANSFER ADMISSION CRITERIA

Selection of transfer applicants is based on several criteria, including academic curriculum, performance, grade patterns, activities and experiences. For all candidates who are not entering SMU directly from high school, the Admission Committee considers the rigor of the courses attempted. In particular, these applicants should have completed at least one course in English composition, a lab science, a math course beyond college algebra and a course pertaining to the intended major. The committee weighs overall academic performance as well as evidence of recent improvement. For some applicants, high school performance is also a factor. Candidates with fewer than 30 hours are considered on an individual basis and are required to submit additional information, as well as SAT and/or ACT scores and high school records. Although the average GPA of successful transfer applicants is considerably higher, applicants with a GPA below 2.700 (on a 4.000 scale) are not typically successful in gaining admission. Candidates with a transferable GPA below 2.000 are not competitive for admission to the University.

Competitive applicants for admission will have completed the equivalent of one of the following math courses: MATH 1307 Introduction to Mathematical Sciences, MATH 1309 Introduction to Calculus for Business/Social Sciences, MATH 1337 Calculus I, STAT 1301 Introduction to Statistics, STAT 2301 Statistics for Modern Business Decisions or STAT 2331 Introduction to Statistical Methods. Applicants

who have not completed one of these courses must have completed college algebra or a high school sequence of algebra 1, algebra 2 and plane geometry.

Students with more than 30 transferable hours may be admitted directly to the school of their intended major if the admission requirement of that school has been met. The specific requirements for admission into each of SMU's undergraduate schools are outlined in the admission section of that school's information in this catalog.

All transfer students who intend to major in dance, music or theatre must also audition. Art majors require the submission of a portfolio for consideration. Requirements and contact information are available in the First-Year Admission Criteria section under the heading Performing Arts Auditions/Visual Arts Consideration.

Transfer students following the General Education Curriculum who have not completed a two-year sequence of a single world language in high school or a one-year sequence of a single world language at the college level will be required to take two terms of a single world language at an accredited institution to commence no later than their third regular term after matriculation at SMU, regardless of intended major. American Sign Language will be used to satisfy the University's world language admission requirement for those students with a documented language-based learning disability that prevents learning a world language.

Prospective transfer students must complete an Undergraduate Application for Transfer Admission and submit a \$60 nonrefundable application fee. An official academic transcript that includes the last completed term from each college or university attended must be sent to SMU Undergraduate Admission, PO Box 750181, Dallas TX 75275-0181. In addition, applicants must submit a Statement of Good Disciplinary Standing from their current college or university.

A final high school transcript or GED high school equivalency test results should be sent to the address above to confirm world language and math background. A high school transcript, including SAT or ACT scores, is required when less than 30 transferable hours have been earned. SAT or ACT exam results will not be required of students for whom five or more years have lapsed since high school or high school equivalent.

### **Transfer Credit**

Regardless of the number of transferable credits completed elsewhere, University policy requires that of the 122 minimum required term hours for a degree, at least 60 hours must be SMU credits. That is, they must be earned in SMU courses, SMU credits or SMU-approved international programs.

No transfer credit is given for any correspondence course or work completed at a school that is not regionally accredited. Only grades of C- or better in comparable courses are transferable to SMU for accepted students. Vocational-technical courses, courses below college level, credit by examination earned at another college or university, and PE activity courses in excess of two hours do not transfer. For courses not taught at SMU locations or in SMU-approved international programs, free-elective transfer credit may be awarded for appropriate courses completed with a grade of C- or better at regionally accredited colleges or universities that meet SMU's academic standards.

If a transferable course is repeated due to a failing grade, all attempted hours and earned grade points will be used to calculate the transferable GPA. For repeated

courses with grades of *C-* or above, only the first attempt will be awarded credit. A grade of *W* (Withdrawn) will not be used to calculate the transferable GPA. A grade of *I* (Incomplete) will be calculated as *F*. A grade of *IP* (In Progress) for a current term is not calculated.

**Note:** For some majors requiring a subset of courses and specific GPAs for entry, the subset GPA is calculated using the first graded attempt of these courses, even if the course was later repeated.

Official college transcripts are required for all college-level work attempted, regardless of transferability. Transcripts must be received at SMU directly from the institution attended. A transcript issued to a student is acceptable provided it is received in a sealed, letterhead envelope with the institution's Office of the Registrar stamp. Transcripts must be dated fewer than three years prior to processing. Coursework from one institution that appears on an official transcript from another institution will not be accepted for transfer credit. An official transcript must be issued by each institution attended. Also, photocopies of transcripts provided by other institutions are not acceptable.

An online version of the transfer credit evaluation is available to transfer students prior to their enrollment.

### **International Transcript Credit**

All international university transcripts must be accompanied by a professional evaluation and an official transcript, including an English translation if it is not in English, and course descriptions or syllabi. It is the student's responsibility to procure this evaluation and to assume financial responsibility for it. An exception to this requirement is an exchange agreement between SMU and an international institution that is modeled after the U.S. education system. Instituto Tecnológico y de Estudios Superiores de Monterrey is the only institution with which SMU currently has such an agreement. Because of the importance of this information, SMU accepts evaluations only from the following agencies of proven reliability:

#### **AACRAO**

One Dupont Circle, NW, Suite 520  
Washington D.C. 20036  
Telephone: 202-293-9161  
Fax: 202-872-8857  
Email: [info@aacrao.org](mailto:info@aacrao.org)  
[www.aacrao.org](http://www.aacrao.org)

#### **Foreign Credentials Service of America**

1910 Justin Lane  
Austin TX 78757-2411  
Telephone: 512-459-8428  
Fax: 512-459-4565  
Email: [info@fcsa.biz](mailto:info@fcsa.biz)  
[www.fcsa.biz](http://www.fcsa.biz)

#### **International Academic Credential Evaluators Inc.**

PO Box 2585  
Denton TX 76202-2585  
Telephone: 940-383-7498  
[www.iacei.net](http://www.iacei.net)

#### **Josef Silny & Associates Inc.**

7101 SW 102 Avenue  
Miami FL 33173  
Telephone: 305-273-1616  
Fax: 305-273-1338  
Email: [info@jsilny.com](mailto:info@jsilny.com)  
[www.jsilny.com](http://www.jsilny.com)

#### **World Education Services Inc.**

PO Box 745 Old Chelsea Station  
New York NY 10113-0745  
Telephone: 212-966-6311  
Toll-free: 1-800-937-3895  
Email: [infor@wes.org](mailto:infor@wes.org)  
[www.wes.org](http://www.wes.org)

The evaluations provided by the above agencies should include an explanation that the institution is recognized by the ministry of education in the student's home country and is generally considered to offer at least the equivalent of U.S. higher education credit. In addition, it should include an explanation of the credits, the grading system and course levels, as well as a course-by-course evaluation.

The expertise and reliability of a professional evaluation report is recognized worldwide and is likely to be accepted by other academic institutions, employers and state licensing boards. However, the report is not binding to SMU and will be considered a recommendation for SMU's independent decision of the credit to be given. Information and applications from the agencies are available online. For more information, students should contact the Office of Admission.

### **Application Timetable for Transfer Students**

*Summer term entry:* All data due no later than March 15.

*Fall term entry/scholarship consideration:* All data due no later than April 1.

*Fall term entry:* All data due no later than June 1.

*Space-available applicants:* All data due no later than August 1.

*Spring term entry:* All data due no later than November 1.

**Note:** The deadline for priority scholarship consideration is April 1 for fall entry and November 1 for spring entry.

It is not recommended that an application be submitted on or near the deadline. Earlier application is strongly recommended, particularly for those students applying for financial aid or University housing.

Application processing begins in early February (for the summer and fall terms) and in early October (for the spring term) upon receipt of pertinent data, including each official transcript through the last completed term.

### **Reserving a Place**

All degree-seeking admitted transfer students wishing to enroll at SMU are required to submit a \$250 matriculation fee and a \$200 advance tuition deposit to reserve a place in the academic program. This \$450 fee and deposit should be sent to the Office of Admission. Space can be guaranteed only to those students who have submitted the fee and deposit by the deadline noted in the acceptance packet. **Note:** This \$450 fee and deposit are nonrefundable. Students seeking financial aid should wait until they receive their financial aid award before submitting a deposit.

Note that admitted transfer students cannot enroll at SMU until their final transcript has been received and evaluated for transferability and a Good Standing Form has been received from their last institution. For this reason, transfer students entering for the fall term are discouraged from attending the second summer term at their current institution before matriculation to SMU.

### **Housing Deposit**

Housing accommodations are offered on a space-available basis for new transfer students. Housing forms will be sent to interested transfer students once the student has been accepted. Students should complete and return the forms, along with the \$100 housing deposit, to the Office of Admission.

## INTERNATIONAL STUDENT ADMISSION

International citizens and U.S. passport holders studying outside the United States applying to SMU as first-year and transfer undergraduate students are expected to meet all requirements for admission.

For admission consideration, students for whom English is not the native language are required to submit a test score from an internationally recognized English language test such as explained in the Required Testing section of this catalog.

Students who are otherwise admissible but whose scores are slightly below those mentioned above will be required to successfully complete SMU's Intensive English Program prior to matriculation. Transfer students from U.S. institutions without an internationally recognized English language test score will be evaluated on the basis of college-level grades in English composition/rhetoric courses.

International transfer students who have completed college-level work at a university outside the United States are required to submit the following (in English or with an English translation):

- An official transcript.
- Course descriptions.
- Professional evaluation. (More information is found in the International Transcript Credit section of this catalog.)

The expenses to be incurred in attending the University are listed in the Financial Information section of this catalog. Additional costs that international students may expect include room and board during school holidays, travel expenses, international student insurance, and the international student fee (foreign passport holders only). Need-based financial aid is not available for international students, however, first-year international students will be considered for all available academic scholarships if their application is complete by the January 15 deadline. Transfer international applicants will be considered for all transfer scholarships for which they are eligible, provided the appropriate application deadline has been met.

When an international student has been admitted and provided adequate proof of sufficient financial funds, the International Center will issue the I-20 Certificate of Eligibility. The student will be required to produce the I-20, the Letter of Acceptance and proof of finances when applying at the U.S. embassy or consulate for a student visa.

All international students taking one or more credit hours must enroll in the University-offered health insurance plan unless they have a special waiver granted by the SMU Memorial Health Center.

## ADMISSION CRITERIA FOR VETERANS

Veterans are required to meet undergraduate admission criteria of the University. More information is found online at [www.smu.edu/registrar](http://www.smu.edu/registrar) ("Veterans Affairs" link) and [www.smu.edu/transfer](http://www.smu.edu/transfer) ("Prospective Students" tab).

## NONDEGREE STUDENTS

Nondegree-seeking students are applicants for admission who wish to enroll in University courses for credit, but who do not intend to pursue an SMU degree program. This category of students is normally limited to those who 1) are degree-seeking students in good standing and visiting from another four-year college or university, 2) have already earned a degree, or 3) are participants in special SMU

programs such as the Talented and Gifted, College Experience or concurrent enrollment programs. Nondegree students are admitted through the Division of Enrollment Services and are eligible to register – on a space available basis – in day and evening classes for which they have satisfied SMU’s prerequisites. Admission as a nondegree-seeking student does not qualify a student for admission to a degree program at SMU. Admission applications are found at [www.smu.edu/nondegree](http://www.smu.edu/nondegree) (“Prospective Students” tab) or may be obtained from the Division of Enrollment Services, Blanton Student Services Building, Southern Methodist University, PO Box 750181, Dallas TX 75275-0181; phone 214-768-4272.

### **READMISSION OF STUDENTS**

If a student in good standing withdraws from SMU for one term, the student’s file remains active and the student is able to register as though in continuous enrollment at the University (re-entry). Students who left on probation will return on probation. All holds must be cleared prior to enrollment. Re-entry students are responsible for meeting all financial aid, housing and advising deadlines.

After nonattendance for two or more regular (fall, spring) terms, students who formerly attended SMU, including those who have completed a degree, are required to submit an application for reinstatement or reactivation through the Division of Enrollment Services, Undergraduate Admission. The application is available at [www.smu.edu/admission](http://www.smu.edu/admission) (“Apply” tab). Any student who has been suspended is also required to apply for reinstatement. Students who have been suspended are required to attach to their reinstatement application a statement indicating the reasons why they now are prepared to return to SMU. Although the Division of Enrollment Services facilitates the application process, an academic dean or the Committee on Academic Appeals determines reinstatement.

A student who has already earned an undergraduate degree at SMU and is seeking an additional undergraduate degree must apply for reactivation if the student has not attended SMU for two or more regular (fall, spring) terms.

Returning students are strongly advised to apply for reactivation or reinstatement at least 60 days prior to the start of the term of re-entry. Returning students should note that separate applications exist for financial aid and residence halls and that they should contact these offices as early as possible. The deadline for filing this application and supporting materials for domestic students is five business days prior to the first day of classes of the term of re-entry. International applicants must apply at least two weeks prior to the term of re-entry; however, they are encouraged to apply at least 60 days in advance in order to facilitate the immigration process. In addition, the availability of academic advising and courses may be limited immediately prior to and at the beginning of the term.

All students who return to SMU after any period of nonenrollment must forward official transcripts from each college or university attended since last enrolled at SMU. If five years have elapsed since the last term of enrollment at SMU, official transcripts from each college or university attended prior to SMU also must be forwarded to the Division of Enrollment Services.

Students should be aware of specific policies regarding transfer courses taken after matriculation to SMU (see Transfer Courses From Other Institutions in the Academic Records, General and Enrollment Standards section of this catalog). In addition, each college within SMU has specific policies regarding reinstatement,

reactivation, transfer credit and statute of limitations, so students should refer to their school's section of this catalog for that information.

### **ACADEMIC FORGIVENESS**

SMU's academic forgiveness policy permits a student to have academic work taken 10 or more years prior to the term of admission or readmission forgiven. Forgiven hours will not be included in the GPA nor used for actions such as the determination of admission, academic probation, suspension, honors, scholarships and graduation. Students should see the Academic Records, General and Enrollment Standards section in this catalog for details of this policy. The academic forgiveness application is available through the Division of Enrollment Services.

### **FINAL MATRICULATION TO THE UNIVERSITY**

In addition to the nonrefundable deposit (and housing application and deposit for those seeking on-campus housing), the following items are required for final matriculation to the University:

**Immunizations.** All students (undergraduate, graduate, part-time and full-time, to include international and IEP/ESL students) are required to have an SMU medical history form on file in the SMU Memorial Health Center before registration. To comply with SMU policy, all students must also submit to the health center immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public health record, military health record or school health record. Students will not be allowed to register without immunization compliance.

Students are encouraged to check their Access.SMU account for immunization status. Immunizations are available at the health center. Health history forms are available on the health center's website.

**Meningitis Vaccination.** Effective January 1, 2012, Texas state law requires that all new students under the age of 30 must provide documentation demonstrating they have been vaccinated against bacterial meningitis. The documentation must show evidence that a meningitis vaccine or booster was given during the five-year period preceding and at least 10 days prior to the first day of class of the student's first term. Students should provide the documentation at least 10 days before the first day of class. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form.

**Health Insurance.** To ensure that students have appropriate health care coverage, SMU requires all domestic students taking nine or more credit hours, both undergraduate and graduate, to have health insurance through either an individual/family plan or the University-offered plan. All international students taking one or more credit hours must enroll in the University-offered plan unless they have a special waiver granted by the SMU Memorial Health Center.

## FINANCIAL INFORMATION

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### TUITION, FEES AND LIVING EXPENSES

A catalog supplement, the *Financial Information Bulletin*, is issued each academic year. It provides the general authority and reference for SMU financial regulations and obligations, as well as detailed information concerning tuition, fees and living expenses. The supplement can be accessed at [www.smu.edu/bursar](http://www.smu.edu/bursar) (“Financial Bulletin” link).

Continuing students registering must ensure that payment for the full amount of charges is posted to their account by the payment due date showing on their bill. The due dates are also published on the Bursar website.

Billing notifications are sent to the student’s SMU email address and to the designated authorized payer(s) email address when a bill is generated. The billing notification will provide instructions on how to view the bill online through SMUpay. If notification is not received two weeks prior to the due date, the student and/or designated authorized payer(s) should contact the Office of the University Bursar.

Payments made in person or mailed must be received by the Office of the University Bursar, located on the first floor of the Laura Lee Blanton Student Services Building, no later than 4 p.m. on the payment due date. Payments made online via electronic check or credit card must be posted no later than 11:59 p.m. Central Standard Time on the payment due date. Students and/or those paying on behalf of the student who pay online automatically receive an electronic confirmation of payment; students and/or designated authorized payer(s) paying through other methods can also verify receipt of payment online.

Students enrolling after the payment due date must pay at the time of enrollment. Students whose accounts are not cleared by the payment due date or at the time of enrollment are subject to a late payment fee of \$50 for balances between \$250 and \$999.99, and \$150 for balances between \$1,000 and \$5,000. Balances over \$5,000 are charged 3 percent of the outstanding balance, not to exceed \$750. Also, after the monthly payment due date has passed, a 1.5 percent past due fee will be assessed on the unpaid student and/or miscellaneous account each month until the balance is paid. The enrollment of students whose accounts remain unpaid after the payment due date may be canceled at the discretion of the University. Students are individually responsible for their financial obligations to the University.

All refunds except federal parent PLUS loans, prepayment accounts, the SMU Monthly TuitionPay Payment Plan and international wires will be made payable to the student. International wires will be refunded by wire to the originating wire account less a \$35 wire-processing fee. The PLUS loan borrower can request the refund to be processed to the student by submitting a Parent PLUS Release form, located on the Bursar website. If the refund is issued by check, the student may request, in writing, that the refund be sent to another party.

Any outstanding debts to the University will be deducted from the credit balance prior to issuing a refund check. Any outstanding debts to the University that include Title IV funds must have an Authorization to Credit Account form and/or an Authorization to Credit Account Parent form on file in order to transfer funds to cover current award year debts. Students need to sign the ACA form and the federal parent PLUS loan borrower needs to sign the ACAP form.

Any outstanding debts to the University that do not include Title IV funds will be deducted from the credit balance prior to issuing a refund. All other debts should be paid directly by the student.

A student whose University account is overdue or who in any other manner has an unpaid financial obligation to the University will be denied the recording and certification services of the Office of the Registrar, including the issuance of a transcript or diploma, and may be denied readmission until all obligations are fulfilled. The Division of Enrollment Services may stop the registration, or may cancel the completed registration, of a student who has a delinquent account or debt, and may assess all attorney's fees and other reasonable collection costs (up to 50 percent) and charges necessary for the collection of any amount not paid when due. Matriculation in the University constitutes an agreement by the student to comply with all University rules, regulations and policies.

Arrangements for financial assistance from SMU must be made in advance of registration and in accordance with the application schedule of the Division of Enrollment Services, Financial Aid. A student should not expect such assistance to settle delinquent accounts.

## **REFUNDS FOR WITHDRAWAL FROM THE UNIVERSITY**

**Note:** No refunds are made without an official withdrawal. Policies for official withdrawal, including medical and mandatory administrative withdrawal, are found under Withdrawal From the University in the Academic Records, General and Enrollment Standards section of this catalog.

Reduction of tuition and fees is determined by the effective date of the withdrawal and is based on the schedule listed in the *Financial Information Bulletin*, which can be accessed online at [www.smu.edu/bursar](http://www.smu.edu/bursar) ("Financial Bulletin" link).

**Note:** For students receiving financial aid (scholarships, grants or loans), when the withdrawal date qualifies for reduction of tuition and fees charges, the refund typically will be used to repay the student aid programs first and go to the student/family last. Further, government regulations may require that SMU return aid funds whether or not the University must reduce its tuition and fees (based on the *Financial Information Bulletin*); hence, a student whose account was paid in full prior to withdrawal may owe a significant amount at withdrawal due to the required return of student aid. Therefore, students who receive any financial aid should discuss, prior to withdrawal, the financial implications of the withdrawal with the Financial Aid Advising Office.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees.

## **PAYMENT PLAN OPTIONS**

### **SMU Monthly Payment Plan**

The SMU TuitionPay Payment Plan administered by Sallie Mae allows term charges to be paid in monthly installments. Students can enroll in a payment plan at <http://tuitionpay.salliemae.com/smu> ("Enroll Now" link). Sallie Mae consultants are available at 877-279-6092 to answer questions or help with the online enrollment process.

Annual payment plans are available in twelve-month, ten-month and eight-month formats. Term payment plans are available in four-month, five-month and six-month formats. The summer payment plan is three months.

### **SMU Prepayment Plan**

The SMU Prepayment Plan (a single payment up front for all terms) allows families to avoid the effects of tuition and fee increases by paying for two, three or four years in one single payment at the current rate of tuition and fees. Questions should be addressed to the Division of Enrollment Services, Southern Methodist University, PO Box 750181, Dallas TX 75275-0181; phone 214-768-1096.

# STUDENT FINANCIAL AID

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## SCHOLARSHIPS, GRANTS AND OTHER AID

For many SMU students, scholarships and other aid make the cost of attending this distinguished private university no more taxing – and often less so – on their families' financial resources than attending a public university.

SMU strives to provide the financial assistance required for an undergraduate education to any student who is offered admission and who has been determined to have need for such assistance by the Division of Enrollment Services, Financial Aid.

More than 77 percent of all students receive some form of financial aid. SMU has a generous program of merit-based scholarships and grants. Students seeking to participate in federal work-study and student and parent loan programs must file the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).

Certain special SMU scholarship and grant programs offer awards to the following types of students:

- Entering first-year, transfer and continuing students with high academic achievement or with talent in the arts.
- National Merit finalists and certain International Baccalaureate Diploma recipients.
- Dependent children and spouses of ordained United Methodist ministers engaged in full-time, church-related vocations.
- Texas residents.

Primary consideration for merit scholarships and need-based financial aid will be given to the following:

*1. Entering first-year students who*

- a. Complete the Admission Application, with all supporting materials, by January 15.
- b. File the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)) and the College Scholarship Service/PROFILE ([profileonline.collegeboard.com](http://profileonline.collegeboard.com)) by February 15. (The FAFSA and CSS/PROFILE are required for need-based aid consideration.) To complete these applications, use the SMU Title IV school code 003613 and PROFILE school code 6660.
- c. Complete the SMU Application for Scholarships (which will be mailed after submission of the Admission application) and return it to SMU Division of Enrollment Services, Financial Aid.

*2. Transfer students who*

- a. Complete the Admission Application, with all supporting materials, by June 1.
- b. File the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)) and the College Scholarship Service/PROFILE ([profileonline.collegeboard.com](http://profileonline.collegeboard.com)) by June 1. (The FAFSA and CSS/PROFILE are required for need-based aid consideration.)

*3. Continuing students who*

- a. File the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)), or the FAFSA Renewal, and the College Scholarship Service/PROFILE (<http://profileonline.collegeboard.com>) by April 15, after the parents' and students' income tax returns have been filed with the Internal Revenue Service.

Additional information is available from Division of Enrollment Services, Southern Methodist University, PO Box 750181, Dallas TX 75275-0181; 214-768-3417; [enrol\\_serv@smu.edu](mailto:enrol_serv@smu.edu); [www.smu.edu/financial\\_aid](http://www.smu.edu/financial_aid).

### **SMU SATISFACTORY PROGRESS POLICY FOR FEDERAL, STATE AND INSTITUTIONAL FINANCIAL AID ELIGIBILITY**

The Higher Education Act of 1965, as amended October 6, 1983, mandates that institutions of higher education establish minimum standards of “satisfactory progress” for students receiving federal financial aid. SMU updated its Satisfactory Academic Progress Policy when the U.S. Department of Education enacted regulations on program integrity in fall 2010. The standards given below are also used for state and institutional funds. Students who are enrolling for a fifth year of undergraduate studies and are seeking institutional financial assistance must provide a written appeal to the financial aid office and, as appropriate, must file financial aid applications (FAFSA and CSS/PROFILE) as well as obtain degree completion plans from their academic adviser.

Beginning fall 2012, an undergraduate student’s formal satisfactory academic progress is measured at the end of each term until the student graduates. Qualitative measures and quantitative measures are taken.

**Qualitative Measure.** At the end of each term, a student must be making satisfactory academic progress measured by the student’s cumulative GPA of 2.000 or better, which is the standard for graduation at SMU.

**Quantitative Measure.** (*updated for spring 2010*) At the end of each term, a student must be making satisfactory academic progress measured by determining if the student has earned 75 percent of the classes he/she attempted.

**Status of Warning, Probation, Academic Plan and Disqualification.** A status of *warning* will be assigned to a student the first time he or she fails to meet satisfactory academic progress, and the student will receive a letter regarding his or her status. A student will receive aid while on warning status. A student not deemed to be making satisfactory academic status at the end of the second term will receive a letter that explains what action is necessary to make an appeal. *Probation* will be assigned to a student who fails to meet satisfactory academic progress if the student has appealed and eligibility for aid has been reinstated. *Academic Plan* will be assigned to a student who needs more than one term to achieve satisfactory academic status. *Disqualification* will be assigned to a student no longer eligible for financial aid. A student who is denied federal aid funds due to not making satisfactory progress toward his or her degree goal according to this policy will have the right to appeal to the Financial Aid Appeals Committee.

### **VETERANS CERTIFICATION**

The University Registrar’s Office certifies veterans each term for their benefits under federal programs. More information regarding the certification process is available under Veterans in the Academic Records, General and Enrollment Standards section of this catalog and from the University Registrar’s Office at [www.smu.edu/registrar](http://www.smu.edu/registrar) (“Veterans Affairs” link).

## RESIDENCE ACCOMMODATIONS

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The mission of the Department of Residence Life and Student Housing is to advance the goals and objectives of the University by creating residential communities that empower residents to value learning, citizenship and leadership. To support SMU's mission, goals and objectives, RLSH develops and sustains the residence halls and apartments as communities that support the broad range of student needs. To this end, RLSH seeks opportunities to promote an intellectual culture in residence halls that complements an already flourishing campus social culture. The University prides itself on offering a full living and learning experience for its resident students.

RLSH is responsible for the campus residential community, including all residence halls, approximately 40 SMU-owned apartments and 10 SMU-owned Greek chapter houses. This responsibility includes making sure that facilities are well maintained and that students have opportunities to grow personally and excel academically.

### HOUSING POLICY FOR ALL STUDENTS

All incoming first-year undergraduate students are required to live on campus for two years. Exceptions may be granted at the discretion of the dean of RLSH to those students from Dallas/Fort Worth who plan to live with a parent or legal guardian in the primary residence of the parent or guardian. For housing purposes, the *two years* means the first two years of college and successful completion of 48 SMU credit hours. For 2013–2014, upperclass, transfer and graduate students are not required to live on campus but may apply on a space available basis.

### Applications for Residence

Applications for on-campus housing for new undergraduate students are accepted when a student has been admitted to the University. New undergraduate students may apply for housing after paying the \$550 University deposit to the Office of Undergraduate Admissions. After the deposit has been processed, new students will receive an email with instructions on how to log in to the housing application website to complete the application and housing license agreement. The \$550 University deposit includes the advance tuition deposit, the matriculation fee and the advance housing deposit. These fees are nonrefundable.

New graduate students seeking on-campus housing should submit the completed application/contract, along with a check or money order for \$100 to cover the advance housing deposit, to RLSH after acceptance into their graduate school program.

Priority of assignment is based on the date on which applications are received by RLSH. Notification of assignment will be made by RLSH. Rooms are contracted for the full academic year (fall and spring terms). Room charges for the fall term will be billed and are payable in advance of the term for students who register before August 1, and room charges for the spring term will be billed and are payable in advance of that term for students who register before December 1. Students who register after these dates must pay at the time of registration. Room charges for the full academic year will be due and payable should a student move from the residence hall at any time during the school year. Accommodations for shorter periods are available only by special arrangement with the dean of RLSH before acceptance of

the housing license agreement. It is important that applicants become familiar with the license agreement as it is a legally binding document.

## **RESIDENCE HALLS AND APARTMENTS**

### **Undergraduate Residence Halls**

First-year residence halls include Boaz, McElvaney, Smith and Perkins (Hilltop Scholars program). Four-class halls are designated for first-year, sophomore, junior and senior students, and include Cockrell-McIntosh, Mary Hay (fine arts community), Moore, Morrison-McGinnis, Peyton (fine arts community), Shuttles and Virginia-Snider (honors community) halls, as well as Daniel House (upperclass/transfer student community). All rooms are furnished with single beds, dressers, desks, chairs, and closets or wardrobes for clothes. Each student is expected to furnish a pillow, bed linens, bed covers, bedspreads, towels, mattress pad and study lamp. Mattresses in all buildings are 80 inches long (extra-long) twin size.

### **Upperclass, Graduate Student and Family Halls**

Three halls are designated for upperclass students (sophomores and above), graduate students and students with families (married couples with or without children, or single parents with children). The Service House is a small upperclass hall with a thematic focus of community service. This hall is run in conjunction with the SMU Office of Community Engagement and Leadership. Martin Hall, an efficiency apartment hall, houses single undergraduate students. Hawk Hall, a one-bedroom-apartment facility, houses single graduate students, married students (graduate and undergraduate) with families and some senior undergraduates. Families with no more than two children may be housed in Hawk Hall.

### **SMU Apartments**

The SMU Apartments adjoin campus and are located in the Highland Park Independent School District. All apartments are unfurnished, and tenants must be students (sophomores and above), faculty or staff. Availability is limited.

### **SPECIAL HOUSING NEEDS**

Students having special housing needs because of a disability should contact the SMU Office of Disability Accommodations and Success Strategies in order to establish eligibility for accommodations. When applying for housing, students should also submit information to RLSH regarding a request for accommodations. DASS and RLSH will work together with the student on their specific situation to make necessary accommodations.

### **General Housing Information**

In the residence halls, each room or apartment is equipped with a telephone, local telephone service, voice mail system, and Ethernet and wireless connections to the University's computer system. Renovated halls also have in-room cable television programming. All residence halls are air-conditioned, and rooms have individual climate control. The SMU Apartments are unfurnished, and telecommunication services (i.e., telephone, cable television, Internet connections) are not provided. Washing machines and dryers are located in all residence halls and adjacent to the SMU Apartments and Daniel House.

Undergraduate students living in traditional residence halls are required to participate in a meal plan offered by SMU Dining Services. Like the residence hall contract, the meal plan obligation is for the entire academic year and is billed and paid for on a term basis. Students living in Moore, Martin and Hawk halls as well as the Daniel House, Service House and SMU Apartments are exempt from the meal plan requirement. With the exception of Daniel House, Moore, Martin and Hawk, all residence halls are closed during the winter break between fall and spring terms. SMU Apartments are on 12-month leases and open throughout the term of the lease.

For more information, students should visit [www.smu.edu/housing](http://www.smu.edu/housing) or contact the Department of Residence Life and Student Housing, Southern Methodist University, PO Box 750215, Dallas TX 75275-0215; phone 214-768-2407; fax 214-768-4005; [housing@smu.edu](mailto:housing@smu.edu).

# ACADEMIC RECORDS, GENERAL AND ENROLLMENT STANDARDS

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The standards herein are applicable to all students at the University and constitute the basic authority and reference for matters pertaining to University academic regulations and records management. Enrollment in the University is a declaration of acceptance of all University rules and regulations. A complete *University Policy Manual* is available at [www.smu.edu/policy](http://www.smu.edu/policy). Additional information regarding rules and regulations of the University can be found in this catalog.

## GENERAL POLICIES

### 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 Access.SMU Self-Service that it be withheld, 2) information authorized by the student through Access.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/ferpa](http://www.smu.edu/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, Email 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 Access.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](mailto: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 (except for distance education students).

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 Access.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 cellular telephone" or "do not wish to report cellular number" in Access.SMU.

### **Ethnicity**

SMU requires that a valid ethnic group category be on file for all students. SMU's policies and the Family Educational Rights and Privacy Act of 1974 protect the confidentiality and privacy of this information. A student's ethnic group category can be viewed in Access.SMU, Self-Service Student Center.

**U.S. Citizens or Permanent Residents.** Ethnicity is self-determined. Students of multiple ethnic backgrounds may select multiple ethnic group categories. If the ethnic group value is incorrect, the student should go to the University Registrar's Office in the Laura Lee Blanton Student Services Building and complete an Ethnic/Racial Category Update Form.

**International Students Living in the U.S. While Attending School.** Selecting an ethnic group category is not required unless the student becomes a U.S. citizen or permanent resident.

## 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](http://www.smu.edu/registrar) ("Transcript Requests" link). A student may request his or her official transcript through the online Access.SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone and email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar's Office, 101 Blanton Student Services Building. Transcripts may be delayed pending a change of grade, degree awarded or term grades.

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/ferpa](http://www.smu.edu/ferpa) ("Forms" link).

**Note:** Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides: *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.

## Veterans

The University Registrar's Office certifies veterans each term for their benefits under federal programs, including the Yellow Ribbon Program. Most academic programs at SMU qualify for U.S. Department of Veterans Affairs benefits, making an SMU education accessible and affordable. Veterans are required to provide specific documents before they can be certified with the VA's Veterans Benefits Administration. Specific information regarding the certification process is available from the University Registrar's Office at [www.smu.edu/registrar](http://www.smu.edu/registrar) ("Veterans Affairs" link).

## Final Examinations

Final course examinations shall be given in all courses where they are appropriate, must be administered as specified on the official examination schedule and shall not be administered during the last week of classes. Exceptions to the examination schedule may be made only upon written recommendation of the chair of the department sponsoring the course and with the concurrence of the dean of that school, who will allow exceptions only in accordance with guidelines from the Office of the Provost.

## Academic Grievance and Appeals Procedures for Students With Disabilities

The University policy for academic grievance and appeals procedures for students with disabilities is available in the Office of Disability Accommodations and Success Strategies and the University Registrar's Office.

## Classification of Students

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

<b>First Year</b>	0–29 term hours earned
<b>Sophomore</b>	30–59 term hours earned
<b>Junior</b>	60–89 term hours earned
<b>Senior</b>	90 or more term hours earned
<b>Nondegree</b>	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 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 Office adviser regarding minimum enrollment requirements for their situation.

## Minimum and Maximum Course Loads

Minimum and maximum course loads allowed are based on the school of record. Each student should be fully aware that hours taken beyond 18 in any term will be charged to his or her student account.

**SMU Pre-Majors.** Students who have not yet declared a major and who wish to enroll for more than 18 hours must have the approval of their academic adviser and the University Advising Center.

**Dedman College of Humanities and Sciences.** Majors in Dedman College must have the approval of the dean to enroll for more than 18 credit hours.

**Cox School of Business.** B.B.A. students may enroll for more than 18 hours per term provided their cumulative grades (SMU, all-college/transfer and Cox GPAs) are 2.000 or above to show satisfactory progress toward completion of the degree.

**Lyle School of Engineering.** Students must have the approval of their academic adviser to enroll for fewer than 12 hours or more than 18 hours during a fall or spring term. Normally, a student must have a GPA of 3.000 or higher to enroll for more than 18 hours. An exception is made during the term in which a student is to graduate. Credit will not be allowed for more than 21 hours in a term.

**Meadows School of the Arts.** Students are not permitted to enroll during a fall or spring term for more than 18 hours unless their GPA for the preceding term is at least 3.000. During the term in which a student is to graduate, he or she may enroll for 19 hours (or nine hours for a summer session) regardless of the preceding term GPA. A student in the Meadows school cannot receive credit for more than 21 term hours in a term. A student with a GPA below 2.000 for the preceding term will not be permitted to enroll for more than 13 hours.

**Simmons School of Education and Human Development.** A student in the Simmons School with a declared major in applied physiology and sport management may enroll for up to 18 hours per term. A student may petition to take up to 21 credit hours in a term provided he or she meets the following criteria:

1. The student has a cumulative GPA of 3.000 or above and has demonstrated academic success while enrolled in 18 hours in prior terms.
2. The student needs to take the extra hour(s) in order to graduate at the end of the term in which he or she is enrolling.
3. The student has gained permission from his or her adviser.

### **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.

### **Academic Forgiveness**

A student can declare courses taken 10 or more years prior to the term of admission or readmission to be forgiven, which means the work is not included in the GPA or hours earned when determining admission, academic probation, suspension, honors and graduation. A student must request academic forgiveness at the time of admission or readmission. The student can select the term at which academic forgiveness starts. Academic forgiveness applies to all courses taken during or prior to that term, regardless of the grades earned. Academic forgiveness cannot be applied to only some courses for a term or to only selected terms within the forgiveness period. Once academic forgiveness is declared and the student has enrolled, academic forgiveness cannot be rescinded. Forgiven academic work taken at SMU remains on the permanent academic record, with a notation of “academic forgiveness” on the record. Currently enrolled students cannot request academic forgiveness. Transfer applicants must provide transcripts from all institutions attended, including those where all work may be forgiven.

## Transfer Courses From Other Institutions

Credit may be awarded for college courses a student takes prior to matriculation at SMU, including courses a student takes before graduating from high school, if the courses meet the criteria for transfer work outlined in the Admission to the University, Transfer Admission Criteria section of this catalog. Credit may be denied for educational reasons.

Once students have matriculated at SMU, they may transfer no more than 30 hours to SMU from accredited colleges and universities.

To ensure in advance that a course taken at another college or university will transfer and that proper credit will be awarded, the student taking the course should obtain prior approval from the chair of the department and academic dean of the school at SMU that normally offers the course, the adviser, and the student's academic dean. Petitions for preapproval of transfer work are available in the schools' records offices. Students who fail to get prior approval for transfer work may petition later for transfer credit, but they have no assurance that credit will be awarded. In either case, permission may be denied for educational reasons.

**Note:** SMU schools have differing policies regarding the transferability of courses from two-year institutions, and with very few exceptions, postmatriculation transfer work must be completed at accredited, four-year institutions.

Official college transcripts are required for all college-level work attempted, regardless of transferability. Military transcripts are also required for students receiving VA benefits; more information is available at [www.smu.edu/registrar](http://www.smu.edu/registrar) ("Veterans Affairs" link). Students are responsible for making sure a transcript of all transfer work attempted is sent to the University Registrar's Office immediately following completion of the work.

Students who complete more than 30 transferable hours after matriculating can designate which of their courses apply to the 30-hour limit. Students may change the designation of the courses. Students should make these transfer-credit designations in consultation with their records offices.

## ENROLLMENT POLICIES

### Course Scheduling and Enrollment Cycles

When students enter their school of record and into a specific degree program, they are assigned an academic adviser. Students should consult with the adviser for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisers 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.

To assist new and readmitted students in making a comfortable, satisfying transition to University academic life, programs of academic advising, enrollment and orientation are conducted prior to each term. Information concerning the programs is distributed by the Office of New Student Orientation and Student Support.

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/EnrollmentDiscrepancy](http://www.smu.edu/EnrollmentDiscrepancy). 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](http://www.smu.edu/registrar)). Students are encouraged to seek assistance from their advisers when considering whether to add or drop a course. A student may drop a course with a grade of *W* (Withdrawn) through approximately midterm by using the student Access.SMU Self-Service. The specific deadline is listed on the Official University Calendar.

After the deadline date on the Official University Calendar, the student may not drop a class. All schedule changes must be processed by the deadline date specified on the Official University Calendar. **Note:** Schedule changes are not complete for official University record purposes unless finalized in the University Registrar's Office.

**Student-Athletes.** Students must consult with the Athletic Compliance Office prior to dropping a course. In the consultation, the student will review the effects the drop might have on his or her athletic participation and financial aid. After the consultation, the Athletic Compliance Office will update Access.SMU Self-Service to allow the student to process the drop, if necessary. The consultation is advisory; students are responsible for their enrollment. For assistance regarding scholarships or other aspects of being a student-athlete, students should contact the Office of the Assistant Athletic Director for Student-Athlete Development.

**International Students.** Students must consult with the International Center prior to dropping a course. If dropping a course will cause the student to be enrolled in fewer than 12 hours, the student's immigration status could be affected. After the consultation, the International Center will update Access.SMU to allow the student to process the drop, if necessary. The consultation is advisory; students are responsible for their enrollment.

**Students on Merit or Need-Based Financial Aid.** Students should consult with their financial aid adviser prior to dropping a course. If dropping a course will cause the student to be enrolled in fewer than 12 hours, the student's financial aid status may be affected. After the consultation, the student may drop a course through Access.SMU Self-Service. The consultation is advisory; students are responsible for their enrollment. Questions regarding this procedure or financial aid should be directed to the Office of the Associate Financial Aid Director.

## Withdrawal From the University

**Note:** Policies on refunds for withdrawal from the University are found in the Financial Information section of this catalog and in the *Financial Information Bulletin*, which can be accessed online at [www.smu.edu/bursar](http://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](http://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 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 on 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](http://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 reenrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist counselor in the SMU Memorial 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 residence halls with the Department of Residence Life and Student Housing per established procedures.

### Audit Enrollment (Course Visitor)

Students desiring to audit (visit) a class, whether or not concurrently enrolled for regular coursework, are required to process an Audit Enrollment Request Form. Forms are available at [www.smu.edu/registrar](http://www.smu.edu/registrar) (“Forms Library” link). Space must be available in the class. The following regulations are applicable:

1. Classroom recitation and participation are restricted; availability of course handouts, tests and other materials is restricted; no grade is assigned and no credit is recorded; no laboratory privileges are included.

2. The student's name does not appear on class rosters or grade rosters.
3. Regular admission and enrollment procedures are not conducted for auditors.
4. The audit fee is nonrefundable. Undergraduate students enrolled full time for any given term (12 hours for fall and spring, six hours per summer session, or 12 hours for the full summer term) may audit one three-hour course at no charge.
5. If credit is desired, the course must be enrolled for and repeated as a regular course, and the regular tuition must be paid.

### **No-Credit Enrollment**

Enrollment for no credit is accomplished in the conventional manner of enrollment, with regular admission and enrollment procedures being required. The student pays the regular tuition and fees, participates in class activities, and receives the grade of *NC* upon completion of the coursework. The student must indicate in writing no later than the 12th day of classes (the fourth day during summer terms or sessions) that he or she wishes to take a course for no credit. Permission of the instructor or department is required for this type of enrollment, and the student is listed on class rolls. This enrollment is different from audit enrollments, for which no enrollment or grade is recorded. SMU Abroad students should also see the Grade Options for Courses Taken on SMU Abroad Programs section of this catalog.

### **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.

A student who has a passing grade in a course at the time of the final examination, but who misses the examination and satisfies the dean that the absence was unavoidable, may secure from the dean permission to take the examination at a time convenient for the instructor.

## **Excused Absences for University Extracurricular Activities and Religious Holidays**

Students who participate in officially sanctioned, scheduled University extracurricular activities should be given an opportunity to make up class examinations or other graded assignments missed as a result of this participation or related travel. The manner in which examinations or other assignments missed because of these activities are to be made up is left to the discretion of each individual faculty member. However, students should not be penalized in any way for these excused absences and should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor's makeup policy. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up this work, and to obtain any class notes or other course material missed due to absence prior to taking any subsequent examinations or submitting any subsequent graded assignments.

This statement of University policy applies for all students. To minimize the difficulties caused for both student-athletes and their instructors by excused absences due to University-sanctioned athletic activities or related travel, the Athletic Department shall 1) make available to all student-athletes and their academic advisers prior to registration a copy of the student's activity and travel schedule for the upcoming term, so as to facilitate the student's enrollment in class sections that will minimize activity and travel conflicts; and 2) require all student-athletes to provide a copy of that term's activity and travel schedule, and a copy of this Statement of University Policy, to each of their instructors at the first class meeting of the term.

Other University colleges and departments whose students will miss classes because of their participation in officially sanctioned, scheduled University extracurricular activities or related travel are encouraged to adopt similar procedures to minimize the difficulties caused by such absences.

A list of religious holidays for use in requesting excused absences is available on the Official University Calendar. Students must notify the class instructor in writing by the 12th day of the term of any such absences that will occur during that term. Accommodations are to be made without penalty. More information can be found in the *University Policy Manual*, available at [www.smu.edu/policy](http://www.smu.edu/policy).

### **Absence Due to Illness**

SMU's Memorial Health Center does not provide documentation for granting excused absences from class. If students are absent for illness, they should talk to their professors about how they might catch up with the material missed. If students are seriously ill and require hospitalization or an extended absence, students should talk to their professors and the Office of Student Life to decide how to deal with the interruption in their studies. To facilitate communication with their professors about their absence, students may submit the Absence from Class Form available at [www.smu.edu/healthcenter](http://www.smu.edu/healthcenter).

### **Interpretation of Course Numbers**

Each SMU course has a four-digit course number. The first number indicates the general level of the course: 1 – first year; 2 – sophomore; 3 – junior; 4 – senior; 5 – senior or graduate; 6, 7, 8, 9 – graduate. The second digit specifies the number of credit hours ("0" for this digit denotes no credit, one-half hour of credit, or 10–15

hours of credit; for theology courses, a “1” denotes one or one and one-half hours of credit). The third and fourth digits are used to make the course number unique within the department.

### **GRADE POLICIES**

The student’s grades are available to the student through Access.SMU Student Center.

#### **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.

<i>Grades</i>	<i>Description</i>	<i>Grade Points per Term Hour</i>
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	*
X	No Grade Received in Registrar’s Office	*
WP/W	Withdrawal Passing/Withdrew	*

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\* *Grades not included in GPA*

#### **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 advisers 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.

### **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 Options for Courses Taken on SMU Abroad Programs**

Effective fall 2010, courses taken on SMU Abroad fall and spring term programs may not be taken on a no-credit or pass/fail basis. The only exception to this policy is for courses designated by SMU's academic departments with no credit or pass/fail as their only grading basis option.

For courses taken on SMU Abroad summer programs and during J Term, students may not petition for a grade of *NC* (No Credit), but may petition for courses to be graded on a pass/fail basis. Students must petition approval for the pass/fail option from the program director and the faculty member teaching the course. The deadline to complete the Undergraduate Pass/Fail Option Declaration Form to petition for a course taken on an SMU Abroad summer program is the fourth day of classes and no later than the second day of classes for J Term. Forms are available in the academic dean's office.

### **Grade Point Average**

A student's grade point average (cumulative GPA) is computed by multiplying the term hours of each course attempted by the grade points earned in the particular course and then dividing the total number of grade points by the total number of hours attempted, excluding those hours for which grades are shown with an asterisk on the grade chart. The GPA is truncated, not rounded, at three decimal places.

### **Grade Changes**

Changes of grades, including change of the grade of *I*, are initiated by the course instructor and authorized by the academic chair and by the academic dean of the school in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide the request as a written petition, which

may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of *I*, to correct a processing error or to reflect a re-evaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class.

Changes of grades of *I* should be processed within a calendar year of the original grade assignment. Other changes of grades must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation, except in cases where a grade is successfully appealed – provided that written notice of appeal is given within six months following graduation – and in extenuating circumstances authorized by the academic dean and approved by the University Registrar's Office.

### **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. 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 adviser/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.

### **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. SMU Abroad students should also see the Grade Options for Courses Taken on SMU Abroad Programs section in this catalog.

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. After the 12th day of classes (the fourth day of classes in summer sessions; the second day of classes in intersession terms), 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 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 advisers 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 this 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 preprofessional studies, that may not be taken pass/fail by a particular student. The departments or advisers 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.

### **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.

### **Grade Forgiveness**

SMU's policy for omitting courses from a student's GPA is found under Academic Forgiveness in the General Policies section of this catalog.

## **ACADEMIC ADVISING AND SATISFACTORY PROGRESS POLICIES**

### **Academic Advising**

Academic advising is an important process for each undergraduate student at SMU. Each student must meet with his or her assigned academic adviser prior to enrolling for an academic term. At this meeting, the adviser will assist the student in planning majors and minors, 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 adviser when considering whether to add or drop courses.

For an effective advising relationship, the student must be prepared when meeting with the adviser. The student must initiate the advising appointment. Prior to the meeting, the student should obtain through Access.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 adviser 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 adviser by their academic dean's office or records office. A student who enrolls without first meeting with his or her assigned academic adviser may be subject to sanctions including, but not limited to, cancellation of the term enrollment and restriction from the self-service enrollment functions.

### **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 nondegree 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 advisers 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 crises 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](http://www.smu.edu/registrar) (“Current Students” link). The *University Policy Manual* is available at [www.smu.edu/policy](http://www.smu.edu/policy).

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

### **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.

#### ***Definitions: Academic Probation, Academic Suspension, Academic Reinstatement and Academic Dismissal***

**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.

## **University-wide Requirements**

**Academic Probation.** For all undergraduate students, a student will be placed on academic probation if he or she fails to meet the following:

1. Effective summer 2012, for a student who enters SMU directly from high school or enters SMU with fewer than 15 transfer hours, the student fails to complete the Discernment and Discourse sequence and/or the Quantitative Foundation requirements of the University Curriculum after the completion of 60 units earned as SMU credit  
*OR*
2. For a continuing student who entered SMU directly from high school or entered SMU with fewer than 15 transfer hours, the student fails to complete the written English and Mathematical Sciences Fundamentals of the General Education Curriculum after the completion of 45 units earned as SMU credit  
*OR*
3. For a part-time student or a student transferring more than 15 hours, the student fails to complete the written English and/or Mathematical Sciences Fundamentals of the General Education Curriculum after completion of 15 units through enrollment at SMU.

**Academic Suspension.** For all undergraduate students, a student will be placed on academic suspension if he or she fails to meet the following:

1. Effective summer 2012, for a student who enters SMU directly from high school or enters SMU with fewer than 15 transfer hours, the student fails to complete the Discernment and Discourse sequence and/or the Quantitative Foundation requirements of the University Curriculum after the completion of 75 units earned as SMU credit  
*OR*
2. For a continuing student who entered SMU directly from high school or entered SMU with fewer than 15 transfer hours, the student fails to complete the written English and Mathematical Sciences Fundamentals of the General Education Curriculum after the completion of 60 units earned as SMU credit  
*OR*
3. For a part-time student or a student transferring more than 15 hours, the student fails to complete the written English and/or Mathematical Sciences Fundamentals of the General Education Curriculum after completion of 30 units through enrollment at SMU.

### **SMU Pre-Majors**

**Academic Probation.** For SMU Pre-Majors, once a student's cumulative SMU GPA falls below 2.000, the student is placed on academic probation at the beginning of the next enrolled term (fall, spring or summer). The student has the next two enrolled regular terms (fall, and spring) and the first summer term following the probation start date to raise his or her cumulative SMU GPA to at least a 2.000. A student has the opportunity to enroll only for one summer term while on academic probation. The summer term must be at SMU. A student on academic probation cannot enroll in any intersession terms: J Term (January), May term or August term.

When the student is placed on academic probation because his or her cumulative SMU GPA is below 2.000, then the student will be assigned to a designated proba-

tion counselor. Before beginning his or her next term at SMU, the student will be required to complete a self-assessment and share this self-assessment with the probation counselor, who will then work with each student to determine the appropriate academic interventions. These academic interventions can include, but are not limited to, the following:

1. Re-evaluation of course enrollments and pre-major objectives.
2. Biweekly academic counseling sessions with the probation counselor (or his or her designee).
3. Enrollment in courses, such as HDEV 1110 O.R.A.C.L.E. or HDEV 1111 Success Strategies, aimed at improving academic performance.
4. Appropriate medical and/or psychological assessment-evaluation, including assessment-evaluation as to the need for drug or alcohol education.
5. Participation in tutoring and/or study skills workshops.

The student will sign a contract that stipulates the agreed-upon academic interventions.

**Academic Suspension.** If a student does not achieve a cumulative SMU GPA of at least a 2.000 according to the stipulations stated above, then he/she will be placed on academic suspension. A student is suspended effective the first day of the next term (fall, spring or summer), and the suspension period includes a minimum of one regular term (fall or spring). 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 at SMU.

A student may petition to the University Committee on Academic Petitions for an additional, consecutive probationary term if the term GPA during the student's probationary period indicates academic improvement and if the student has undergone all academic recovery efforts agreed upon in the contract with the probation counselor.

As soon as possible after the student is placed on academic suspension, the student should contact the probation counselor if he/she has any desire or intent to seek reinstatement after the period of academic suspension. The probation counselor will work with the student to determine appropriate conditions that the student should satisfy to be eligible for reinstatement. These conditions might include the completion of coursework with a certain minimum GPA; however, reinstatement is not guaranteed.

**Academic Reinstatement.** A student who has been academically suspended once may apply for academic reinstatement to the University. Reinstatement to the University is not guaranteed. A student is not eligible to request reinstatement until the end of the time period of academic suspension. The request for reinstatement should be submitted to the University Committee on Academic Petitions, which will make a decision on the request. Ordinarily, the decision whether to grant reinstatement will be based primarily on whether the student has satisfied the conditions set out for the period of academic suspension.

A student who is reinstated after academic suspension has two regular enrolled terms (fall and spring) in which to earn a cumulative SMU GPA of at least a 2.000. A student will return on academic probation and may not be reinstated for a summer term. Students who do not earn a cumulative SMU GPA of at least a 2.000 within two regular terms (fall and spring) after having been academically suspended will be permanently dismissed.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

### ***Dedman College of Humanities and Sciences***

**Academic Probation.** Students who have a declared major in Dedman College and whose cumulative SMU GPA falls below 2.000 are placed on academic probation. Academic probation is for a minimum of one regular term (excluding interterms and summer sessions). The dean may impose special conditions in exceptional probationary situations. Students are removed from academic probation status when they achieve a cumulative GPA of 2.000 or higher.

**Academic Suspension.** Declared Dedman students whose cumulative GPA remains below 2.000 in any regular term following a term of academic probation will be suspended. Suspension is for a minimum of one term, not counting interterms or summer sessions. 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.

Students who have been suspended from another school on campus are also subject to suspension from Dedman College.

**Reinstatement on Probation Following Suspension.** Students who have been suspended once may apply for reinstatement to the University, but reinstatement is not guaranteed. In certain cases, prescribed conditions, including the completion of coursework elsewhere, must be met before a student will be approved for reinstatement. Students who have been reinstated to the University following suspension remain on probation and are normally allowed two regular terms within which to make up their academic deficiencies and return to good standing. However, special conditions for the first term may be set in individual cases.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

### ***Cox School of Business***

**Academic Probation.** A student will be placed on academic probation following the term in which the lowest of the SMU term GPA, cumulative GPA or business GPA (if at least nine business credit hours taken) falls below 2.000. A student on probation may enroll for a maximum of 12 credit hours in the term of probation (fall, spring or summer) and will not be allowed to enroll for an internship or directed study. A student on academic probation must enroll in and successfully complete a minimum of nine credit hours per term, with no more than three credit hours of free elective credit that is unrelated to the student's declared major, declared minor or University requirements. Also, the student must earn a minimum 2.000 GPA in every term in which the student takes classes. To be removed from probation, a student must successfully complete all of the following: 1) meet with the director of academic advising for the B.B.A. Program or a designee at appropriate intervals during the term, to be determined by the director; 2) attend the Altshuler Learning Enhancement Center, follow recommendations established by the L.E.C. director and attend an L.E.C. Time Management Workshop; 3) successfully complete a minimum of nine hours in the term of probation; and 4) raise the SMU term GPA, cumulative GPA or business GPA to at least 2.000 at the end of the term. Students who do not meet the requirements of probation within the first three weeks of the regular term will not be removed from probation even if the GPA rises to 2.000 or above. For the purposes of

probation, May term, first summer session, second summer session, full summer session and August term will be considered one term. A course taken in the January term will not affect probation status.

**Academic Suspension.** A student on academic probation who fails to maintain an SMU term GPA, cumulative GPA or business GPA of 2.000, or who fails to complete successfully a minimum of nine credit hours in the term of probation, will be suspended. A student who has been suspended must petition the director of the B.B.A. Program of the Cox School for reinstatement, but this petition will not be considered until the student has been suspended for at least one full term (summer sessions excluded). For example, a student suspended at the end of the spring term may petition for reinstatement for the beginning of the next spring term, but no sooner.

**Reinstatement on Probation Following Suspension.** Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and must delineate the new conditions that have been created to prevent the recurrence of such performance. Each petition is considered individually on its own merits. After consideration of the petition and perhaps after a personal interview, the student may be reinstated on academic probation if the suspension was the student's first. Reinstated students will be required to meet with an L.E.C. counselor during the first week of classes and follow through on recommendations from that meeting, and they must meet all other requirements of academic probation.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

**Failure at Other Colleges.** Students who are on academic probation or academic suspension from other colleges will not be admitted to the Cox School of Business until they are no longer on probation or suspension with their home school. Students who have received academic suspension twice from any college or university will not be admitted to the Cox School. Failure to disclose any such suspensions will be grounds for dismissal from the Cox School.

### ***Lyle School of Engineering***

**Academic Probation.** A declared Lyle student whose SMU term or cumulative GPA falls below 2.000 may be placed on academic probation. The minimum period of probation is one term. The student remains on probation until the overall GPA is 2.000 or better or until he or she is suspended. A student on probation may enroll in a maximum of 13 credit hours per term during the term(s) of probation, but the student is not allowed to serve as an officer of any organization representing either the Lyle School of Engineering or SMU. The student on probation may not participate in any extracurricular activities that might interfere with or detract from academic efforts.

**Academic Suspension and Reinstatement on Probation Following Suspension.** A student on probation who fails to maintain a GPA of at least 2.000 during an academic term will be suspended. A student who has been suspended may petition the dean for reinstatement, but this petition will not be considered until the student has been suspended for at least one full term. For example, a student suspended at the end of the spring term may petition for reinstatement for the beginning of the next spring term, but not sooner. Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and must delineate the new conditions that have been created to prevent the recurrence of such perfor-

mance. Each petition is considered individually on its own merits. After consideration of the petition and perhaps after a personal interview, the student may be reinstated on academic probation if the suspension was the student's first.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

### ***Meadows School of the Arts***

**Academic Probation.** A declared Meadows student who fails to maintain an SMU cumulative or term GPA of 2.000 in a regular term will be placed on academic probation for the following regular academic term. A student on academic probation may enroll for a maximum of 13 term hours and must achieve a term and cumulative 2.000 GPA at the end of the term.

**Note:** A student who fails to meet divisional artistic standards may be placed on artistic probation at any time.

**Academic Suspension and Reinstatement on Probation Following Suspension.** A student who fails to meet the terms of academic probation will be suspended for one regular academic term, after which the student may apply for reinstatement. A student may petition the associate dean for academic affairs for reconsideration, and the student may be reinstated on academic probation.

A student who fails to meet divisional artistic standards may be suspended from the division at any time.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

### ***Simmons School of Education and Human Development***

**Academic Probation.** Declared Simmons School students whose cumulative SMU GPA falls below 2.000 are placed on academic probation. Academic probation is for a minimum of one regular term (excluding intersessions and summer sessions). The dean may impose special conditions in exceptional probationary situations. Students are removed from academic probation status when they achieve a cumulative GPA of 2.000 or higher.

**Academic Suspension.** Declared Simmons School students whose cumulative GPA remains below 2.000 in any regular term following a term of academic probation will be suspended. Suspension is for a minimum of one term, not counting intersessions or summer sessions. 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. Students who have been suspended from another school on campus are also subject to suspension from the Simmons School.

**Reinstatement on Probation Following Suspension.** Students who have been suspended once may apply for reinstatement to the University, but reinstatement is not guaranteed. In certain cases, prescribed conditions, including the completion of coursework elsewhere, must be met before a student will be approved for reinstatement. Students who have been reinstated to the University following suspension remain on probation, and they are normally allowed two regular terms within which they can make up their academic deficiencies and return to good standing. However, special conditions for the first term may be set in individual cases.

**Academic Dismissal.** A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

## **Academic Petitions and Waivers**

Petitions and/or requests for waivers concerning University requirements, graduation requirements and the evaluation of transfer work should be submitted to the dean's office or records office of the student's school of record. Additional information is found under Grade Appeals in the Grade Policies section of this catalog.

Petitions and/or requests for waivers concerning a major or a minor should be submitted to the appropriate department chair or program coordinator/director for consideration.

### **SMU Credit Requirement**

University policy requires that of the 122 minimum required term hours for an undergraduate degree, at least 60 hours must be earned as SMU credit. In other words, 60 hours must be completed through enrollment at SMU's Dallas campus, SMU-in-Plano, SMU-in-Taos, SMU Abroad programs and/or in SMU-approved international programs, and/or by test and other credits awarded by SMU departments as SMU courses. Credit hours earned in venues not listed above that are applied toward the 122 minimum will be recorded as transfer credits.

Therefore, regardless of the number of transferable credits completed elsewhere, to receive an SMU undergraduate degree, students must earn 60 credit hours through enrollment at SMU.

Of the 122 minimum required term hours for an undergraduate degree, only two hours may be Personal Responsibility and Wellness courses.

For further degree requirements, students should refer to the individual school sections of this catalog.

### **Transfer Coursework**

The policy for transfer coursework is found under Transfer Courses From Other Institutions in the General Policies section of this catalog.

## **GRADUATION POLICIES**

### **Apply to Graduate**

Students must file an Application for Candidacy to Graduate with their academic dean's office or records office at the beginning of the term in which they will complete all degree requirements. Applications should be filed by the deadline date on the Official University Calendar.

Students who file an application after the published deadline may be required to pay a nonrefundable late fee. Late applications may be denied after the start of the next term, and the Application for Candidacy to Graduate applied to the next conferral date. Students taking coursework at another institution and transferring the course(s) back to SMU are responsible for ensuring that the University Registrar's Office receives their official transcript in order for their degree to be conferred for the anticipated graduation term.

SMU has three degree conferral periods for most programs: fall (December), spring (May) and summer (August). Students who complete their degree requirements during a J Term (January) intersession, May term or August term will have their degrees conferred at the conclusion of the following conferral term.

### **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 Graduation Ceremony 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 J Term (January) intersession may also participate in the December graduation ceremony, although their degrees will not be conferred until May.

A student may participate once in either the May All-University Commencement Convocation or the December graduation ceremony 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.

### **Degree Honors**

There are three classes of graduation honors: summa cum laude, magna cum laude and cum laude. The awarding of graduation honors will be determined by minimum GPAs announced at the beginning of each academic year for each of the five undergraduate schools – Dedman, Cox, Lyle, Meadows and Simmons. The minimum GPAs generally will represent the top 5 percent, 10 percent and 15 percent of graduates in the school. Students earning a degree with majors in two or more schools will receive the highest degree honors for which they are eligible.

The minimum GPAs for each school will be determined by pooling all graduates in the school from the previous three academic years and determining the GPAs in each school that represent the top 5th, 10th and 15th percentiles. The GPA used is the lower of the student's SMU cumulative GPA and all-college GPA (this includes transfer work) and includes undergraduate coursework only.

The minimum graduation honors GPAs for students graduating during the 2013–2014 academic year will be announced in October 2013. Students may obtain information about minimum GPAs required in past years from their academic schools or online at [www.smu.edu/registrar](http://www.smu.edu/registrar) (“Academic Records” link).

Separate from earning graduation honors, students who have completed the requirements of the University Honors Program may earn honors in the liberal arts. Departmental distinction may also be awarded in Dedman College of Humanities and Sciences, Lyle School of Engineering, Meadows School of the Arts, and Simmons School of Education and Human Development; the Cox School of Business awards the honors in business distinction to students who have successfully completed the requirements for the Cox B.B.A. Honors Program. These honors require completion of requirements prescribed by the department or school. Further information may be obtained from the individual departments and schools.

### **Statute of Limitations for Degree Plans**

A student who has been readmitted to the University following an absence of more than three years will be expected to meet all current requirements for graduation.

# UNIVERSITY-WIDE REQUIREMENTS

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In keeping with the University's educational mission, all undergraduates are required to complete a program of study that emphasizes the values of what historically has been known as a liberal education – namely, learning to read, write and think critically and acquiring a basic understanding of human society in all its dimensions. The courses and experiences included in this program of study provide a solid and broad education that will equip students to compete and adapt to the rapidly changing contemporary world and complement more focused study in the major.

First-time, first-year undergraduate students who enter the University in the 2012–2013 academic year will complete all requirements of the *University Curriculum*.

All other undergraduate students will complete the requirements of the *General Education Curriculum*.

Rather than a checklist of requirements, both the UC and the GEC should be viewed as individual parts of the larger process of becoming a broadly educated person. Students should consider how each of these components contributes to that objective. The list of all UC and GEC courses available each term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

## THE UNIVERSITY CURRICULUM

The motto of Southern Methodist University, *Veritas Liberabit Vos* (“the truth shall set you free”), epitomizes the ideals of an SMU education and is the fundamental principle for the University Curriculum. The wisdom to acquire and critically reflect on existing knowledge and the insight and capacity to create new knowledge – the hallmarks of an educated person – exemplify the characteristics SMU seeks to instill in its students.

The University Curriculum consists of three main coursework components (**Foundations, Pillars and Capstone**) combined with **Proficiencies and Experiences**, and UC requirements can be met through any part of the student's undergraduate career, including work in the major or minor, elective courses, or approved activities.

The number of courses and/or credit hours required to complete the University Curriculum will vary according to the individual student's academic background, preparation, major and curricular choices. The list of UC courses will vary by term, especially with respect to identified and approved Proficiencies and Experiences. Students are advised to work closely with divisional/departmental and University advisers in navigating the UC requirements and planning their coursework each term.

## SUMMARY OF UNIVERSITY CURRICULUM REQUIREMENTS

**Note:** Applies *only* to first-time, first-year undergraduates who enter the University in summer 2012 or later.

### University Curriculum Foundations

In today's rapidly changing world, a university education must provide students in all majors with the tools to embark on a lifetime of learning. UC Foundations courses assure that students read and write critically, possess basic quantitative reasoning skills, understand the concepts of lifelong personal responsibility and well-

ness, and explore how different academic disciplines define and create knowledge. Because these skills are essential for a successful college experience, UC Foundations courses should be completed within a student's first four terms of enrollment.

### ***Discernment and Discourse***

The University Curriculum foregrounds academic reading, writing and oral expression in the Discernment and Discourse sequence. The Discernment and Discourse sequence introduces students to academic thought and communication in seminars that allow students to work closely with faculty in small classes. All seminars share the goal of assisting students in the development of critical reading, expository and analytical writing, oral communication, and research protocols.

Most students will satisfy this requirement by taking DISC 1312 in the fall and DISC 1313 in the spring. Students scoring lower than a 550 on the SAT Critical Reading or 24 on the ACT English section will begin in DISC 1311. Students scoring at or above 550 (SAT Critical Reading) or 24 (ACT English) will begin in DISC 1312. Students scoring a 4 or 5 on the Advanced Placement Test and students scoring 5, 6 or 7 on the IB exam will place out of DISC 1312 and begin with DISC 1313. Students participating in the University Honors Program satisfy this requirement with DISC 2305 and 2306 in the fall and spring of their first year. Each term, students must be enrolled in and may not drop Discourse and Discernment until they have completed the requirement. A minimum grade of C- is required to pass each course.

**DISC 1311 (3). FOUNDATIONS OF WRITTEN AND ORAL DISCOURSE.** The class gives students practice in the reading, writing, and analytical skills necessary for the successful completion of DISC 1312 and 1313. Students approach writing as a process of drafting, revising, and editing, and they work on sentence-level and paragraph-level writing skills as they build toward essay-length writing projects. Students must earn a C- or better.

**DISC 1312 (3). INTRODUCTION TO ACADEMIC DISCOURSE.** This course introduces students to a variety of discipline-based modes of inquiry and expression. The texts students read and create employ and exemplify the principles of academic discernment and discourse. Students must earn a C- or better. *Prerequisite:* DISC 1311 or one of the following test scores: 550 on the SAT Critical Reading or 24 on the ACT English section.

**DISC 1313 (3). INQUIRY SEMINAR.** This course is a topic-based seminar through which students continue to develop their critical reading and writing skills, employing analysis, evaluation, synthesis, and/or integration, while learning to employ research protocols for the various discipline or disciplines represented in the course. Students must earn a C- or better. *Prerequisite:* DISC 1312.

**DISC 2305 (3). HONORS HUMANITIES SEMINAR I.** Insights from literature, linguistics, philosophy, psychology, and science that became major modes of interpreting the world in the 20th century and that define what constitutes knowledge in the 21st century. Open only to students in the University Honors Program.

**DISC 2306 (3). HONORS HUMANITIES SEMINAR II.** A study of ethical questions derived from history, literature, psychology, and philosophy that focuses on what constitutes a meaningful life. The course also explores historical challenges to the bases of ethics. *Prerequisite:* DISC 2305.

### ***Quantitative Foundation***

Quantitative reasoning refers to the ability to understand, evaluate and use quantitative information. Quantitative information takes many forms, and quantitative reasoning skills span a vast spectrum from basic numerical manipulations to advanced statistics and mathematics. One three-credit course is required to ensure that students possess these necessary skills. Students scoring a 4 or 5 on the Calculus AB, Calculus BC or Statistics Advanced Placement tests will place out of this require-

ment. Math placement testing is also available through SMU's mathematics departmental examinations. The list of UC Quantitative Foundation courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

### ***Personal Responsibility and Wellness***

All students complete this requirement by completing two one-credit courses. Taken during the first year, PRW1 introduces students to the University and explores three sets of issues: 1) the role of personal responsibility in coping with college and life's other transitional periods; 2) challenges and opportunities such as managing time and stress, benefiting from diversity and autonomy, dealing with pitfalls related to alcohol and drugs, and exploring resources and activities on campus; and 3) personal finance decisions while at SMU and later in life, including managing money, using credit cards and making major purchases.

In PRW2 (physical fitness courses), students work with instructors to establish personal goals and fitness plans for the term. A variety of individual and group fitness courses will be available, with each course containing core objectives and student-learning outcomes based on health-related fitness components. Grades will be given based on attendance, understanding of training/health principles and satisfactory improvement toward the goals that students set for themselves. The list of PRW courses available per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

### ***Ways of Knowing***

KNW courses cross disciplines, exploring how natural scientists, social scientists, humanists, artists, engineers, and professionals in business and education address important issues. Taught collaboratively by faculty members from different disciplines and organized around a major topic or "big question," KNW courses develop students' understanding of the multiple approaches whereby different disciplines define, acquire and create knowledge, including the ethical considerations involved. Students are required to complete one KNW course. The list of KNW courses available per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

### ***University Curriculum Pillars***

The UC Pillars component is a constellation of five two-course sequences that introduce students to the primary ways in which intellectual traditions have organized and constructed knowledge. Each UC Pillar, except for the Pure and Applied Science Pillar, requires an introductory course that covers origins, critical analysis and important issues, and then a second course that, typically, will be of a more focused or advanced nature. Courses may satisfy requirements of more than one UC Pillar, and courses taken to satisfy UC Pillar requirements may also count toward the student's major. Any UC Pillars course may also be designated as satisfying one of more of the required UC Proficiencies and Experiences. The list of UC Pillars courses available per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

### ***Creativity and Aesthetics***

To develop an understanding of and appreciation for the creative impulse in a variety of artistic, cultural and historical contexts, graduates of SMU will be able to identify, explore and explain concepts fundamental to the visual, literary and performing arts through critical analysis, performance or the act of personal creation.

This Pillar also seeks to expose students to the fundamental role that creativity plays in maintaining a robust, adaptive and prosperous society. To this end, students take two courses from the Creativity and Aesthetics Pillar.

### ***Historical Contexts***

To understand societies in the contemporary world and the forces that have shaped them, graduates of SMU will be able to identify and analyze problems, events, and documents or artifacts from the past and know how to situate them in their appropriate social, political, economic and cultural contexts. To this end, students take two courses from the Historical Contexts Pillar.

### ***Individuals, Institutions and Cultures***

To understand complex social systems, graduates of SMU will have explored contemporary efforts to document and analyze the interaction of individuals, cultures and institutions that shape economic, political and social experiences. To this end, students take two courses from the Institutions and Cultures Pillar.

### ***Philosophical and Religious Inquiry and Ethics***

To explore the human condition, graduates of SMU will have engaged in probing inquiry of philosophical, religious, or ethical issues and questions. This inquiry also serves as the basis for thoughtful choice and action. To this end, students take two courses from the Philosophical and Religious Inquiry and Ethics Pillar.

### ***Pure and Applied Sciences***

To be active, engaged citizens in a global society, graduates of SMU will be able to participate in scholarly discourse in science and engineering and to understand the implications of these disciplines. Students should be aware of the meaning and methods of science and engineering, and of the ways that both disciplines have shaped and continue to shape the world. To achieve this goal, students must take two courses in the Pure and Applied Science Pillar: either two introductory courses with laboratory experiences, or one introductory course with a laboratory experience and one more advanced course.

### ***Proficiencies and Experiences***

To prepare SMU graduates for both career development and lifelong learning, the UC requires all undergraduates to develop and refine writing, quantitative reasoning, oral communication and information literacy skills beyond the introductory level provided through Foundations courses. The UC also encourages all undergraduates to apply curricular knowledge to the diverse, global communities in which they will live and work. The following UC Proficiencies and Experiences, required of all undergraduate students, may be met through credit-bearing coursework or approved, noncredit activities that have been identified as meeting that requirement.

### ***Writing***

In addition to Discernment and Discourse coursework, all students will take two WRIT courses in which they compose coherent, well-supported and carefully edited essays and reports suitable for a range of different audiences and purposes.

### ***Quantitative Reasoning***

In addition to Quantitative Foundations coursework, all students will take one QR course in which quantitative reasoning skills are central to course content, delivery and evaluation.

### ***Information Literacy***

All students will take two IL courses in which they learn how to select and use the appropriate research methods and search tools for needed information and how to evaluate sources for quality of information for the given information need.

### ***Oral Communication***

All students will learn how to select and use appropriate forms of evidence in a public presentation, design verbal messages to suit particular audiences and purposes, and use visual cues to enhance a public presentation. Students can use both coursework and sustained, reflected upon activities to fulfill the UC's two OC requirements.

### ***Community Engagement***

All students will learn how to demonstrate the analytical and practical skills necessary for engaged, informed citizenship by applying academic learning to address specific needs in a community. Students can use both coursework and sustained, reflected upon activities to fulfill the UC's one CE requirement.

### ***Human Diversity***

All students will be able to demonstrate an understanding of the historical, cultural, social or political conditions of identity formation and function in human society, with respect to race, ethnicity, gender or societies in the developing world. Students can use both coursework and sustained, reflected upon activities to fulfill the UC's one HD requirement.

### ***Global Engagement***

All students will engage with other societies and cultures, demonstrating an understanding of the material culture, underlying values, beliefs or practices that are central to the culture(s) being visited or studied. Students can use both coursework and sustained, reflected upon activities to fulfill the UC's one GE requirement.

### ***Second Language***

All students who matriculate with less than the equivalent of four terms' college-level, second language proficiency will improve their second language proficiency by at least the equivalent of two terms' college-level instruction. (Students who come in with three terms' proficiency will be required to complete only one additional term.) Students can continue a language they have previously studied or complete two terms in a new language. Students' initial course placement and eventual proficiency assessment will be determined by language-specific exams designed and/or approved by SMU faculty. Students may fulfill the SL proficiency through coursework or through such means as 1) being literate in a native language other than English; 2) matriculating with AP scores of 4 or 5 on a language exam; 3) developing the necessary incremental proficiency through using the language in research,

community service or internships abroad; and 4) studying the language online, ideally using recommended learning materials.

A list of courses offering opportunities for fulfilling UC Proficiencies and Experiences available per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar). Students should see their adviser or the Office of the University Curriculum/GEC for approved non-credit activities that satisfy proficiencies.

### **Capstone**

Each student's undergraduate career culminates in a Capstone experience requiring the student to contribute to the "pool of knowledge" either by synthesizing and integrating a body of work within a chosen area of study or by taking an upper-level course that emphasizes an inter- or multi-disciplinary way of knowing. Providing undergraduates with an opportunity for reflection and sustained focus, this experience will employ skills, knowledge and methodologies taught throughout the undergraduate career. The Capstone can take the form of a course, a departmental or honors thesis, a senior project, a senior performance, an interdisciplinary project, or an internship combined with a paper that requires students to analyze, report on and reflect upon the experience. Capstones may also fulfill departmental or other program requirements, as determined by the degree-granting department or program. A list of courses offering UC Capstone opportunities available per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar). Students should see their adviser for approved noncredit activities that satisfy the Capstone requirement.

### **University Curriculum Protocols**

1. Credit earned by examination may be used to fulfill requirements in the Foundations, Pillars (level one), and Second Language Proficiency categories.
2. With the exception of courses that are offered only with pass/fail grading, courses taken to fulfill UC requirements may not be taken pass/fail.
3. Following SMU matriculation, students must meet UC Foundations requirements through SMU coursework.
4. PRW1 should be completed during the first 30 hours of undergraduate work. The Ways of Knowing requirement should be completed within the first 60 hours of undergraduate work.
5. A minimum grade of C- is required in all DISC-sequence courses.
6. Students may petition for an individual exception to a UC requirement, typically by requesting consideration of a course transferred from another regionally accredited institution. All UC student petitions for substitution must include concrete assessment evidence that the proposed alternative course or experience satisfies the specific Student Learning Outcomes associated with the requirement. The petition is then vetted by the student's academic adviser and reviewed by SMU departments where appropriate before it is submitted to the associate dean for the Office of the University Curriculum/GEC or the assistant dean for the University Curriculum for approval consideration. Appeals may be made to the Committee on Academic Petitions.

7. Probation and suspension rules related to the Foundations components of the UC are as follows:

a. Academic Probation

- A student who enters SMU directly from high school or enters SMU with fewer than 24 transfer hours will be placed on academic probation if he or she fails to complete either the Discernment and Discourse sequence or the Quantitative Foundation requirement of the UC after the completion of 60 units earned as cumulative credit.
- Students must be continuously enrolled in the appropriate Discernment and Discourse course each term until completion of the Foundations requirement. Students who do not enroll in the appropriate DISC course each term will be subject to academic probation. However, certain students who begin their writing requirements with DISC 1313 may defer their initial enrollment for one term, if approved by the associate dean for general education in consultation with the director of the Discernment and Discourse Program. Students may not drop these courses; if they do, the *W* grade will be changed to a grade of *F*.

b. Academic Suspension

- A student who enters SMU directly from high school or enters SMU with fewer than 24 transfer hours will be a candidate for academic suspension if he or she fails to complete either the Discernment and Discourse sequence or the Quantitative Foundation requirement of the UC after the completion of 75 units earned as cumulative credit.

### SUMMARY OF GENERAL EDUCATION CURRICULUM REQUIREMENTS

**Note:** Does *not* apply to first-time, first-year undergraduate students who enter the University in the 2012–2013 academic year; applies *only* to continuing students and students who enter the University in 2012–2013 as transfer students.

	<i>Credit Hours</i>
<b>Fundamentals</b>	
1. Written English	6
2. Mathematical Sciences	3
3. Information Technology	3
<b>Wellness</b>	2
<b>Science/Technology</b>	6
(at least 3 hours must be in a natural science)	
<b>Perspectives</b>	15
<b>Cultural Formations</b>	6
<b>Human Diversity</b> (3 cocurricular hours)	
	<b>41</b>

For exemptions and exceptions to the General Education requirements, students should see Exemptions and Exceptions in this section of the catalog.

### **Fundamentals (12 hours)**

Fundamentals courses assure that students read and write critically, possess basic mathematical skills, and are familiar with information technology and its place in contemporary society. In today's rapidly changing world, a university education must provide students with the tools to embark on a lifetime of learning. In addition, such skills are essential for a successful college experience. Therefore, the 12 required term hours in Fundamentals should ideally be completed within the first year.

#### ***Written English (Six hours)***

Students scoring a 4 or 5 on the Advanced Placement Test will place out of DISC 1311 and 1312. Transfer students who have not completed the written English requirement must be enrolled in each term and may not drop an appropriate writing course until completing the written English requirement. A minimum grade of C- is required to pass each course. The list of written English courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

#### ***Mathematical Sciences (Three hours)***

Three hours of coursework in mathematical sciences is required to ensure that students possess the necessary skills in mathematics and quantitative reasoning. The list of courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar). Class descriptions are in the Mathematics and Statistical Science sections of this catalog.

#### ***Information Technology (Three hours)***

Any course from this category will introduce students to emerging information technologies and familiarize them with the design and operation of personal computers and networked systems, the fundamentals of computer programming, and the use of important software applications. Each of these courses must also include components on the impact of computers on society and on ethics and information. The list of IT courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar). Class descriptions are available in the engineering section of this catalog.

#### ***Wellness: Choices for Living (Two hours)***

The Choices for Living courses reflect the University's philosophy that a well-rounded education enhances the physical and mental well-being of the student. They help students become more aware of the comprehensive nature of wellness; provide techniques to help students respond positively to any imbalances in their lifestyle; familiarize students with campus wellness facilities, equipment and services; foster a lifetime of physical activity and physical fitness; and provide opportunities and promote action in a variety of wellness areas. Each student must complete a Choices I and Choices II class as part of the General Education Curriculum. The list of Wellness courses offered each term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

#### ***Science and Technology (Six hours)***

In today's world, students should be aware of the meaning and methods of science and technology, and the ways that both have shaped the world around us. To assure this is the case, students must take two courses in science and technology; at least one must be from the courses listed in Category A below, and no more than one may be from the other science and technology courses designated in Category B. Each course must include a minimum of four contact hours per week, at least one of which

must be a lab. The list of science and technology courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar). For class descriptions, students should see the anthropology, biology, chemistry, Earth sciences, engineering or physics sections of this catalog.

- A. Fields of biology, chemistry, civil and environmental engineering, Earth sciences, and physics (three to six term hours required).
- B. Other science and technology fields (zero to three term hours required).

### **Perspectives (15 hours)**

Interpretation of contemporary society requires an understanding of how different disciplines in the Western intellectual tradition have organized and constructed knowledge. Perspectives courses have two objectives: to illustrate the evolution and contingent nature of knowledge and what is considered to be knowledge, and to provide students with a broad intellectual framework in which they may consider or identify their major field(s) of study.

Perspectives courses must be introductory in nature and either fundamental to, or otherwise characteristic of, their disciplines. Moreover, they must meet the same pedagogical standards typically required of courses in their respective departments, divisions and schools. They must be critical in approach and introduce students to primary sources. Where appropriate, they must be writing-intensive. Finally, they must be interactive, a requirement that may be fulfilled in a variety of ways (see General Rules Items 12 to 15), ideally by the end of the second year. The list of courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

#### ***Group I: Arts (Three hours)***

A category that introduces students to the practice or study of various arts of expression, performance and communication and their traditions.

#### ***Group II: Literature (Three hours)***

A category that presents the roles, functions and traditions of the imagination within a variety of national traditions.

#### ***Group III: Religious and Philosophical Thought (Three hours)***

A category that introduces students to the practices of thought, reflection, criticism and speculation in matters of belief, value and knowledge.

#### ***Group IV: History and Art History (Three hours)***

A category that introduces students to the study of events and processes within time by stressing a contextual analysis of the voices and artifacts of the past through primary and secondary sources. This category also offers credible accounts and explanations of the actions and intentions of the people of the past.

#### ***Group V: Politics and Economics (Three hours)***

A category that introduces students to the applications of scientific methods to the study of institutional practices of transaction, organization and rule.

### **Group VI: Behavioral Sciences (Three hours)**

A group of courses (anthropology, sociology, psychology) that introduces students to the scientific study of human thought, behavior and records of human cultural organization.

#### **Cultural Formations (Six hours)**

Although the academic disciplines outlined in the preceding Perspectives categories educate students in the ways individual fields of knowledge in the Western tradition attempt to understand human society, the investigation of many topics requires a combination of disciplinary approaches. Such inter- or multidisciplinary ways of knowing and comprehension reach beyond the boundaries of a single field. Cultural Formations (CF, CFA, CFB) courses allow students the opportunity to study interdisciplinary approaches to knowledge within the humanities and the social sciences and within the natural sciences when related to the humanities or social sciences. CF courses value new and unusual combinations of study and are intended to encourage faculty innovation and creativity.

CF courses go beyond disciplinary training to develop awareness of the complex formations of values, traditions and institutions that constitute cultures, and to examine the paradoxes such formations pose. These courses have three major purposes: 1) to introduce students to broad maps of human culture and to the fact that they, as the heirs of all that has gone before, need to assess a long past and a global present; 2) to reveal the interrelatedness of problems of knowledge amid shifting intellectual boundaries; and 3) to make points of reference along those boundaries and so begin to form intellectual communities that embrace the varied schools and disciplines at SMU.

CF courses are interdisciplinary. These courses explore how the approaches and materials of more than one discipline can be brought to bear on the study of complex social, cultural and institutional formations. Teaching in teams is often used to realize these interdisciplinary goals. Courses are also broad in scope – whether historically over time or more immediately in the contemporary world. They may include emphasis on global awareness, interculturalism and ethnic diversities as well as engage problems of ethics and value. CF courses are critical in approach, writing-intensive and focused on primary sources.

Students must complete two CF courses between their sophomore and senior years. The list of CF courses is also online at [www.smu.edu/registrar](http://www.smu.edu/registrar).

#### **Human Diversity Cocurricular Requirement (Three hours)**

One Human Diversity cocurricular course (three term hours) dealing with non-Western and/or race-, ethnicity-, or gender-related issues must be completed by every graduating student. This requirement may be satisfied by any course within the University's undergraduate curriculum, including courses in Perspectives and Cultural Formations, as long as that offering is designated as a Human Diversity course. The list of Human Diversity courses offered per term can be accessed at [www.smu.edu/registrar](http://www.smu.edu/registrar).

#### **Exemptions and Exceptions**

The Council on General Education recognizes two broad categories of exemptions to General Education requirements: individual exceptions and formal exemptions. Students may petition for an individual exception to a General Education require-

ment, normally with the substitution of a specific alternative course to satisfy that requirement. All General Education student petitions must be approved by the student's academic adviser and the associate dean for General Education. Appeals may be made to the Committee on Academic Petitions.

The Council on General Education has approved formal exemptions that apply to specific groups of students, as follows:

1. Beginning with fall 1997 entry, any student who matriculates with 42 or more term credit hours in transfer will be exempt from any six (6) hours from the combination of Perspectives and Cultural Formations. Transfer students majoring in any engineering program who have already satisfied the Perspectives/Cultural Formations requirement on entering the University are exempt from the Human Diversity cocurricular requirement. Additionally, transfer students majoring in an engineering program who have completed a yearlong course, both terms of which satisfy the same single Perspectives category, will be allowed to count that sequence toward two different Perspectives categories. This exception may extend to, at most, two yearlong courses so long as a minimum of three Perspectives categories is satisfied overall.
2. When the total number of hours required to satisfy the General Education and major requirements for a single major, along with the major's supporting course requirements, exceeds 122 term credit hours, students in such majors will be exempt from three (3) hours of Perspectives and an additional three (3) hours taken from either Perspectives or Cultural Formations. Free electives – courses that do not satisfy any General Education, major, or supporting course requirements – are not included in this calculation. Majors that qualify for this exemption are:
  - a. Lyle School of Engineering B.S. in computer engineering degree.
  - b. Lyle School of Engineering B.S. in computer science degree with a pre-medical specialization.
  - c. Lyle School of Engineering B.S. in electrical engineering degree.
  - d. Lyle School of Engineering B.S. in environmental engineering degree.
  - e. Lyle School of Engineering B.S. in civil engineering degree.
  - f. Lyle School of Engineering B.S. in mechanical engineering degree.
  - g. All Meadows School of the Arts majors leading to the Bachelor of Music degree.
  - h. All Meadows School of the Arts majors leading to a Bachelor of Fine Arts degree in art, dance or theatre.
3. Students graduating with an undergraduate engineering degree from the Lyle School of Engineering who take a second major in a Dedman College program leading to a B.S. degree will be allowed to fulfill the General Education requirements for the Dedman College program using the same General Education requirements that apply to the engineering degree alone. In particular, all individual and formal General Education requirement exemptions that are allowed for the engineering program (see qualifying degrees in Item 2 above) will be allowed for the Dedman College program.

4. Each student may qualify for one six-hour exemption. For example, if a student transfers in with 42 or more credit hours, qualifying for a six-hour exemption, and then also declares an engineering or fine arts major that qualifies for a six-hour exemption, the student may only receive a six-hour total exemption.

### **Rules**

1. Credit earned by examination may be used to fulfill requirements in the Fundamentals, Science/Technology and Perspectives categories.
2. With the exception of Wellness, courses taken to fulfill General Education requirements may not be taken pass/fail.
3. With the exception of the cocurricular component, a single course may satisfy only one General Education requirement.
4. Following SMU matriculation, students must meet the written English, mathematical sciences and information technology Fundamentals requirements through SMU coursework.
5. Probation and suspension rules related to the Fundamentals component of the General Education Curriculum (applicable to all undergraduate students) are as follows:
  - a. Academic Probation: For all part-time students and students transferring more than 15 hours, a student will be placed on academic probation if he or she fails to meet the following:
    - The student fails to complete the written English and mathematical sciences Fundamentals of the General Education Curriculum after completion of 15 units earned as SMU credit.
    - Students must be continuously enrolled in the appropriate English course each term until completion of the written English Fundamentals requirement. Students who do not enroll in the appropriate English course each term will be subject to academic probation. However, certain students who begin their writing requirements with ENGL 1302 may defer their initial enrollment for one term. Students may not drop these courses; if they do, a *W* grade will be changed to an *F*.
  - b. Academic Suspension: A part-time student or a student transferring more than 15 hours will receive academic suspension if the student fails to complete the written English and mathematical sciences Fundamentals of the General Education Curriculum after completion of 30 units earned as SMU credit.
6. A minimum grade of *C-* is required in each written English Fundamentals course.
7. A student who uses a writing-intensive departmental course to satisfy the written English requirement beyond ENGL 1302 may not also use that course to satisfy the Perspectives or Cultural Formations requirements.
8. Ideally, the science and technology requirement should be completed within the first 90 hours of undergraduate work.
9. Cultural Formations courses will carry CF, CFA or CFB numbers and may also carry departmental numbers. However, if such a course is taken with a de-

partmental number, it will not be given Cultural Formations credit. Similarly, a course taken with a CF number will not also count as a departmental course.

**Note:** The departmental colisting of a CF course may not receive Perspectives credit. Cultural Formations and Perspectives are mutually exclusive categories; one cannot count for the other.

10. CF courses must be taken through enrollment at SMU on the Dallas campus, at SMU-in-Plano or SMU-in-Taos, or through the SMU study abroad programs. Courses transferred from other institutions may not receive CF credit under any circumstances.
11. Students must complete two Cultural Formations courses between their sophomore and senior years.
12. The Perspectives requirement may NOT be satisfied by courses in the department or program of the student's major, by courses applied to fulfill requirements for a student's interdisciplinary major or by the colisting of a CF course (see Item 9 above). ("Program" here refers to division, center, school or other academic unit designated for a course of study in the University catalog.)
13. A Perspectives course may double count toward a student's minor or second major.
14. No single course may be listed in more than one Perspectives category.
15. No department or program may list its courses in more than one Perspectives category. ("Program" here refers to division, center, school or other academic unit designated for a course of study in the University catalog.)

# EDUCATIONAL FACILITIES

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## ALTSHULER LEARNING ENHANCEMENT CENTER

[www.smu.edu/alec](http://www.smu.edu/alec)

The Altshuler Learning Enhancement Center is designed to help students become more independent, self-confident and efficient learners. In addition, it is designed to help students respond effectively to specific academic challenges, to articulate and attain their own educational goals, and to succeed at any level of the undergraduate curriculum.

### Overview of Services

Each year, approximately 32–35 percent of SMU's undergraduate students take advantage of L.E.C. programs, courses and services, including 61 percent of all first-year students and 52 percent of all freshmen and sophomore students. All L.E.C. offerings are available at no cost to full-time undergraduate students. Some services are available by appointment; others are available on a drop-in basis. Students may be referred to the L.E.C. by their advisers, faculty or resident assistant, but most students choose to come on their own.

**Tutoring Services.** The L.E.C. offers subject-specific tutoring in most first- and second-year courses. Tutorials are offered in individual, small-group and review session formats. The tutor schedule changes regularly, and updates can be found on the L.E.C. website.

**Writing Center.** English department faculty members assist students at any stage of the writing process – from planning a draft to learning from previously graded papers.

**Workshops.** Each fall, the L.E.C. offers approximately 40 study strategy workshops; in the spring, approximately 20 are offered. Among the topics covered are note taking, time management, test-taking strategies and textbook study-reading.

**O.R.A.C.L.E. (Optimum Reading, Attention, Comprehension and Learning Efficiency).** Each academic year, hundreds of SMU students take this one-credit course to develop advanced reading and learning techniques. Students can register for O.R.A.C.L.E. at the same time they register for their other courses. O.R.A.C.L.E. is listed as HDEV 1110 in the Simmons section of this catalog. Every fall, sections are reserved for pre-med students and students with documented learning differences.

**Success Strategies.** This one-credit course helps students to develop strategies for creating success in their academic, professional and personal lives by learning study skills and exploring campus resources to succeed at SMU. This course is designed for students on academic probation or those who are dissatisfied with their grades. Students can register for this for course, listed as HDEV 1111 in the Simmons section of this catalog, when they register for their other fall or spring classes.

**Academic Counseling.** Full-time staff members are available to work individually with students on study strategies. Some specialize in working with students with learning differences or students on academic probation.

**Disability Accommodations and Success Strategies.** Housed within the L.E.C., DASS offers comprehensive disability services for all SMU students with disabilities. Services include classroom accommodations and physical accessibility for all students with a learning disability and/or attention deficit hyperactivity disorder, as well as other conditions such as physical, visual, hearing, medical or psychiatric

disorders. For undergraduate students, academic coaching is available in the areas of transitioning, learning strategies instruction, educational planning and self-advocacy. For accommodations, it is the responsibility of the undergraduate and graduate students themselves to establish eligibility through this office. Students must provide 1) appropriate current documentation in keeping with SMU's documentation guidelines, and 2) a request indicating what kind of assistance is being sought, along with contact information. More information is available online at [www.smu.edu/alec/dass](http://www.smu.edu/alec/dass).

## SMU LIBRARIES

[www.smu.edu/libraries](http://www.smu.edu/libraries)

Service to Southern Methodist University students, faculty and staff is the primary goal of all libraries at SMU. The libraries of the University contain nearly four million volumes. The fully interactive Web-based library catalog system provides access to bibliographic records of materials housed in all SMU libraries and hypertext links to other databases, digitized collections and relevant websites. All SMU libraries offer wireless Internet access.

SMU libraries rank first in total volumes held among non-Association of Research Libraries universities in the United States. The SMU libraries comprise the largest private research library in Texas and rank third in the state in total volumes, after the University of Texas at Austin and Texas A&M University. SMU libraries are one of the greatest assets of the University. The University's library system is divided into a number of different units:

1. **Central University Libraries** (reporting to the Office of the Provost).
2. **Underwood Law Library** (reporting to Dedman School of Law).
3. **Bridwell Library** (reporting to Perkins School of Theology).
4. **Business Information Center** (reporting to Cox School of Business).

### The Business Information Center

[www.cox.smu.edu/bic](http://www.cox.smu.edu/bic)

The Business Information Center, the Cox School's business library, is located in room 150 of the Maguire Building. The mission of the business library is to provide the SMU community with authoritative business information, regardless of format; support the integration of information and technology into the curriculum; and act as a center for research and development for state-of-the-art information technology applications in the business education field. In support of this mission, students, faculty and staff have access to course-specific in-class instruction sessions, open enrollment research workshops and reference assistance from dedicated business librarians to enhance their use of current business news and financial, industry and market data from premier providers. The business library offers the SMU community the Kitt Investing and Trading Center; both quiet and group study areas; individual and group computer areas consisting of 70 computer workstations; a multimedia studio; a group presentation practice room; a periodicals area; facility-wide wireless access; more than 500 electronic resources; and a variety of print resources, including the Hillcrest Foundation International Resource Library, the Edwin L. Cox Business Leadership Center Resource Collection, the Maguire Energy Institute Resource Collection and the BBA Career Services Collection. Librarians are available all hours that the business library is open, providing research assistance in person and virtually via email and telephone.

## **Bridwell Library**

[www.smu.edu/bridwell](http://www.smu.edu/bridwell)

Bridwell Library, primarily serving the faculty and students of the Perkins School of Theology, is the University's principal research resource for the fields of theology and religious studies. It offers a print collection of more than 370,000 volumes and 1,200 current periodical titles, and it provides access to a wide array of digital books, journals and databases. Among the library's special collections are significant holdings in early printing, English and American Methodism, theology, religion, and the book arts. The interpretation of these collections is accomplished through class instruction, lectures, publications and exhibitions. Reference librarians are available to help students discover and use the many resources of Bridwell Library.

## **Underwood Law Library**

[library.law.smu.edu](http://library.law.smu.edu)

Underwood Law Library, one of the 30 largest law libraries in the country and the largest private law library in the Southwest, houses more than 650,000 volumes and primarily serves the faculty and students of the Dedman School of Law. The collection includes state and federal legislative, judicial and administrative materials; law periodicals; law treatises; U.S., international and foreign documents; and U.S. government documents relating to the legal profession. Strengths of the collection are in taxation, securities, corporate law, labor law, air and space law, commercial and banking law, constitutional law, and law and medicine. The Kay and Ray Hutchison Legal Resource Learning Center in the Underwood Law Library is a computer learning lab located on the third floor.

## **Central University Libraries**

[www.smu.edu/cul](http://www.smu.edu/cul)

The largest of the SMU library units is Central University Libraries with holdings of more than 3 million volumes, including 900,000 e-books. CUL comprises the Fondren Library Center, the Hamon Arts Library, the DeGolyer Library and the University Archives, the Institute for the Study of Earth and Man Reading Room, the Emily C. Norwick Center for Digital Services, and the Fort Burgwin Library at the SMU-in-Taos campus in New Mexico. CUL also supports SMU programs at the SMU-in-Plano campus.

**Fondren Library Center**, with nearly two million volumes of books, government publications and bound journals, serves students and faculty in the areas of humanities, social sciences, business, education, science, and engineering. Its Information Commons provides a single location within the library where students can use print and online resources, as well as the latest computer software and technology, to prepare their assignments. The Information Commons also offers staff and resources to assist students with media-intensive products as well as the latest in touch computing technology. Fondren Library is a selective depository for government information resources and has large electronic collections of retrospective periodicals and special collections in the humanities, sciences, and social sciences. It houses the Foscue Map Library, the University's map collection, which includes more than 260,000 topographic and geologic maps and aerial photographs.

Strengths of the Fondren Library include, but are not limited to, classical studies, late 18th- and early 19th-century English literature, American history, Texas history,

contemporary biography and literature, anthropology, political science, economics, and other social sciences. Fondren Library also provides reading materials placed on reserve by classroom faculty and access to holdings from other libraries nationwide via interlibrary loan, as well as a collection of 9,000 current and classic DVDs.

The **Hamon Arts Library**, adjoining the south side of the Owen Arts Center of the Meadows School of the Arts, serves students and faculty in the areas of visual art, art history, cinema, communications, dance, music and theatre. With more than 200,000 volumes of books, sound recordings and video recordings, the library's collections support the Meadows curriculum and are particularly strong in European and American arts. The library also provides conference room facilities; group audio-visual study and presentation rooms; and public computers for research, study and arts-specific software projects. The following two special collections units are administered by Hamon Arts Library.

The **Jerry Bywaters Special Collections'** focus on the cultural history of the American Southwest. Visual arts holdings include archival materials and works of art on paper documenting the careers of artists such as Jerry Bywaters, Otis and Velma Davis Dozier, E.G. Eisenlohr, Octavio Medellin, Olin Travis, and Janet Turner as well as correspondence of 19th-century French painter Rosa Bonheur. Performing arts holdings include two Japanese *gigaku* masks dating from the seventh to the 10th centuries, the papers of Oscar-winning actress Greer Garson, and materials documenting the careers of longtime SMU music faculty members Paul van Katwijk and Lloyd Pfautsch.

The **G. William Jones Film and Video Collection**, founded in 1970, holds more than 10,000 films and videos on a wide array of subjects and in all formats. The Jones Collection is best known for its Tyler, Texas, Black Film Collection and for the Sulphur Springs Collection of prenickelodeon films.

**DeGolyer Library** is a noncirculating special collections branch of CUL that contains nearly 150,000 volumes. In addition to rare books, it holds nearly 2,500 separate manuscript collections, 750,000 photographs and negatives, 2,000 newspaper and periodical titles, 3,000 maps, and an extensive collection of ephemera that includes the largest collection of Texas bank notes in the country. The DeGolyer Library is open to all students and faculty. Great strengths of the DeGolyer Library include early voyages and travels, especially those accounts bearing on the European discovery and exploration of the New World. The collection of Western Americana is numbered among the finest in the country. For example, the Lawrence T. Jones III Texas Photography Collection is an unrivalled source of over 5,000 early images of the land and people of the state, from the 1840s to the 1920s. The library also has exceptionally well-developed collections in the fields of business history, such as the JCPenney archives, the Stanley Marcus Collection and the Belo archives (parent company of the *Dallas Morning News* and other media outlets). Transportation history, in particular the history of railroads, is another great strength of the library. DeGolyer's holdings in the history of science and technology, which include the Texas Instruments archives, also have much to offer the researcher. Literary collections cover a respectable range of English and American authors and literary genres, from a 16th-century edition of Chaucer's *Canterbury Tales* to dime novels and comic books. Literary manuscripts include the papers of playwright Horton Foote and the archives of the *Southwest Review*, SMU's literary quarterly. DeGolyer collections also afford numerous opportunities for interdisciplinary research in such

fields as American studies, Southwestern studies, women's studies, popular culture, the history of photography, and the history of the book.

The **University Archives**, part of the DeGolyer Library, are the official repository for SMU administrative and historical records of the University. The archives contain manuscripts, photographs, publications, records, and artifacts documenting the establishment and growth of the University. SMU administrators, faculty, local historians and media representatives are its principal users, but students and visiting scholars often use its materials for a variety of research projects.

The **ISEM Reading Room**, located in Heroy Hall, serves students and faculty of the Institute for the Study of Earth and Man. It contains nearly 10,000 volumes with a wealth of information relating to anthropology and geological and geophysical sciences.

The **Norwick Center for Digital Services**, located in the staff-access-only area of the Fondren Library Center, focuses on digitizing library collections for increased access via the [digitalcollections.smu.edu](http://digitalcollections.smu.edu) website. The center features state-of-the-art hardware and software. The center also supports the SMU Digital Repository ([digitalrepository.smu.edu](http://digitalrepository.smu.edu)) and provides a variety of customer-specific digital services to the SMU campus at large.

The **Fort Burgwin Library**, located in Taos, New Mexico, and serving students and faculty in the SMU-in-Taos program, is focused on the history, literature, cultures and environment of New Mexico and the Southwest. Fort Burgwin Library contains approximately 9,000 books and a small collection of journals and maps. It houses the Fred Wendorf Information Commons, a state-of-the-art computer facility and library constructed in 2004.

### SCHOLARS' DEN

The Scholars' Den is a gathering space for members of the various scholar communities at SMU. The mission of the Scholars' Den is to foster scholarship and community among its member groups by providing a hospitable place to study and hold scholarly events. Located in Clements Hall, the Den features group meeting space, study areas and informal lounges where students can gather to collaborate on academic and extracurricular projects.

### LABORATORIES AND RESEARCH FACILITIES

The University provides laboratories and equipment for courses in accounting; anthropology; art; biology; chemistry; languages; earth sciences; communication arts; psychology; physics; health and physical education; dance; music; theatre; statistics; and civil, computer, electrical, environmental and mechanical engineering. Additional University facilities not listed below are described in sections for the individual schools.

The **Lyle School of Engineering** is home to several state-of-art laboratories and research facilities. For more information, see the Lyle School of Engineering Departmental Facilities and Computer Facilities sections in this catalog.

The teaching laboratories of the departments of Biological Sciences, Chemistry, Earth Sciences and Physics are housed in the **Fondren Science Building** and in the **Dedman Life Sciences Building**. Virtually all teaching laboratories and support facilities in the buildings have been remodeled and updated. Students have access to a wide array of specialized instrumentation and laboratory equipment fundamental to studies in the natural sciences, including spectrophotometers, high-performance

liquid chromatographs, scintillation counter, fluorescence-activated cell sorter, scanning laser confocal microscope, electron resonance spectrometer, X-ray diffractometers, mass spectrometers and an atomic absorption spectrometer. Advanced undergraduate research is also supported by tissue culture and animal care facilities, as well as through several departmental computer laboratories.

The **N.L. Heroy Science Hall** houses the departments of Anthropology, Earth Sciences, Sociology and Statistical Sciences, as well as the Institute for the Study of Earth and Man. The **Institute for the Study of Earth and Man** was created in 1966 by a gift from W.B. Heroy, Sr. Its purpose is to support research at the interface of humans, Earth and the environment.

The **Department of Earth Sciences** operates several unique laboratories, including the following:

The **Dallas Seismological Observatory**, established by the Dallas Geophysical Society and maintained and operated by the University, monitors remote seismic and infrasound stations in the western United States. The Lajitas array in Southwest Texas is used to test technology designed to detect small earthquakes from great distances. SMU operates seismic and infrasound arrays in Nevada and overseas locations. Data collected by the observatory are available to the faculty and advanced students who wish to undertake basic research in seismology, tectonics or infrasound.

The **Ellis W. Shuler Museum of Paleontology** houses research and teaching collections of fossil vertebrates, invertebrates and plants. The museum supports opportunities for advanced study of fossil faunas and floras and their evolutionary, climatic and paleoecologic significance. The collection, which specializes in vertebrate paleontology and paleobotany, includes more than 150,000 fossils. The research perspective is global, with particular strengths in advanced imaging techniques and interdisciplinary studies. Students participate in research on the collections, and many are employed in the museum's fully equipped preparation laboratories.

The **Pollen Analysis Laboratory** serves SMU research projects focused on the reconstruction of past vegetation, past climate and paleoecology at localities around the world. The facility includes two fume hoods, glassware, centrifuges, scales, a convection oven, and storage space necessary for the dry and wet processing of sediment samples for their pollen content. The laboratory is also used for the processing of fossil plant cuticle. Microscopic analysis of the resulting pollen-sample residues and cuticle slides takes place in a separate laboratory housing transmitted light and epifluorescence microscopes, a comparative collection of modern pollen, and a small paleobotany and palynology research library. Work in this laboratory is often supplemented by facilities in the SEM laboratory (described below).

The **Geothermal Laboratory** is the focus of an extensive, worldwide program of research in the thermal field of the Earth. Special topics of concentration include characterization and location of geothermal energy resources and research in the thermal fields of sedimentary basins. Mapping of the temperatures and heat flow of the crust has been completed for North America and is part of the website [www.google.org/egs](http://www.google.org/egs). Specialized equipment for the measurement of thermal conductivity of rocks and for the measurement of accurate, precise temperature

logs in deep wells is available for research purposes. Services are provided to other institutions and research centers on a contractual basis.

The **Hydrothermal Laboratory** contains equipment to reproduce the pressures and temperatures existing to mid-crustal depths. It contains two extraction-quench sampling bombs that permit withdrawal of solution during the progress of a run to pressures of 3 kbar and temperatures of 750 degrees Celsius. There are also 10 cold-seal reaction vessels. In addition, 1-atm furnaces are available that can be used to temperatures of 1400 degrees Celsius.

The **Stable Isotope Laboratory** is a general research facility available to support both academic and student research at the University and in other research centers. The laboratory contains three automated gas-source, magnetic-sector isotope ratio mass spectrometers as well as vacuum extraction lines for converting natural materials (solids, liquids) into gases suitable for measuring the isotope ratios of hydrogen, carbon, nitrogen and oxygen at natural abundance.

The **Variable Pressure Scanning Electron Microscope Laboratory** contains a Zeiss SMT 1450 VPSE SEM used for generating electron photomicrographs with 5-nm resolution. The SEM is open to researchers and students from the departments of Earth Sciences, Environmental Sciences, Engineering and Chemistry. The facility is also equipped with an Edax energy dispersive X-ray system for quantitative determination of chemical compositions of the imaged materials.

The **X-ray Diffraction Laboratory** houses a Rigaku Ultima III diffractometer for the X-ray identification of materials with a crystalline structure and is open to researchers and students from the departments of Anthropology, Chemistry, Earth Sciences, Environmental Sciences and Engineering.

The **X-ray Fluorescence Laboratory** houses a Thermo Scientific ARL PERFORM'X X-ray fluorescence spectrometer. XRF analysis is a widely used analytical technique to determine the elemental composition from sub ppm to 100 percent of a wide range of samples, both solids and liquids, with easy sample preparation and nondestructive analysis. The lab and its sample preparation tools are available to researchers and students working in geological, environmental and material sciences.

The **TEM Microscopy Laboratory** houses a Leo 906 transmission electron microscope, which was donated to SMU by the Texas Scottish Rite Hospital for Children in Dallas.

The **Nuclear Magnetic Resonance Spectrometer Laboratory** houses a 500 MHz JEOL NMR spectrometer and a 400 MHz Bruker NMR spectrometer, which are available to students and researchers. These instruments are the research progenitors of medical MRI scanners, capable of scanning <sup>1</sup>H, <sup>13</sup>C, <sup>31</sup>P and many other nuclei.

**SMU-in-Taos, Fort Burgwin**, is located 10 miles south of Taos, New Mexico, at an elevation of 7,500 feet. The facility includes classrooms, laboratories, offices, a computer center and a library, as well as living accommodations for students and faculty. The Fort Burgwin archaeology curation facility houses more than one million archaeological specimens from research projects conducted by SMU faculty and students. Northern New Mexico offers a multiplicity of research opportunities for both natural and social scientists. Pot Creek Pueblo, located on the fort's property, is one of the largest prehistoric archaeological sites in the Taos region.

## MUSEUM

The **Meadows Museum**, founded by the late philanthropist Algur H. Meadows and located at 5900 Bishop Boulevard, houses one of the finest and most comprehensive collections of Spanish art in the world, as well as selected masterpieces of modern European sculpture, from Rodin and Maillol to David Smith and Claes Oldenburg. The permanent collection of 670 objects includes paintings, sculpture, decorative arts and works on paper from the Middle Ages to the present. Artists represented include El Greco, Velázquez, Ribera, Zurbarán, Murillo, Goya, Picasso and Miró. The Meadows Museum hosts a regular program of loan exhibitions each year in its temporary exhibition galleries and sponsors an active program of public lectures, tours, films, concerts and symposia, as well as children's art programs and family days throughout the year. Museum collections are often used by SMU faculty in their courses. The museum membership program includes exhibition previews, tours of private collections and opportunities for travel. Docent tours of the collection are available to school, University and adult groups. The Meadows Museum, in addition to its collection, houses a museum store and special event rooms. Additional information is available at [www.meadowsmuseumdallas.org](http://www.meadowsmuseumdallas.org).

## OFFICE OF INFORMATION TECHNOLOGY

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The Office of Information Technology, located in Fondren Library West, is responsible for providing computing and communications services in support of academic and administrative functions for students, faculty, staff, alumni and patrons of the University. These services include an SMU email account, access to enrollment and financial data online, Internet access, telephone services, Web-based services, technical support, and a variety of software and hardware discounts.

SMU offers high-speed network connections throughout campus. Students can take advantage of both wired and wireless connections throughout all areas of the residence halls. Wireless coverage also extends throughout the campus in most classrooms, libraries, common areas and several outdoor locations. In addition to on-campus Internet connections, OIT provides off-campus access to resources via a virtual private network connection.

All students receive an SMU email account, which remains active throughout their enrollment at the University. The email account may be accessed online via [webmail.smu.edu](mailto:webmail.smu.edu). In addition, students have access to a variety of Web-based services, e.g., Access.SMU, personal Web space, network storage space and academic applications such as the Blackboard Course Management System. All academic information, including grade history, financial information, transcripts and class registration, is available through the Access.SMU system.

The IT Help Desk provides technical support for most computing issues from 8 a.m. to 6:30 p.m. Monday through Thursday, and from 8 a.m. to 5:30 p.m. on Friday. Evening and weekend support are available from our student staff via walk up or chat. Both phone and in-house support is available for on- and off-campus connectivity issues. The Help Desk also offers phone support for the Microsoft Office Suite and other common applications.

Although most students have their own computers, there are a number of public computer labs available for use. Almost all of the labs contain both Mac and PC workstations and support a variety of programs. There is also 24-hour computer access available in the Hughes-Trigg Student Center.

OIT also provides on-campus telephone and voicemail services for on-campus residents and discounts on cellular services, which students may obtain at any time throughout the year.

For additional information on services provided by IT, students should visit [www.smu.edu/help](http://www.smu.edu/help) or call the Help Desk: 214-768-HELP (214-768-4357).

## ACADEMIC PROGRAMS

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SMU offers degrees in five undergraduate and graduate schools and three graduate professional schools: the Dedman College of Humanities and Sciences, the Edwin L. Cox School of Business, the Dedman School of Law, the Linda and Mitch Hart eCenter, the Bobby B. Lyle School of Engineering, the Algur H. Meadows School of the Arts, the Joe and Lois Perkins School of Theology, and the Annette Caldwell Simmons School of Education and Human Development. The University offers a range of distinguished graduate and professional programs, but since its beginnings in 1915, SMU has particularly committed itself to the concept of a liberal arts undergraduate education. All SMU undergraduate degree programs reflect this commitment by encouraging students to combine broad, interdisciplinary inquiry with in-depth study in a particular field of interest.

### **PREFACE TO THE CURRICULUM**

SMU's philosophical basis for the undergraduate curriculum is the steadfast belief that the liberal arts found and inform all the goals of higher education. The Master Plan of 1963 articulates the University's educational commitment as follows: "The essence of the educational philosophy which undergirds the Master Plan is that professional studies must rise from the solid foundation of a basic liberal education. The aim of this University, in other words, is to educate its students as worthy human beings and as citizens, first, and as teachers, lawyers, ministers, research scientists, businessmen, engineers, and so on, second. These two aims – basic and professional education, general and special, cultural and vocational (in the best sense) – will not be separated in the program of this University. It is this University's belief that they should not be, for the well-educated person is indeed a whole human being. His or her intelligence and practical interests interact in all of his or her major activities. The courses and teaching of Southern Methodist University will be so designed that these general and special aims are carried out concurrently and in relation to each other. In this way, it is SMU's aim that every graduate be truly a well-educated person."

SMU students choose from among 103 degrees in 91 fields offered by the five undergraduate schools. In addition, recognizing the increasingly fluid nature of knowledge, SMU requires students to take courses in both disciplinary and inter- or multi-disciplinary studies.

The undergraduate curriculum at SMU seeks to accomplish two interrelated goals: to provide a carefully constructed educational experience to be shared and valued by all undergraduates, and to offer students the opportunity to explore a wide variety of frontiers and vistas that will challenge and encourage further intellectual investigation not only during their years on campus but also for the rest of their lives. With these goals in mind, SMU has developed an undergraduate curriculum to reflect the depth and breadth of its educational objectives. A student's undergraduate years should ideally echo his or her first years of life in one critically important way: During those first years, intellectual vistas expand exponentially every day. A similar expansion and enrichment should occur during the student's undergraduate years. SMU encourages its students to take every advantage of the exceptional opportunities before them. The SMU curriculum provides the frame within which such life-enhancing experience can, and should, take place.

## BACCALAUREATE DEGREE PROGRAMS

### **Dedman College of Humanities and Sciences**

Bachelor of Arts

Bachelor of Humanities

Bachelor of Science

Bachelor of Social Sciences

### **Cox School of Business**

Bachelor of Business Administration

### **Lyle School of Engineering**

Bachelor of Science

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Environmental Engineering

Bachelor of Science in Mechanical Engineering

### **Meadows School of the Arts**

Bachelor of Arts

Bachelor of Fine Arts

Bachelor of Music

### **Simmons School of Education and Human Development**

Bachelor of Science

(emphasis in applied physiology and enterprise *or* emphasis in sport management)

For the degrees available in specific fields of study, students should consult the appropriate school's section in this catalog.

## HONORS PROGRAMS

[www.smu.edu/univhonors](http://www.smu.edu/univhonors)

The University offers a variety of honors and distinction programs to encourage scholastic achievement and creativity among its very best students.

The **University Honors Program**, the largest of these special programs, is open to students of all majors across campus. The program is designed to prepare honors students to meet the challenges of rapid change and take advantage of the possibilities this dynamic world presents. To this end, the program emphasizes the values of a liberal arts education, namely, the ability to read, write and think critically, and the acquisition of a basic understanding of human society in all its dimensions. Along with these time-honored objectives, the program provides exceptional opportunities for international study and the exploration of topics across disciplines.

The University Honors Program focuses on University Curriculum courses, which are taken over the course of a student's career at SMU. Students begin with a two-term, first-year honors humanities seminar that explores and encourages critical reflection about several major concepts and works of literature that have shaped the modern world. The first term course is DISC 2305 and the second is DISC 2306. Classes are small, with 15 or fewer students. Students in these small honors sections occasionally meet together as a larger group. Out of such encounters an honors community emerges. Designed to be broad and introductory, and drawing on

material from the past and present, these offerings explore the way different disciplines raise questions and construct knowledge about the human experience.

In addition to the first-year honors humanities sequence, students are also asked to take at least three honors seminars (Pillars courses or interdisciplinary Ways of Knowing courses) from among the exciting honors offerings.

In the senior year, the honors experience culminates with a senior capstone project or thesis (for most students, done within the major), along with a one-credit course that brings students together in small peer groups in which 15 students and the professor discuss the process of writing and/or constructing this substantive project. Before the end of this final term, each student will publicly present his or her work to the honors community.

The University Honors Program seeks to create an intellectual community of students and faculty that extends far beyond the classroom. Beginning with several orientation activities designed specifically for honors students, special events throughout the year provide occasions for coming together. Honors students and faculty are encouraged to attend periodic dinners, programs, seminars and book discussions that are often organized around scholars, artists or other distinguished visitors to the campus. Honors students benefit, too, from the sense of solidarity found in campus venues dedicated especially to them, including optional community living and the Scholars' Den. The program also takes advantage of the exciting world of the Dallas/Fort Worth Metroplex. Visits to museums, studios, theatres and live-music venues allow students to experience the myriad opportunities for learning that only a large urban center can provide. At the same time, the University Honors Program at SMU is not segregated from the larger world of the campus. Honors students interact with their fellow students in nonhonors classes; in the student center; on the playing fields; and in the numerous student governing, social, preprofessional, political, cultural and social organizations that enhance student life at SMU.

The University is committed to providing both attention and resources to the University Honors Program. Enrollment in honors courses is limited, and only the most creative intellects participate in the program.

Entrance to the University Honors Program is by invitation prior to matriculation or by application after at least one term of coursework at SMU. At the end of their undergraduate years, students who maintain a 3.000 GPA in their honors courses and at least a 3.300 overall GPA receive a diploma inscribed with the designation "Honors in the Liberal Arts" in recognition of their intellectual achievements.

More information about the University Honors Program is available on the website ([www.smu.edu/univhonors](http://www.smu.edu/univhonors)) or from the director, Dr. David D. Doyle, Jr. ([ddoyle@smu.edu](mailto:ddoyle@smu.edu)).

The **Richter Research Fellowship Program**, another significant element in the honors academic experience, allows undergraduates to travel and conduct independent research under the supervision of a faculty adviser. All honors students who have completed their second year are eligible to apply. Often this research work is connected to a student's senior honors capstone or distinction project, although that is not a requirement to apply for the fellowship. Richter projects have included researching literacy in Ghana, education for non-native English speaking children in rural California, environment-government correlation in Fiji, and women's reproductive health in Ethiopia. The Richter Fellowships are available only to those students who are members of the University Honors Program.

**Department and Division Honors.** In addition to the University Honors Program, individual schools, departments and divisions of the University offer honors or distinction programs to exceptional students in their upperclass years. The strongest SMU students are encouraged to participate in both of these programs – at the University level (the University Honors Program) and the departmental level. Depending on the major, such students take a series of honors courses and seminars in their departments or divisions. Many departments and divisions also frequently offer internships and research programs to upperclass students majoring in their fields. Such activities provide practical experience and specialized training within the major. Students completing honors or distinction programs within their departments or divisions graduate with the designation “Department Honors” or “Division Honors.” More information on these programs can be found under the individual department and division listings in this catalog.

The following is a list of schools with honors programs and departments that offer honors within the major, with a general overview of the programs:

<b>Dedman College</b>	
Anthropology	Significant independent research paper
Biochemistry	Independent reading, research and a senior thesis
Biological Sciences	Independent reading, research and a senior thesis
Chemistry	Independent research project and a senior thesis
Economics	Rigorous independent project under direction of a faculty sponsor
English	ENGL 5310, followed by EITHER an independent study in which the student writes a senior thesis OR a graduate seminar; a minimum of 36 hours in the major
History	Major research project and thesis, and an oral defense before a faculty committee
Intl and Area Studies	Senior thesis and an oral exam on the topic of the thesis
Markets and Culture	SOCI 4396, distinction thesis, and an oral examination by faculty
Medieval Studies	Distinction paper (with original research), an oral exam or a review by a distinction committee
Philosophy	Substantial writing project under the guidance of a department faculty member
Physics	Independent reading, research and a senior thesis (under the direction of a department faculty member) that will be presented to a faculty committee
Political Science	Distinction thesis, oral exam and two advanced courses related to the topic of the thesis
Psychology	Departmental distinction program
Religious Studies	Directed research tutorial followed by an independent studies course and a senior thesis
Sociology	Original research (based on a topic covered in a 3000- or 4000-level course) and a journal-length article written under the supervision of a departmental faculty member, who then determines if distinction is to be awarded
World Languages	Two extra courses beyond the major requirements; at least one must include a major research paper
<b>Cox School of Business</b>	
B.B.A. Honors Program	Must have completed 18 hours of business honors courses (12 hours at the junior/senior level) with a 3.500 business honors GPA

### **Lyle School of Engineering**

Computer Science and Engineering     Departmental distinction program

Electrical Engineering     Departmental distinction program

### **Meadows School of the Arts**

Art History     Individual research project, defended before a committee

Communication Studies     6 hours of COMM honors courses and an honors thesis

Film and Media Arts     Thesis project

Journalism     12 hours of honors journalism and an honors thesis

### **Simmons School of Education and Human Development**

Applied Physiology and Wellness     Departmental distinction program

## **ENGAGED LEARNING**

[www.smu.edu/engagedlearning](http://www.smu.edu/engagedlearning)

SMU recognizes that students have enhanced academic experiences when they actively engage in research, service, internships and other creative, entrepreneurial activities that are related to their studies. Through the Engaged Learning program, students learn beyond the classroom as they bring their disciplinary training and intellectual capital to bear on real-world issues in real-world settings and cultivate professional skills related to their chosen fields.

Students develop their own independent learning projects or participate in engaged learning activities offered by various departments, offices and programs throughout the University. Students who are working on capstone-level projects have the opportunity to propose their work as an Engaged Learning project. Such projects are student-driven, linked to the students' education and exceed regular classroom work. SMU supports Engaged Learning projects through a grants program and notes project titles on students' transcripts under the heading "Engaged Learning, SMU's most prestigious undergraduate engagement program."

Projects typically span two academic years. Students apply during the annual November 15–February 15 application cycle, work on their projects through the summer and fall, present their findings at the Engaged Learning Forum held in the term of graduation, and turn in project reports, suitable for publication, by April 15 for May graduates or November 30 for December graduates. The Office of Engaged Learning provides structure and guidance throughout.

More information about Engaged Learning is available on the website or from the Engaged Learning staff ([engagedlearning@smu.edu](mailto:engagedlearning@smu.edu)).

## **ACADEMIC ADVISING FOR SMU PRE-MAJORS**

Through the University Advising Center, every student entering SMU as a first-year or pre-major transfer student collaborates with a professional academic adviser. Advisers help students acquire the skills to plan their majors and minors, schedule courses, and resolve academic problems that may arise. Computerized Degree Progress Reports provide students with detailed information concerning completion of degree requirements. The Advising Center has received national recognition for its innovative programs and outstanding staff.

## ACADEMIC ADVISING FOR MAJORS

After completing 24 term hours and meeting other program admission requirements, students transfer their records to an adviser in the school that houses their major field of study. Those who elect study in the humanities, sciences or social sciences enter Dedman College of Humanities and Sciences. Others, depending on their qualifications and interests, may enter the Cox School of Business, Lyle School of Engineering, Meadows School of the Arts, or Simmons School of Education and Human Development. The University requires students to declare a major for which they qualify upon completion of 75 term hours, including credit by examination and transfer work. Upon declaration into a major in one of the schools, students work with a major adviser familiar with the field of study.

## ENGLISH AS A SECOND LANGUAGE PROGRAM

[www.smu.edu/esl](http://www.smu.edu/esl)

Students whose first language is not English may encounter special challenges as they strive to function efficiently in the unfamiliar culture of an American university setting. The Office of the University Curriculum/GEC offers the following ESL resources to students from all schools and departments of SMU. Students may apply on the ESL website. Students enrolling in 2000-level Intensive English Program courses should download an application package via the IEP link on the website. More information about the ESL Program is available on the website or from the director, John E. Wheeler ([jwheeler@smu.edu](mailto:jwheeler@smu.edu)).

### The Courses (ESL)

**ESL 1001 (0). ESL COMMUNICATION SKILLS.** The goal of this course is to improve ESL students' oral and aural interactive skills in speaking, giving presentations, pronunciation, listening, and American idiomatic usage so that they may become more participatory in their classes and integrate more readily with their native English-speaking peers. It is designed to meet the needs of undergraduate and graduate students who may be fully competent in their field of study yet require specialized training to effectively communicate in an American classroom setting. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

**ESL 1002 (0). ESL COMMUNICATION SKILLS II.** Building on skills developed in ESL 1001, students make use of their knowledge and practice to explore various aspects of American studies. In addition to speaking and presentation skills, reading and writing are also exploited as a means for students to gain a deeper understanding of American culture, customs, attitudes, and idiomatic use of the language. The course is noncredit and no-fee, and is transcribed as pass or fail. ESL 1001 is recommended as a precursor but is not a prerequisite. *Prerequisite:* ESL Program approval required.

**ESL 20XX (0). INTENSIVE ENGLISH PROGRAM.** All 2000-level ESL courses are exclusive to the Intensive English Program. This multilevel, yearlong program is designed to prepare students and professionals for academic success at the university level. The course of study consists of English for academic purposes, TOEFL-related skills, and American culture. It is open to currently enrolled and newly incoming students, as well as to those not affiliated with SMU. On-campus housing and meals are available during the 6-week summer term. This is a noncredit, nontranscribed program, and separate tuition fees are charged. *Prerequisite:* ESL Program approval required.

**ESL 3001 (0). ADVANCED GRAMMAR FOR WRITERS.** This course helps students develop their grammar and writing skills within the context of academic readings. Problem areas of English grammar and style are explored through periodic assignments, research documentation methods, and a final research project. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

**ESL 3002 (0). ADVANCED ACADEMIC WRITING.** Building on principles of grammar and style covered in ESL 3001, this course helps students further improve the writing skills needed for their particular academic careers, using academic texts as a basis for out-of-class writing assignments and a final research project. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

**ESL 4001 (0). ESL PRONUNCIATION SKILLS.** Students improve their pronunciation by focusing on sentence stress, rhythm, intonation, and body language while learning to mimic American speech patterns. With the instructor's assistance and extensive individual feedback, students develop personal strategies and exercises to become more aware of their own weaknesses. The course is free of charge, noncredit bearing, and transcribed as pass or fail. *Prerequisite:* ESL Program approval required.

**DISC 1311 (3), 1312 (3), 1313 (3). ESL DISCERNMENT AND DISCOURSE.** The ESL sequence of Discernment and Discourse aims to provide students with the tools they need to successfully complete writing assignments required of them during their University coursework. The ultimate goal is to bring students' analytical reading and writing skills in line with the standards expected of their native English-speaking peers. Explores the principles of effective writing that are taught in regular rhetoric classes and also gives students extra practice in vocabulary development, grammar skills, standard American English pronunciation, and conversational fluency. The DISC 1313 courses are specially designed around themes that are pertinent to the realities and experiences of non-native speakers of English. ESL sections of D&D grant students the same amount of credit as do regular D&D classes, and "ESL" will not appear on the transcript. *Prerequisite:* ESL Program approval required.

### Conversation Buddy Program

Once at the beginning of each term, all students are notified via campus email of this opportunity to practice their language skills in an informal, one-on-one setting outside the classroom for one to two hours a week. Participation in this program is an option available for students enrolled in a Personal Responsibility and Wellness class to partially fulfill the out-of-class core requirements of the class; students should talk to their instructor for details. Applications for a Conversation Buddy are available via email to [smithjr@smu.edu](mailto:smithjr@smu.edu).

### ESL Self-Study Lab

A collection of self-study materials is available for self-study use at the Fondren Library Information Commons. Students will find materials to help them improve their pronunciation, listening, vocabulary and grammar skills.

### SMU ABROAD

[www.smu.edu/abroad](http://www.smu.edu/abroad)

Study abroad is truly part of an SMU education. SMU Abroad programs include term and academic year abroad; SMU faculty-led summer programs; on-campus fall and spring courses, with international study tours as part of the curriculum; international internships; research, service and volunteer opportunities; and cultural programs. SMU Abroad offers opportunities for students, faculty and staff to encounter diverse global communities and intellectual traditions through the program's international partnerships and initiatives. SMU Abroad programs also enhance the University's curriculum.

SMU Abroad serves the University by developing, managing and evaluating SMU's international undergraduate programs, including providing quality support services during and after the experience abroad.

Courses taken through SMU Abroad programs, once approved, count as SMU credit and are applicable toward degree requirements. The language of instruction in

most programs is English. Students in good standing at SMU and other universities may participate in SMU Abroad programs. A minimum GPA of 2.700 is required for most term programs, and between 2.500 and 3.000 for summer programs. The University reserves the right to recall students or to close international programs whenever it determines that the health or safety of its students may be at risk.

A list of SMU Abroad programs and courses is below, and an updated list of approved courses is available on the website.

### **SMU Abroad Term and Academic Year Programs**

**SMU-in-Australia.** Students study in Perth, Western Australia, during the fall or spring term in a program offered in cooperation with Curtin University of Technology. The program includes an Asia study tour, and students participate in either a community service program or an internship during the term.

**SMU-in-Cairo.** Students study in Cairo, Egypt, during the fall or spring term in a program offered in cooperation with the American University in Cairo. The program offers courses in such disciplines as the arts, business, engineering, humanities and social science.

**SMU-in-Copenhagen.** Through DIS, the Danish Institute for Study Abroad, SMU students study for one or two terms in Copenhagen, Denmark. Courses are offered in environmental studies, humanities, international business and medical practice and policy. All courses are taught in English.

**SMU-in-Japan.** SMU students live and study for a Japanese academic year (October–July) through a well-established exchange program with Kwansai Gakuin University near Osaka, Japan. Students enroll for specially designed courses taught in English and Japanese. Students should have completed a minimum of one year of college Japanese language courses.

**SMU-in-Spain.** The University has a well-established program in Madrid. Participants in SMU-in-Spain should have completed four terms of college-level Spanish. Orientation trips and cultural events are an integral part of this program. Participation in the program for a full academic year is recommended, but students may attend the fall or the spring term.

**SMU-in-Switzerland.** In collaboration with Franklin College in Lugano, Switzerland, students study liberal arts courses with an emphasis on cross-cultural perspectives.

### **SMU-Affiliated Provider Term Programs**

SMU partners with well-established study abroad providers worldwide. Programs are regularly updated; students should contact the Study Abroad Office located in the International Center for current information.

**Bard College.** The Bard College Institute for International Liberal Education offers students an international liberal arts education within a network of partner institutions. SMU's approved program is at the University of Witwatersrand in South Africa.

**BCA Abroad.** Since 1962, thousands of college students across the United States have participated in BCA programs. SMU-approved programs are offered in Austria, Belgium, France, Germany, Ireland, Mexico, New Zealand and Spain.

**CAPA.** CAPA International Education combines theme-based learning with cultural events that connect the classroom to the local environment. Through CAPA, SMU offers summer internship programs in London and in Sydney, Australia.

**CET Academic Programs.** CET programs integrate students into their overseas communities and lead them to create lasting relationships with their local hosts. SMU-approved programs are offered in China, Czech Republic, Spain and Vietnam.

**Council on International Educational Exchange.** CIEE offers SMU-approved programs in Argentina, Belgium, Botswana, Brazil, Costa Rica, the Dominican Republic, Ghana, Hungary, India, Italy, Japan, Korea, Mexico, Nicaragua, Peru, Poland, Russia, Senegal, South Africa, Sweden, Tanzania and Turkey.

**EUSA.** EUSA is a not-for-profit academic internship organization that implements customized, academically-directed internship programs on behalf of colleges and universities. SMU's approved business internship with EUSA is in London.

**Institute for International Education of Students.** One of the nation's oldest, study abroad providers, IES Abroad enrolls more than 5,000 students annually. SMU-approved programs are offered in Argentina, Australia, Austria, Chile, Ecuador, France, India, Morocco and New Zealand.

**Institute for Study Abroad, Butler University.** IFSA-Butler provides quality study abroad opportunities, plus academic and personal support services, for qualified North American undergraduates. SMU-approved programs are offered in Costa Rica, England, Ireland, Wales and Scotland.

**School for Field Studies.** SFS combines hands-on environmental studies with scientific research. SFS students work with communities to discover practical ways to manage their natural resources. SMU-approved programs are offered in Kenya and Costa Rica.

### **SMU Abroad Summer Programs**

**SMU-in-Bali: Arts, Culture and Music.** This program is a three-week arts immersion experience. Classes are held at Dewangga Bungalows near Ubud, the cultural center of Bali.

**SMU-in-China: Business.** This program offers a three-week partnership with the Chinese University of Hong Kong, which introduces SMU Cox undergraduate business students to China's contemporary economic, political and business environment. Knowledge of the Chinese language is not necessary for this program.

**SMU-in-China: Language.** This program provides students with full linguistic and cultural immersion while exploring the richly historic city of Beijing. It offers two intensive language courses in modern Chinese at the intermediate level and advanced level.

**SMU-in-Costa Rica: Spanish Language and Latin American Culture.** This is an intensive, five-week program in the college town of Heredia. Students will have the opportunity to immerse themselves in the Spanish language and Latin-American culture of Costa Rica, and to explore the town's coffee plantations, tropical forests and volcanic national parks.

**SMU-in-Edinburgh: Media Arts and Creative Computing.** This program focuses on data visualization and interactive media development and design, allowing students to combine both recorded data and computer-generated imagery and sound to create a personal visualization of the city of Edinburgh in a world-class venue for digital art and performance.

**SMU-in-Germany: Culture, History and Music.** This summer program is designed to combine the study of the German language with the study of German history and culture and/or music conducting at the Bauhaus in Weimar, one of Germany's most beautiful and culturally rich cities.

**SMU-in-Italy: Archaeology.** This program gives students the opportunity to excavate in Poggio Colla, one of the most beautiful and historically important valleys of Tuscany, near the modern town of Vicchio. The excavation site was inhabited by the Etruscans between the seventh and second centuries B.C. Students will be introduced to the principles of archaeological field methods and to Etruscan civilization through lectures and field experience.

**SMU-in-Italy: Arts and Culture.** This program emphasizes the study of art history, cinema and studio art. Students live and study in Orvieto, a beautiful medieval hill town in Umbria. Through field trips, students have the opportunity to compare life in different urban settings, including Orvieto, Florence and Rome. Knowledge of the Italian language is not necessary for this program.

**SMU-in-Jamaica: Music Therapy.** This program, offered every three years, trains music therapy students and clinicians to work with diverse client populations using techniques and methodologies drawn from the diverse global music therapy community. Students learn about Jamaican music and culture, with a strong emphasis on Afro-Caribbean drumming, dancing and singing.

**SMU-in London: Arts.** This program provides students with the chance to participate in the street experience provided by cultural and political societies, and to experience musical, theatrical and cultural events in the vibrant city of London.

**SMU-in-London: Communications.** Taking advantage of London as an international center of politics, commerce and culture, this program enables students to select two courses in the field of communications. Field trips have included excursions to Bath, Brighton and Scotland.

**SMU-in-Lugano: Italian Language.** This is an intensive program of Italian language, culture and travel intended for beginning, intermediate and advanced students who wish to combine their study of the Italian language with Italian history and culture. The beautiful city of Lugano is in the Italian-speaking southern part of Switzerland.

**SMU-in-Madrid: Advanced Spanish, Literature and Culture.** This five-week immersion program held during SMU's first summer session is recommended for students who have completed SPAN 2302 and for advanced or bilingual students with a strong interest in Spanish culture and literature.

**SMU-in-Morocco: Language.** This is a program for students who wish to combine their study of the Arabic language with exposure to the rich culture and history of the cities of Morocco.

**SMU-in-Moscow: Language and Culture.** This is a program for students who wish to combine their study of the Russian language with the study of Russian history and culture. The course includes weekly excursions in Moscow and surroundings, as well as trips to St. Petersburg, Tula and Yasnaya Polyana.

**SMU-in-Oxford.** Students and faculty live and study in the quadrangles of University College, Oxford's oldest college. Each student takes two courses: one discussion course taught by SMU faculty and one tutorial taught by British faculty. An introduction to England is provided through trips to London, Stratford-upon-Avon and other places of interest.

**SMU-in-Paris: History.** Paris, at the crossroads of Europe, is the setting for this program. Focusing on French culture from a global perspective, the program takes participants to famous sites such as the Louvre, Notre Dame and the Eiffel Tower, and includes the extraordinary wealth of lesser known museums and landmarks. Knowledge of the French language is not necessary for this program.

**SMU-in-Prague.** The focus of this program is business management. It provides students with new perspectives on cross-cultural management and the impact of Europe's economy on today's business.

**SMU-in-South Africa: Culture and Literature.** Offered at the University of Kwa-zulu-Natal in Durban, this program brings to life the history and culture of one of the most dynamic countries in Africa. Classes include one on the history of South Africa and another centered on a unique musical theatre production.

**SMU-in-the South of France: Language.** This intensive French language program is based in Cannes, on the Mediterranean coast. The exceptional beauty of this part of southern France is complemented by its numerous cultural attractions. The program focuses on three language-learning levels: beginning, intermediate and advanced.

**WHU Summer Institute: Business, Political and Cultural Environment in Europe.** This two-week program for undergraduate students is offered at the WHU-Otto Beisham School of Management in Vallendar, Germany. The program focuses on recent shifts in the European business climate, including trade and monetary integration, innovation management, and competition in European markets.

**Internships: Beijing.** This opportunity abroad for Cox B.B.A. students is a full-immersion experience through work placement with SMU alumni and network professionals. Students are placed into a professional internship with a company working globally in China, and they must keep weekly journal entries and write a final paper in order to receive business credit.

**Internships: London Business.** This opportunity abroad for Cox B.B.A. students is offered in collaboration with EUSA, a nonprofit organization with internship programs in Europe and North America. Students are placed into a professional internship, take two courses, and receive business and political science course credit.

**Internships: London Communications.** This opportunity abroad for Meadows communication studies, advertising, journalism, and film and media students is offered in collaboration with CAPA, a nonprofit organization with internship programs in Europe and Asia. Students are placed into a professional internship, take two courses, and receive internship credit in the major and political science course credit.

**Internships: Sydney.** This opportunity abroad for all students of all majors is offered in collaboration with CAPA, a nonprofit organization with internship programs in Europe and North America. Students are placed into a professional internship, take two courses, and receive internship and political science course credit.

**Note:** Summer programs are subject to cancellation if not fully subscribed. More information is available from the International Center, SMU Abroad, Southern Methodist University, 6185 Airline Road, Suite 216, Dallas TX 75275-0391; phone 214-768-2338; [www.smu.edu/abroad](http://www.smu.edu/abroad).

### **SMU Abroad Approved Courses**

The list of courses approved for SMU credit is updated continually and posted on the SMU Abroad website. These courses require approval by the appropriate academic department. Not all courses are offered every term. Course approval procedures are available on the SMU Abroad website.

## SMU-IN-PLANO AND J TERM PROGRAM

[www.smu.edu/plano](http://www.smu.edu/plano)

In fall 1997, SMU opened a campus in Plano's Legacy Business Park with three well-defined goals: 1) to extend SMU's resources to meet the educational needs of residents in rapidly growing Collin County and beyond, 2) to make enrollment in graduate-level programs more convenient for working professionals, and 3) to collaborate with area businesses by offering programs to serve the training needs of their employees, as well as to provide corporate meeting space.

In January 2010, the SMU-in-Plano campus began hosting SMU's **J Term** program, a two-week, mini-term for undergraduates. This concentrated program allows motivated students to enroll in one three-credit-hour course and productively use this time prior to the start of the spring term to pursue or even accelerate their academic goals. For updated information, students should visit [www.smu.edu/jterm](http://www.smu.edu/jterm).

In addition to hosting the J Term program, SMU-in-Plano serves more than 800 adult students each year (excluding enrollment in noncredit courses) through a variety of full-time, evening and weekend programs leading to Master's degrees and/or professional certificates in business administration, counseling, dispute resolution, liberal studies, education and learning therapies, engineering, and video game technology (The Guildhall at SMU). During the summer, nearly 2,000 children participate in a variety of programs designed to enhance their academic skills. The campus also provides important outreach services to the surrounding Collin County communities; these services include the Mediation and Arbitration Center, the Diagnostic Center for Dyslexia and Related Disorders, and the Center for Family Counseling.

Conveniently located about one mile south of the intersection of state Highway 121 and the Dallas North Toll Road, SMU-in-Plano sits in the shadows of the international corporate headquarters of Hewlett Packard, Frito Lay, JCPenney, Pizza Hut and several others. Originally the training facility for EDS (now HP), the campus is set on 16 landscaped acres and consists of four buildings with nearly 200,000 square feet of classroom space. An additional nine acres adjacent to the facility gives SMU-in-Plano room to grow in the future.

More information is available online or through the SMU-in-Plano office: 5236 Tennyson Parkway, Building 4, Plano TX 75024; 972-473-3400.

## SMU-IN-TAOS

[www.smu.edu/taos](http://www.smu.edu/taos)

The University maintains an academic campus at Fort Burgwin, located 10 miles southeast of Taos, New Mexico. SMU-in-Taos is open for summer study, offering courses in the humanities, natural and social sciences, business, performing and studio arts, as well as archaeological research.

Students are housed in small residences called casitas. Each residence has separate dorm rooms, complete lavatory and shower facilities, and a large study area with fireplace. Classrooms, offices, an auditorium, dining hall, library, computer lab and laundry facilities also are located on campus.

The campus is home to historic Fort Burgwin. Pot Creek Pueblo, one of the largest prehistoric sites in the northern Rio Grande Valley, is also located on the property. This site is one of the ancestral homes of modern-day Taos and Picuris pueblos, and was occupied from A.D. 1250 to 1350.

Historic Fort Burgwin was originally established in 1852. The fort served many purposes, chief among them to protect area settlers, prior to its abandonment in 1860, just before the Civil War. Reconstructed, the fort now serves as office and classroom space for campus academic programs.

Three summer terms are regularly offered in Taos: a May term, June term and August term. May and August are short, intense terms in which students may take up to four credit hours. The June term is a longer, more traditional summer term that allows students to take up to nine hours of coursework. Course offerings vary year-to-year and are designed to be relevant to the Southwest. Courses are heavily field trip oriented to take advantage of the campus's proximity to important northern New Mexico cultural sites.

Literature describing the campus and its programs is available by contacting the SMU-in-Taos Office, Southern Methodist University, PO Box 750145, Dallas TX 75275; phone 214-768-3657. Course descriptions and additional information can be found online or obtained via email ([smutaos@smu.edu](mailto:smutaos@smu.edu)).

## **RESERVE OFFICERS' TRAINING CORPS**

### **Aerospace Studies: Air Force ROTC**

Air Force ROTC courses are not offered on the SMU campus; however, students at SMU who wish to earn appointments as commissioned officers in the U.S. Air Force may participate in the Air Force general military course and professional officer course through the University of North Texas in Denton. The Air Force ROTC program develops skills and provides education vital to the career officer. Active-duty Air Force personnel provide all instruction and program administration. Students who participate in the UNT Air Force ROTC program are responsible for their own travel and other physical arrangements.

The program is open to all students. First-year students may enroll in the four-year program, and students with at least three undergraduate or graduate academic years remaining may apply for the two- or three-year program. Scholarships, available to qualified students, provide full tuition, fees, textbook allowance and a monthly tax-free subsistence allowance ranging from \$300 to \$500. National competition is based on SAT or ACT test results, Air Force Officer Qualifying Test results or college academic records, and extracurricular and athletic activities. Uniforms and textbooks for Air Force ROTC courses are issued at no cost to cadets.

Students register for the aerospace studies courses at the same time and in the same manner as they register for other SMU courses. The Air Force ROTC courses are fully accredited and may be taken as electives in most academic majors. Successful completion of degree requirements and the Air Force ROTC program can lead to a commission as a second lieutenant in the United States Air Force. Students with at least six months of active military service may be granted waivers on a portion of the general military course.

For more information, students should contact Air Force ROTC, University of North Texas, PO Box 305400, Denton TX 76203; 940-565-2074; [det835@unt.edu](mailto:det835@unt.edu).

### **Army ROTC**

Army ROTC courses are not offered on the SMU campus; however, students can participate in the Army ROTC program at the University of Texas at Arlington by enrolling as they enroll for other SMU courses. Further program information and

application procedures may be obtained by contacting the UTA Department of Military Science at 817-272-3281. Students who participate in the UTA Army ROTC program are responsible for their own travel and other physical arrangements.

Army ROTC offers students the opportunity to graduate as officers and serve in the U.S. Army, the Army National Guard or the U.S. Army Reserve. Army ROTC scholarships are awarded on a competitive basis. Each scholarship pays for tuition and required educational fees and provides a specified amount for textbooks, supplies and equipment. Each scholarship also includes a subsistence allowance of up to \$1,000 for every year the scholarship is in effect.

Students can enroll in the Army ROTC on-campus program as they enroll for other SMU courses. Army ROTC courses are listed in the Lyle School of Engineering section of this catalog under Reserve Officers' Training Corps and in the Access.SMU schedule of classes under ROTC. Permission to enroll must be obtained from Karen Coleman at [kcoleman@engr.smu.edu](mailto:kcoleman@engr.smu.edu) or 214-768-3039.

## CONTINUING AND PROFESSIONAL EDUCATION

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The Office of Continuing and Professional Education provides noncredit courses that address different cultural, scholarly, personal and professional topics for the community, a practice that has been part of the SMU tradition since 1957. CAPE offers a selection of courses for open enrollment each fall, spring and summer term. Additional information is available at [www.smu.edu/cape](http://www.smu.edu/cape).

**Personal Enrichment.** CAPE classes – historically, *Informal Courses For Adults* – are generally short sessions on topics for enjoyment and reflection. Courses offered for personal enrichment include several major areas of exploration: personal finance, communication and workplace skills, history and science, literature, food and travel, and the fine arts (e.g., studio art, music, architecture, photography and art history). CAPE also offers noncredit language conversation courses, including courses in Spanish, French, Italian, German, Arabic, Russian, Mandarin Chinese, Japanese, Korean and American Sign Language.

**Test Preparation.** Study courses for the SAT, ACT, GRE, GMAT and LSAT are offered throughout the year. Information is available at [www.smu.edu/testprep](http://www.smu.edu/testprep).

**Professional Training and Development.** For those who are seeking professional achievement or a new career direction but who are not interested in a traditional undergraduate or graduate degree-granting program, CAPE currently offers noncredit courses to enhance workplace skills, as well as **Certificate Programs** in

- Nonprofit leadership, together with the Center for Nonprofit Management ([www.smu.edu/nonprofit](http://www.smu.edu/nonprofit)).
- Paralegal studies ([www.smu.edu/paralegal](http://www.smu.edu/paralegal)).
- Graphic design ([www.smu.edu/graphicdesign](http://www.smu.edu/graphicdesign)).
- Web design ([www.smu.edu/webdesign](http://www.smu.edu/webdesign)).
- Financial planning, with the option to test for national certification ([www.smu.edu/cfp](http://www.smu.edu/cfp)).

Students complete certificate programs by taking a series of classes over weeks or years, depending on the specialization and the student's schedule. Cohort and independent options are available, with some classes being offered online. Upon successful completion of the program, students receive a transcript and a certificate of completion from SMU.

**SMU's Summer Youth Program** offers one-week, special-interest enrichment workshops throughout the summer for those entering grades K–12. Workshop topics include technology, computers, gaming, digital media, LEGO learning, science, creative arts, math, reading and writing, study and social skills, test preparation, and college planning. More information is available at [www.smu.edu/SummerYouth](http://www.smu.edu/SummerYouth).

**Online Learning.** CAPE partners with national leaders in online teaching and learning to offer a growing library of self-paced, practical, career-enhancing courses that can be accessed from home and office computers. Additional information is available at [www.smu.edu/capeonline](http://www.smu.edu/capeonline).

## STUDENT AFFAIRS

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The vice president for student affairs oversees programs, services and activities that complement students' academic pursuits and promote their development, success and cocurricular learning. The Division of Student Affairs includes the Department of Student Programs and Development, the Department of Residence Life and Student Housing, the Memorial Health Center and Counseling Center, the Hegi Family Career Development Center, the Dedman Center for Lifetime Sports, the Office of the Chaplain, and the Office of the Dean of Student Life.

The mission of the Division of Student Affairs ([www.smu.edu/studentaffairs](http://www.smu.edu/studentaffairs)) is to develop, with others in the University, opportunities for students to become productive citizens through the creation of challenging environments that contribute to students' intellectual, spiritual, physical, social, cultural, moral and emotional growth, and, in so doing, engage them with the widest range of persons within the University and beyond. Throughout the Division of Student Affairs, students will encounter caring professionals who are trained and skilled in their own specialties and are professional educators dedicated to assisting students in developing their full potential. The focus of Student Affairs is one of education and guidance, not merely problem-solving. The role of the staff is, along with the faculty, to assist the student in reaching true maturity and to prepare the student to take a useful place in society.

Concern for and realization of the full development of each student in and out of the classroom constitutes one of the major goals of the University. Consequently, SMU's Student Affairs programs are designed to support and supplement SMU's formal academic work. Many departments exist to provide services for the benefit and convenience of SMU students. The Division of Student Affairs encompasses a broad range of programs and services dealing with housing and residential matters, physical and mental wellness, personal and career counseling and testing, recreational sports and intramurals, religious affairs, multicultural student programs, as well as student conduct and community standard matters, new student orientation, leadership programs, volunteer opportunities and women's programs.

### STUDENT LIFE

Student Life departments educate students and the SMU community by providing purposeful opportunities for learning, personal growth, clarifying values and developing skills that promote responsible citizenship. The Office of the Dean of Student Life ([www.smu.edu/studentlife](http://www.smu.edu/studentlife)), located in Hughes-Trigg Student Center, is a resource for students to consult when they need general information and assistance. The dean serves as a primary liaison for students and parents who have concerns about any aspect of their SMU experience.

### ACADEMIC INTEGRITY AND CODE OF CONDUCT

#### The Honor Code of Southern Methodist University

Intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance, and maintaining them is the responsibility of all members of an educational institution. The inculcation of personal standards of honesty and integrity is a goal of education in all the disciplines of the University.

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personal experience in completing assigned work is essential to learning. Permitting others to prepare their work, using published or unpublished summaries as a substitute for studying required material, or giving or receiving unauthorized assistance in the preparation of work to be submitted are directly contrary to the honest process of learning. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to inform the professor and/or bring an accusation to the Honor Council.

Students and faculty members must share the knowledge that any dishonest practices permitted will make it more difficult for the honest students to be evaluated and graded fairly and will damage the integrity of the whole University. Students should recognize that both their own interest, and their integrity as individuals, will suffer if they condone dishonesty in others.

### **The Honor System**

All SMU students, with the exception of graduate students enrolled in the Cox School of Business, Dedman School of Law or Perkins School of Theology, are subject to the jurisdiction of the Honor Code ([www.smu.edu/studentlife](http://www.smu.edu/studentlife), “Student Handbook” link) and as such are required to demonstrate an understanding of and to uphold the Honor Code. In support of the Honor Code, the Honor Council has the responsibility to maintain and promote academic integrity. The Honor Council is composed of a minimum of 27 members selected through an application and interview process organized by the Honor Council Executive Board. Five faculty members, nominated by the Faculty Senate, also serve on the Honor Council.

Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams or any other assignments in which the student submits another’s work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code. Fabrication is defined as intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred or referred to the Honor Council for resolution. Suspected violations reported to the Honor Council by a student or by an instructor will be investigated and, if the

evidence warrants, a hearing will be held by a board composed of a quorum of four members of the Honor Council.

Any appeal of an action taken by the Honor Council shall be submitted to the University Conduct Council in writing no later than four calendar days (excluding school holidays) after notification of the Honor Council's decision.

### **Code of Conduct**

The following are University procedures and standards with which every student must become familiar. The University considers matriculation at SMU an implicit covenant and a declaration of acceptance on the part of the student of all University regulations. As part of the Office of the Dean of Student Life, the Student Conduct and Community Standards Office ([www.smu.edu/studentconduct](http://www.smu.edu/studentconduct)) assists students in their personal development by providing a fair conduct process that issues consistent sanctions for behavior that is incongruent with the University's expectations for students.

**Conduct.** Standards of conduct are established through faculty, student and administrative efforts and are under continuous evaluation by the entire University community in order to assure reasonable and fair limits. At SMU, the student is assumed to have a high degree of loyalty and responsibility to the University and its well-being, as well as to himself or herself in personal, social and intellectual pursuits; the student's behavior both on and off campus is evidence of this.

Students at SMU will discover that they are encouraged to exercise a great amount of personal freedom as well as accompanying responsibilities. Through their personal capacities for intelligent thought and action, mature students understand that there are situations in which certain behavior must be modified for the benefit of others. The University stands firm in its commitments to the rights and freedoms of students, expecting in return the same respect and concern.

The University expects all students to be responsible citizens and to abide by all federal, state and local laws. Personal irresponsibility – including, but not limited to, that evidenced by dishonesty, gambling, hazing, irresponsible conduct and the misuse of drugs and alcohol – renders a student subject to disciplinary action. Although most specific regulations pertain to a student's behavior while on campus, a lack of personal responsibility and integrity is always considered grounds for discipline no matter where it occurs. Due respect for the entire University community, faculty, staff and one's fellow students is always expected.

Students are required to identify themselves when asked by a properly identified faculty or staff member, or by another student serving as a University staff member. Persons who are not members of the University community and without business on campus may be asked to leave.

**Disciplinary Action.** Clear disciplinary procedures are an important part of the mission of SMU as an educational institution. The intent of the system of due process at SMU is to be educational and not merely punitive for students. The goal continues to be to produce quality citizens. It is pertinent to the purpose of discipline to remember that self-discipline is part of the entire educational process, whereby students become more fully aware of the importance of responsibility for themselves and others. Anytime a student displays irresponsible behavior, that student will be subject to discipline.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from a conduct reprimand to expulsion from the University. Should a student be asked to leave the University, he or she should do so in an expeditious and peaceful manner. The student should remain off campus until he or she receives written permission from the Office of the Dean of Student Life to return to campus. In the event of such separation, a student is still responsible for University financial obligations.

The University believes in student representation on all disciplinary bodies. To ensure fairness and due process for all students in the conduct process, the student is granted an impartial hearing and the right to appeal to the University Conduct Council. A student who is appealing a sanction may remain in school until the decision and penalty are reviewed, unless considered harmful to the University, to any individual or to himself or herself. All actions by the council are subject to presidential review.

Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and have agreed to abide by, the rules and regulations set forth in the Student Code of Conduct, as outlined in the *SMU Student Handbook*, which is available online at [smu.edu/studentlife](http://smu.edu/studentlife).

## **NEW STUDENT ORIENTATION AND STUDENT SUPPORT**

[www.smu.edu/newstudent](http://www.smu.edu/newstudent)

The Office of New Student Orientation and Student Support provides on-going programs and services that support new students and families in transition to SMU. Academic Advising, Registration and Orientation takes place in May, July, August and January for all incoming students. In addition to AARO, the office also coordinates Mustang Corral, an off-campus orientation retreat.

## **STUDENT ACTIVITIES**

Involvement outside the classroom is a tradition at SMU. Research shows that students who get involved outside the classroom tend to be more successful during their college experience. The Department of Student Activities provides more than 160 extracurricular opportunities for SMU students through 33 academic and professional associations, five campus programming councils, nine community service coalitions, 28 fraternities and sororities, eight governing boards, six honor societies, 15 multicultural societies, two political organizations, 17 recreational athletic clubs, 33 religious organizations, and 15 special-interest groups. The department can also assist students in forming a new organization. Higher education professionals advise and support specific areas of involvement, including diversity, programming and governance, and are available to answer student's day-to-day questions about getting involved. The mission of the Department of Student Activities is to advise and support student organizations and to encourage student development through involvement.

### **The Student Activities Office**

The Student Activities Office, located on the third floor of the Hughes-Trigg Student Center, is the hub of activity for SMU student organizations. Permanent office space is provided for major campus-wide student groups. More than 160 campus organiza-

tions have their activities coordinated through this area. Many out-of-class programs planned and implemented by students are considered cocurricular in that they are designed to complement a student's educational experience. These student groups and their committees provide ample opportunity for students to become involved as leaders or participants.

### **Student Government**

Through SMU's system of representative governance, students participate with faculty and administration in the University's decision-making process. The primary voice of students in this process is the student-elected Student Senate. The Student Code of Conduct in the *SMU Student Handbook* is reviewed and updated annually in conjunction with the Student Senate and contains the student code of rights and responsibilities.

### **Eligibility Requirements**

Campus activities and organizations are an integral part of the developmental experience for SMU students. Leadership skills and interpersonal, social and cultural enhancement are but some of the benefits associated with out-of-class participation. Accordingly, students who hold office in a student organization or represent the University as a member of a sponsored campus group (Mustang Band, University Choir, etc.) must be matriculated in a University degree-granting program and may not be on academic probation.

### **MULTICULTURAL STUDENT AFFAIRS**

The Multicultural Student Affairs Office provides support to the multicultural student population and maintains an inclusive campus community. The department works with and/or advises more than 20 culturally based student organizations, including the Asian Council, Association of Black Students and College Hispanic American Students. In addition to the work with organizations, the office develops and implements programs such as the Multicultural Gala, Multicultural Academic Achievement Awards, Leadership Retreats, and the CONNECT Mentoring Program. The staff in the office is here to assist and support students in every aspect of their college experience. The mission of the office is to work collaboratively with the campus community to provide support for students of color, focusing specifically on holistic development, advocacy and comprehensive student success. The office works to create an environment that fosters inclusivity and a deeper understanding of diversity.

### **INTERNATIONAL CENTER**

[www.smu.edu/international](http://www.smu.edu/international)

The International Center houses the SMU Abroad Office and the International Student and Scholar Services Office. The center supports students and faculty who are not U.S. Citizens or permanent residents, as well as their families. The International Center is located in the Laura Lee Blanton Student Services Building.

### **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

[www.smu.edu/international/iss](http://www.smu.edu/international/iss)

The International Student and Scholar Services Office provides immigration services to students, scholars and professors from around the globe who are engaged in academic studies or cultural exchange projects at SMU. The office coordinates pre-

arrival information, ensures compliance with current federal guidelines, and provides cultural and educational programming opportunities to SMU's international community.

## **FRATERNITY AND SORORITY LIFE**

[www.smu.edu/fs](http://www.smu.edu/fs)

Fraternities and sororities exist to develop an individual's potential through leadership opportunities and group effort. These groups are a social network for students at Southern Methodist University. Fraternities and sororities were among the first organizations at SMU and one of SMU's longest standing traditions. There are 16 national fraternities and 14 national sororities on campus. The governing bodies for these groups are the Interfraternity Council, the Multicultural Greek Council, the National Pan-Hellenic Council and the Panhellenic Council. Students must meet the requirements as indicated in the *SMU Student Handbook* (Student Code of Conduct section 5.2(b) and/or council and Fraternity and Sorority Life requirements) to join a fraternity or sorority. More details on fraternity and sorority programming and recruitment are available from the Fraternity and Sorority Life Office or the website.

## **STUDENT CENTER**

### **Hughes-Trigg Student Center**

[www.smu.edu/htrigg](http://www.smu.edu/htrigg)

Hughes-Trigg Student Center is the hub of student life at SMU, bringing together members of the University community with emphasis on the pursuit of educational programs, student activities and services. The center is fully accessible and features important services and resources to meet the daily needs of students, faculty, staff and visitors. These include a 500-seat theatre, a multipurpose ballroom, a 100-seat high-tech forum, 18 meeting rooms and the offices of various organizations and departments. In addition, the facility houses an art gallery, a 24-hour computer lab, a commuter lounge and several retail operations. Students may study in comfortable public lounge areas, snack or dine in the Mane Course, conduct small or large meetings, send faxes, practice the piano or get the latest information on special events. Open from early morning until late evening, the center provides cultural, social and educational programs and resources to foster personal growth and enrich cultural, social, educational and recreational experiences. More than a building, Hughes-Trigg is "the living room of the campus."

## **STUDENT MEDIA**

The student media experience at SMU is one that offers aspiring media professionals the opportunity to work and learn in a fully converged news operation that combines print, online and broadcast platforms. Editors, writers and photographers of the *Daily Campus*, SMU's independent newspaper, work together with directors and videographers of SMU-TV, the student-run broadcast journalism program, to share content and produce timely and compelling packages for a shared news website at [www.smudailycampus.com](http://www.smudailycampus.com). SMU student media opportunities also include the student yearbook, *Rotunda* ([www.smurotunda.com](http://www.smurotunda.com)), which has annually chronicled the life and times on The Hilltop since 1915.

## COMMUNITY ENGAGEMENT AND LEADERSHIP

[www.smu.edu/cel](http://www.smu.edu/cel)

The Community Engagement and Leadership Center provides intentional learning opportunities and facilitates mutually beneficial relationships that support the development of students who have a lifelong commitment to ethical leadership and engaged citizenship. Leadership programs include workshops and conferences. Community engagement resources, training and opportunities are offered that enable students, alumni, faculty and staff to work with local agencies in community outreach activities and experiential education. The center maintains a current listing of volunteer and service-learning opportunities and serves as a resource for student service organizations. Students gain leadership experience through Alternative Break (service trips occur during every academic break), Mustang Heroes, Alpha Phi Omega, Rotoract, Si Puedes, Circle K International, Best Buddies and Habitat for Humanity. In addition, LEAD, the Leadership, Education, Activities and Development organization, coordinates the Emerging Leaders program for first-year students and the Crain All-University Leadership Conference for all SMU students.

## VETERANS SERVICES

The Division of Student Affairs provides a coordinator of veteran support and services through the Office of the Dean of Student Life. The coordinator helps veterans navigate the campus community and connect with available resources on campus and in the greater Dallas community. A chartered student organization, U.S. Military Veterans of SMU (SMU MilVets), meets regularly to provide support to fellow veterans and to participate in fundraisers, care package drives and other activities during football games. In addition, the University Registrar's Office certifies veterans each term for their benefits under federal programs and the Office of Financial Aid works to provide individual aid packages. More information regarding services and benefits for veterans is available at [www.smu.edu/registrar](http://www.smu.edu/registrar) ("Veterans Affairs" link).

## WOMEN'S CENTER

[www.smu.edu/womenscenter](http://www.smu.edu/womenscenter)

The Women's Center for Gender and Pride Initiatives of Southern Methodist University empowers students within the University to increase awareness and understanding of gender equity issues. The center aims to eliminate barriers, diminish prejudices, and create a supportive climate and space for all. Through advocacy, information, referral services and leadership experiences, the Women's Center provides a safe haven for students struggling with issues of injustice and oppression. Student organizations advised here include the Women's Interest Network; Campus YWCA; Women in Science and Engineering; and Spectrum, the lesbian, gay, bisexual, transgender and ally organization. Also housed in the Women's Center is the SMU Women's Symposium ([www.smu.edu/womsym](http://www.smu.edu/womsym)), which is part of The Education of Women for Social and Political Leadership series, established in 1966. The center provides an informal, homelike atmosphere where members of the SMU community can meet.

## OFFICE OF THE CHAPLAIN AND RELIGIOUS LIFE

[www.smu.edu/chaplain](http://www.smu.edu/chaplain)

The Office of the Chaplain and Religious Life offers resources of pastoral care and theological reflection that nurture the spiritual maturation, moral and ethical vision and character of students, faculty and staff.

Chaplain Stephen W. Rankin is the pastor and minister to the University community. Chaplain Rankin leads and preaches at University Worship, an ecumenically Christian all-University service of worship in the Methodist tradition, in Perkins Chapel each Sunday during the term. Students, faculty and staff are invited to participate in this service, whether through music, scripture readings or other expressions of worship. Other services, including the University Service of Memory, Ash Wednesday Service and memorial services as needed, are also planned and implemented by the Office of the Chaplain.

Presently, there are more than 30 religious life organizations. Alongside the Christian groups aligned with denominations, local Dallas-area congregations or national parachurch ministries, SMU also has an active Hillel chapter for Jewish students, a bustling Muslim Student Association and other faith groups of various traditions. A large number of undergraduate, graduate and professional students, as well as many of SMU's faculty, staff and administrators, participate in these dynamic religious communities.

In cooperation with the Department of Residence Life and Student Housing, the Office of the Chaplain places a resident community chaplain in each residence hall. The RCC is a graduate student at the Perkins School of Theology who provides a listening ear and pastoral presence for students, helping them navigate the sometimes confusing concerns of life.

Additionally, the Office of the Chaplain partners with faculty members across campus to direct the Faith and Learning Scholars, a new initiative involving a cohort of upperclass students who want the experience of integrating their faith with their academic pursuits. Similarly, the Civil Rights Pilgrimage, founded in 2004, offers students the opportunity to journey through the South while earning academic credit.

Chaplains are available for personal counseling and spiritual direction with students, faculty and staff during office hours. The Office of the Chaplain is located in the Hughes-Trigg Student Center, suite 316. Adjacent to this office is the Quiet Place, a setting for meditation, prayer and reflection for all faiths. The Quiet Place is open daily and available with no prior reservation needed.

## HEGI FAMILY CAREER DEVELOPMENT CENTER

[www.smu.edu/career](http://www.smu.edu/career)

The Hegi Family Career Development Center guides and encourages students and alumni in the development of skills necessary for lifelong career management in the evolving world of work. The center provides a comprehensive set of services to assist each individual in the development of career plans and specific strategies leading to the desired employment goal.

**Career Counseling.** SMU students and alumni can schedule career counseling appointments to investigate different career paths. By exploring their interests, values and personality through the use of assessments, clients can increase their

self-awareness and make stronger career decisions. Counselors are available to help clients develop an individualized career action plan.

**On-Demand Advising.** The Career Center offers 15-minute sessions to drop-in visitors on a first-come, first-served basis. On-call counselors are available to introduce students to the Career Center's services and to address any time-sensitive career needs. Office hours are 11 a.m.–noon and 1–3 p.m. weekdays.

**MustangTrak.** The Career Center manages MustangTrak, a job posting service offering thousands of opportunities specifically targeted to the SMU student population. The online database includes full-time jobs, part-time jobs, volunteer opportunities and internships for all majors. MustangTrak is also used to manage on-campus recruiting interviews.

**Career Fair.** The Career Center hosts two Career and Internship fairs featuring more than 90 employers and more than 700 student participants. Employer participants include representatives from sectors such as business, technology, education, government and nonprofit. Students and alumni from all majors are welcome to attend.

**SMU Connection.** SMU Connection, which is a partnership between SMU's Office of Alumni Relations and Engagement and the Hegi Family Career Development Center, helps students to have a firm understanding of today's competitive, ever-changing job market, and it offers opportunities for students to develop an industry network before they graduate. SMU Connection also hosts OneDay Externship, a program that provides SMU undergraduate students with the foundation for a successful career development and major choice.

**Career Events and Workshops.** Specialized recruitment and networking events take place throughout the year. Events include Speed Networking, Résumania, industry-specific panels and career-related training. These events offer an opportunity to network with employers and alumni and to learn the skills necessary to be successful in the workplace.

**Career Development Ambassadors.** CDA is a group of students who help educate their peers about resources available at the Hegi Family Career Development Center. CDAs are chosen by Career Center staff, and they receive specialized training that equips them to represent and promote the center.

## HEALTH SERVICES

### SMU Memorial Health Center

[www.smu.edu/healthcenter](http://www.smu.edu/healthcenter)

The University's health facilities are located in the SMU Memorial Health Center, 6211 Bishop Boulevard. An outpatient primary care clinic, specialty clinics, pharmacy, and lab/X-ray facilities occupy the first floor. Counseling and Psychiatric Services, and the Office for Alcohol and Drug Abuse Prevention are located on the second floor. The Health Center is accredited by the Accreditation Association for Ambulatory Health Care Inc.

**Outpatient Medical Services.** SMU provides a convenient, economical medical clinic for diagnosis and treatment of illness and injury, as well as for immunizations and continuation of treatment such as allergy injections. The clinic is staffed by physicians, physician's assistants, registered nurses, medical assistants, and lab and X-ray technologists. Physicians are available by appointment 8:30 a.m.–4 p.m.,

Monday through Friday. For appointments and health information, students should call 214-768-2141.

**Patient Observation.** When ordered by a staff physician, a student may be held in observation between 8:30 a.m. and 5 p.m., Monday through Friday. Observation is available for most types of non-major medical treatment. When necessary, students are referred to medical or surgical specialists in Dallas. The patient will be responsible for the costs of these services.

**Acute/After Hours Care.** For emergency care after clinic hours, it is recommended that students call 911 or go to a hospital emergency room. Students should refer to the Health Center website ([www.smu.edu/healthcenter](http://www.smu.edu/healthcenter)) for hospital information and location of an urgent care facility.

**Costs.** Undergraduate and graduate students pay a mandatory health center fee and receive fully covered primary care physician services at the Health Center for that term, as well as counseling and psychological services and access to health education programs. Appointments with the gynecologist or dermatologist, lab, X-ray, pharmacy, and supplies are charged at reasonable rates.

**Mandatory Health Insurance Policy.** To ensure that students have appropriate health care coverage, SMU requires all domestic students, both undergraduate and graduate, taking nine or more credit hours to have health insurance through either an individual/family plan or the University-offered plan. All international students taking one or more credit hours must enroll in the University-offered plan unless they have a special waiver personally granted by the Health Center staff.

SMU's mandatory policy requires those students with the enrollment status mentioned above to provide documentation of current insurance coverage or to enroll in the Student Health Insurance Plan by the drop/add date each term. Students can enroll in SHIP, after they have enrolled for classes, by selecting the "Health Insurance" button on the "Student Center" component of Access.SMU. A domestic student who already has private health insurance coverage must waive SHIP coverage to avoid automatic enrollment into the plan and thereby have the semi-annual premium charge applied to his/her University account. Waivers will not be accepted nor will changes be made after the deadline each term. For more information and instructions on how to WAIVE or ELECT coverage, students should visit [www.smu.edu/healthinsurance](http://www.smu.edu/healthinsurance). **Note:** Health insurance is separate from the student Health Center fees and is paid for independently.

**Pharmacy.** A complete pharmacy with registered pharmacists is open from 8:30 a.m. to 5 p.m., Monday through Friday. Many prescription plans are accepted, and the pharmacy will transmit pharmacy claims to a student's insurance company if provided with the student's pharmacy benefits information.

**X-ray and Laboratory Services.** X-ray and laboratory tests are available for nominal fees. All X-rays are interpreted by a radiologist.

**Immunizations.** All students (undergraduate, graduate, part-time and full-time, to include international and IEP/ESL students) are required to have an SMU medical history form on file in the SMU Health Center before registration. To comply with SMU policy, all students must also submit to the Health Center immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public health record, military health record or school health record. Students will not be allowed to register without immunization compliance.

Students are encouraged to check their Access.SMU account for immunization status. Immunizations are available at the Health Center. Health history forms are available on the Health Center's website at [www.smu.edu/healthcenter](http://www.smu.edu/healthcenter).

**Meningitis Vaccination.** Effective January 1, 2012, Texas state law requires that all new students under the age of 30 must provide documentation demonstrating they have been vaccinated against bacterial meningitis. The documentation must show evidence that a meningitis vaccine or booster was given during the five-year period preceding and at least 10 days prior to the first day of class of the student's first term. Students should provide the documentation at least 10 days before the first day of class. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form. More information is found under Final Matriculation to the University in the Admission to the University section of this catalog.

**Class Absence Due to Illness.** Students should schedule appointments with physicians at times when classes will not be missed. The Health Center does not issue excuses from classes for illness. Students should refer to the Health Center website ([www.smu.edu/healthcenter](http://www.smu.edu/healthcenter)) for the Class Absence Policy.

**Notification of Parents.** Students are encouraged to call one or both parents when ill. Parents or guardians will be notified in cases of life-threatening illnesses. The Health Center staff may not speak to parents without the student's permission.

**Health Service Records.** All health service records are confidential. A copy of medical records may be released to a physician only with a written release by the student. Records are not made available to parents, SMU administrators, faculty or staff without the student's written consent.

**Counseling and Psychiatric Services.** CAPS provides psychiatric evaluation, crisis intervention and group/individual/couples psychotherapy for students. All interviews are conducted on a voluntary and confidential basis. There is no charge to students who have paid the University health fee. Students can seek confidential help for concerns such as anxiety, depression, relationship issues, career/life planning, sexual identity, eating/body image concerns and sexual assault/sexual harassment matters. Any laboratory tests or pharmaceuticals ordered will be charged to the student. For more information regarding scheduling appointments, students should call 214-768-2277 between 8:30 a.m. and 5 p.m., Monday through Friday, or visit [www.smu.edu/counseling](http://www.smu.edu/counseling).

**Testing Services.** Testing Services offers testing to the Dallas-area community. These services include on-campus administration of national testing programs such as the SAT, LSAT, GRE Subject and PRAXIS. Other testing offered includes CLEP tests and correspondence examinations for other universities. For additional information, students should call the center at 214-768-2269.

**Office for Alcohol and Drug Abuse Prevention.** This office provides a free and confidential source of help and information to the SMU community on issues related to substance abuse and addiction. Appointments for counseling or assessment can be made between 8:30 a.m. and 5 p.m., Monday through Friday by calling 214-768-4021. More information is available at [www.smu.edu/liveresponsibly](http://www.smu.edu/liveresponsibly).

**Office of Health Education and Promotion.** This office serves as a resource for health information on campus. It promotes programs and activities that focus attention on health-related issues affecting college students. Students can get involved with health education on campus through the Peer Advising Network. More

information is available from the Health Center (phone: 214-768-2393; website: [www.smu.edu/healthcenter/healtheducation](http://www.smu.edu/healthcenter/healtheducation)).

## HOUSING

The Department of Residence Life and Student Housing seeks to advance the goals and objectives of the University by creating residential communities that empower residents to value learning, citizenship and leadership in comfortable, well-maintained facilities. RLSH is responsible for the campus residential community, including all residence halls, SMU-owned apartments and SMU-owned Greek chapter houses. This responsibility includes maintaining facilities that are well cared for and that enhance opportunities for students to grow personally and excel academically.

## CHILD CARE

SMU provides a licensed child care center for children ages 1 month to 5 years on a space-available basis. More information is available at [www.smu.edu/childcare](http://www.smu.edu/childcare) or from the director of the center at SMU Preschool and Child Care Center, Southern Methodist University, PO Box 215, Dallas TX 75275-0215; phone 214-768-2278.

## RECREATIONAL SPORTS

### Dedman Center for Lifetime Sports

Dedman Center for Lifetime Sports ([www.smu.edu/recsports](http://www.smu.edu/recsports)) is a facility designed for recreational sports and wellness. A 170,000-square-foot expansion and renovation was completed in 2006. The center provides racquetball courts; aerobic studios; an indoor running track; basketball courts; indoor and outdoor sand volleyball courts; climbing wall; bouldering wall; 25-meter, five-lane recreational pool; 15,000 square feet of fitness and weight equipment; lobby; and café. Various fitness classes are offered. These facilities are open to SMU students, faculty, staff and members.

Services and programs available include, but are not limited to, intramural sports, sport clubs, the Outdoor Adventure program, personal training and assessments, massage therapy, swimming lessons and camps.

**Fitness.** SMU Fitness offers group exercise classes, personal training sessions and massage therapy. The group exercise (Group X) classes are offered throughout the day to accommodate early birds, night owls and everyone in between. A variety of different types of cardio, strength and flexibility classes are available. Experienced and knowledgeable trainers offer sessions to train clients, either one-on-one or in groups, to meet their personal fitness goals. Licensed massage therapists offer chair or full-body massages. All SMU Fitness programs have a fee for participation.

**Intramural Sports.** Many opportunities for team and individual competition are available through intramurals. Various leagues provide year-round opportunities to participate in a wide variety of activities. The five major sports are football, volleyball, basketball, soccer and softball. Other sports and activities offered are bowling, golf, racquetball, tennis, track, swimming and game room activities. Additional leadership opportunities are available for those interested in officiating or supervising various activities.

**Sport Clubs.** Sport clubs offer an opportunity for students interested in concentrated training and participation in a sport. These student-sanctioned clubs, funded by the Student Senate, offer competition with other university/college club teams in

baseball, badminton, cricket, crew, cycling, ice hockey, men's and women's lacrosse, martial arts, rugby, sailing, soccer, triathlon, volleyball, and wakeboarding.

**Aquatics.** SMU Aquatics features a five-lane, indoor recreational pool and an outdoor, zero-depth entry fountain pool known as "The Falls." Students have opportunities to participate year-round in recreational swimming, sunbathing and competitive water sports such as water basketball, volleyball and polo. Classes offered include water fitness, adult and child swimming lessons, children's group lessons, and American Red Cross Lifeguard and Water Safety Instructor certifications. Both pools also are available for student group reservations. University resources include the Perkins Natatorium and Barr Outdoor Pool.

**Outdoor Adventures.** SMU Outdoor Adventures is the campus source for outdoor recreation and adventure, offering fun and challenging recreational adventure activities, community-building programs, and student leadership and personal growth opportunities. The Outdoor Adventure Center, located on the bottom floor of the Dedman Center for Lifetime Sports, is the place to rent outdoor recreation and picnic equipment and sign up for SMU OA trips offering traditional and nontraditional outdoor adventure pursuits such as backpacking, rock climbing, skydiving and canoeing. SMU OA also manages the SMU Climbing Center, the indoor climbing and bouldering facility, and the Portable Challenge and Team Development course.

**Mustang Band.** Founded in 1917, the Mustang Band was named the "Best College Marching Band" in Texas in Kirk Dooley's *Book of Texas Bests*. Long known as "the hub of SMU spirit," the band represents the University at football and basketball games, produces the *Pigskin Revue* during Homecoming and performs at special University- and community-related events. Membership is open to all SMU students by audition, regardless of major, and scholarships based on need and ability are available.

**Spirit Squads.** The Mustang Cheerleaders, Mustang Pom-Pom Squad and Peruna mascot are integral parts of SMU's spirit tradition and are national award winners, having participated in the NCA/NDA Collegiate National Championships. Along with the Mustang Band, they make SMU's spirit contingent an outstanding one.

**Intercollegiate Athletics.** SMU is a member of the National Collegiate Athletic Association (Division I-A). Men and women student-athletes compete in basketball, cross country/track and field (women only), swimming and diving, golf, soccer, tennis, volleyball (women only), crew (women only), equestrian (women only), and football (men only).

# RIGHT TO KNOW

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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).

**1. Academic Programs:** [www.smu.edu/srk/academics](http://www.smu.edu/srk/academics)

Provost Office, Perkins Administration Building, Room 219  
214-768-3219

- a. Current degree programs and other educational and training programs.
- b. Instructional, laboratory and other physical facilities relating to the academic program.
- c. Faculty and other instructional personnel.
- d. Names of associations, agencies or governmental bodies that accredit, approve or license the institution and its programs and the procedures by which documents describing that activity may be reviewed.

**2. Enrollment:** [www.smu.edu/srk/enrollment](http://www.smu.edu/srk/enrollment)

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

- a. Graduation Rates: The completion or graduation rate of the institution's certificate- 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.

**3. Financial Aid:** [www.smu.edu/srk/finaid](http://www.smu.edu/srk/finaid)

Director of Financial Aid, Blanton Student Services Building, Room 212  
214-768-3417

- a. Financial assistance available to students enrolled in the institution.
- b. Cost of attending the institution, including tuition and fees charged to full-time and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional cost of a program in which a student is enrolled or expresses a specific interest.
- c. Terms and conditions under which students receiving Federal Direct Loan or Federal Direct Perkins Loan assistance may obtain deferral of the repayment of the principal and interest of the loan for
  - i. Service under the Peace Corps Act;
  - ii. Service under the Domestic Volunteer Service Act of 1973; or

- iii. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.
- d. The requirements for return of Title IV grant or loan assistance.
- e. Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

**4. Student Financials/Bursar:** [www.smu.edu/srk](http://www.smu.edu/srk); [www.smu.edu/bursar](http://www.smu.edu/bursar)

University Bursar, Blanton Student Services Building, Room 212

214-768-3417

- a. Tuition and fees.
- b. Living on campus.
- c. Optional and course fees.
- d. Financial policies.
- e. Administrative fees and deposits.
- f. Payment options.
- g. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.

**5. DASS:** [www.smu.edu/alec/dass](http://www.smu.edu/alec/dass)

Disability Accommodations and Success Strategies

Altshuler Learning Enhancement Center

214-768-1470

- a. Description of the process for establishing eligibility for services and documentation guidelines.
- b. Listings of the various on- and off-campus resources.
- c. Discussions of transitioning to postsecondary education.
- d. Tips for faculty on teaching and making accommodations.

**6. Athletics:** [www.smu.edu/srk/athletics](http://www.smu.edu/srk/athletics)

Associate Athletic Director for Student-Athlete Services, 316 Loyd Center

214-768-1650

- a. Athletic program participation rates and financial aid support.
- b. Graduation or completion rates of student athletes.
- c. Athletic program operating expenses and revenues.
- d. Coaching staffs.

**7. Campus Police:** [www.smu.edu/srk](http://www.smu.edu/srk); [www.smu.edu/pd](http://www.smu.edu/pd)

SMU Police Department, Patterson Hall

214-768-1582

Southern Methodist University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by SMU, and on public property within or immediately adjacent to/accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

The information listed above is available in a conveniently accessible website at [www.smu.edu/srk](http://www.smu.edu/srk).