SOUTHERN METHODIST UNIVERSITY

GENERAL INFORMATION

UNDERGRADUATE CATALOG

2015–2016

NOTICE OF NONDISCRIMINATION

Southern Methodist University will not discriminate in any employment practice, education program, education activity or admissions 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 executive director for access and equity/Title IX coordinator is designated to handle inquiries regarding nondiscrimination policies, including the prohibition of sex discrimination under Title IX.* The executive director/Title IX coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the assistant secretary for civil rights of the U.S. Department of Education.

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* Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681–1688.

BULLETIN OF SOUTHERN METHODIST UNIVERSITY

VOL. XCVIV 2015–2016

Southern Methodist University publishes a complete bulletin every year. 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/SMU Guildhall 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
Jan Term	SMU-in-Taos (Fort Burgwin)
SMU Abroad	Summer Studies

Every effort has been made to include in this catalog information that, at the time of preparation for printing, most accurately represents Southern Methodist University. The provisions of the publication are not, however, to be regarded as an irrevocable contract between the student and Southern Methodist University. The University reserves the right to change, at any time and without prior notice, any provision or requirement, including, but not limited to, policies, procedures, charges, financial aid programs, refund policies and academic programs.

Catalog addenda are published online at 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.

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Southern Methodist University
Dallas TX 75275-0221
2015

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ACADEMIC YEAR 2015–2016

www.smu.edu/registrar/academic_calendar.asp

This calendar includes a list of 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, the Perkins School of Theology, the Dedman School of Law and the Department of Dispute Resolution and Counseling within the Simmons School of Education and Human Development have different calendars.

Fall Term 2015

April 6–24, Monday–Friday: Enrollment for fall 2015 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.

August 22, Saturday: Residence halls officially open at 9 a.m.

August 23, Sunday: Opening Convocation, McFarlin Auditorium.

August 24, Monday: First day of classes.

August 28, Friday: Last day to enroll, add courses or drop courses without a grade record. Also, last day to file for graduation in December.

September 7, Monday: Labor Day. University closed.

September 9, 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.

September 25–26, Friday–Saturday: Homecoming Weekend.

September 29, Tuesday: Early intervention grades due for first-year undergraduate students.

October 7, Wednesday: Last day for continuing undergraduate students to change their majors before November enrollment.

October 12–13, Monday–Tuesday: Fall break.

October 25, Sunday: Midterm grades due for first-year and sophomore students.

October 30–31, Friday–Saturday: Family Weekend.

November 2–20, Monday–Friday: Enrollment for spring 2016 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

November 2, 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 6, Friday: Last day to drop a course.

November 12, Thursday: Last day for December graduation candidates to change grades of Incomplete.

November 20, Friday: Students should file for May graduation. The last day to file is January 22, 2016.

November 24, Tuesday: Last day to withdraw from the University.

November 25, Wednesday: No classes.

November 26–27, Thursday–Friday: Thanksgiving holiday. University closed.

December 2–7, Wednesday–Monday: No final examinations or unscheduled tests/papers.

December 3, Thursday: Last day for oral/written examinations for December graduate degree candidates.

December 7, Monday: Last day of classes.

December 8–9, Tuesday–Wednesday: Reading days.

December 10–16, Thursday–Wednesday: Examinations. (No examinations scheduled for Saturday or Sunday.)

December 17, Thursday: Residence halls close at 10 a.m. for winter break. (December graduates and residential students who need winter break housing should contact the Department of Residence Life and Student Housing.)

December 19, Saturday: Official close of the term and conferral of degrees. Also, December Commencement Convocation.

December 24–January 1, Thursday–Friday: University closed.

December 25, Friday: Christmas Day.

January Interterm 2016

Note: Some areas of instruction offer selected courses during the January interterm, December 17, 2015–January 13, 2016.

January 1, Friday: New Year's Day. University closed.

Dallas Jan Term

January 4, Monday: First day of classes.

January 5, Tuesday: Last day to declare pass/fail.

January 12, Tuesday: Last day to drop a course or withdraw from the University.

January 13, Wednesday: Last day of classes, including examinations. Also, official close of the term and conferral of degrees.

Jan Term at SMU-in-Taos

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

January 1, Friday: Wellness student travel and arrival.

January 3, Sunday: Regular session travel and arrival.

January 4, Monday: First day of classes.

January 13, Wednesday: Last day of classes, including examinations. Also, official close of the term and conferral of degrees.

January 14, Thursday: Departure of students.

Spring Term 2016

November 2–January 22, Monday–Friday: Enrollment for spring 2016 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, 214-768-4560.

January 1, Friday: New Year's Day. University closed.

January 12, Tuesday: Residence halls officially open at 9 a.m.

January 15, Friday: First day of classes.

January 18, Monday: Martin Luther King, Jr. Day. University closed.

January 22, Friday: Last day to enroll, add courses or drop courses without a grade record. Also, last day to file for May graduation.

February 2, 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 22, Monday: Early intervention grades due for first-year undergraduate students.

March 7–13, Monday–Sunday: Spring break.

March 22, Tuesday: Midterm grades due for first-year and sophomore students.

March 25, Friday: Good Friday. University closed.

March 27, Sunday: Easter Sunday.

March 29, Tuesday: 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 4, Monday: Last day for continuing undergraduate students to change their majors before April enrollment.

April 4–22, Monday–Friday: Enrollment for summer 2016 and fall 2016 continuing students for all undergraduates and for graduates in Dedman College, Lyle and Meadows.

April 6, Wednesday: Last day to drop a course.

April 8, Friday: Last day for May graduation candidates to change grades of Incomplete.

April 18, Monday: Honors Convocation, 5:30 p.m.

April 14, Thursday: Students should file for August or December graduation. Last day to file for August graduation is June 3. Last day to file for December graduation is the last day to enroll for fall 2016.

April 22, Friday: Last day to withdraw from the University.

April 27–May 2, Wednesday–Monday: No final examinations or unscheduled tests or papers.

April 28, Thursday: Last day for oral/written examinations for graduate students who are May degree candidates.

May 2, Monday: Last day of classes.

May 3, Tuesday: Reading day.

May 4–10, Wednesday–Tuesday: Examinations. (No examinations scheduled for Sunday.)

May 11, Wednesday: Residence halls officially close for nongraduating students.

May 13, Friday: Baccalaureate.

May 14, Saturday: Commencement Convocation. Also, official close of the term and conferral of degrees.

May 15, Sunday: Residence halls officially close for graduating seniors.

May Interterm 2016

Note: Some areas of instruction may offer a limited number of selected courses during the May term, May 11–28. Each May term course may have unique start and end dates within the May 11–28 term to accommodate the particular needs of the course.

Dallas May Term

Classes meet 4 hours a day, Monday–Friday.

May 12, Thursday: First day of classes.

May 13, Friday: Last day to enroll or add courses. Also, last day to declare pass/fail, no credit or first-year repeated course-grading options.

May 24, Tuesday: Last day to drop a course or withdraw from the University.

May 27, Friday: Last day of classes, including examinations. Also, official close of the term and conferral of degrees.

May 30, Monday: Memorial Day. University closed.

May Term at SMU-in-Taos

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

May 11, Wednesday: Travel day and arrival of students, 2–6 p.m.

May 12, Thursday: First day of classes.

May 27, Friday: Last day of classes, including examinations. Also, official close of the term and conferral of degrees.

May 28, Saturday: Departure of students.

Summer Term 2016

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 Session

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

May 30, Monday: Memorial Day. University closed.

May 31, Tuesday: First day of classes.

June 3, Friday: Last day to enroll, add courses or drop courses without a grade record. Also, last day to file for August graduation.

June 9, Thursday: Last day to declare pass/fail, no credit or first-year repeated course-grading options.

July 4, Monday: Independence Day holiday. University closed.

July 15, Friday: Last day for August graduation candidates to change grades of Incomplete.

July 22, Friday: Last day to drop a course.

July 28, Thursday: Last day to withdraw from the University.

August 3, Wednesday: Last day of classes, including examinations. Also, official close of the term and date for conferral of degrees.

First Session

Classes meet 2 hours a day, Monday–Friday.

May 30, Monday: Memorial Day. University closed.

May 31, Tuesday: First day of classes.

June 1, Wednesday: Last day to enroll, add courses or drop courses without a grade record.

June 3, Friday: Last day to declare pass/fail, no credit or first-year repeated course-grading options. Also, last day to file for August graduation.

June 22, Wednesday: Last day to drop a course.

June 23, Thursday: Last day to withdraw from the University.

June 29, Wednesday: Last day of classes, including examinations.

Summer I Session at SMU-in-Taos

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

June 1, Wednesday: Travel day and arrival of students, 2–6 p.m.

June 2, Thursday: First day of classes.

June 3, Friday: Last day to enroll, add courses or drop courses without a grade record. Permission of the SMU-in-Taos program is required for all enrollments.

June 29, Wednesday: Last day of classes, including examinations.

June 30, Thursday: Departure of students.

June Term at SMU-in-Taos

Note: Permission of the SMU-in-Taos program is required for all enrollments.

The June term within the Summer I Session at SMU-in-Taos is a short, intense term in which students may take up to four credit hours. Additional information is available online at www.smu.edu/taos.

Second Session

Classes meet 2 hours a day, Monday–Friday.

June 3, Friday: Last day to file for August graduation.

July 4, Monday: Independence Day holiday. University closed.

July 5, Tuesday: First day of classes.

July 6, Wednesday: Last day to enroll, add courses or drop courses without a grade record.

July 8, Friday: Last day to declare pass/fail, no credit or first-year repeated course-grading options.

July 14, Thursday: Last day for August graduation candidates to change grades of Incomplete.

July 26, Tuesday: Last day to drop a course.

July 28, Thursday: Last day to withdraw from the University.

August 3, Wednesday: Last day of classes, including examinations. Also, official close of the term and conferral of degrees.

August Term at SMU-in-Taos

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

August 3, Wednesday: Travel day and arrival of students, 4–6 p.m.

August 4, Thursday: First day of classes.

August 5, Friday: Last day to enroll, add courses or drop courses without a grade record.

August 19, Friday: Last day of classes, including examinations. Also, close of term and conferral of degrees.

August 20, Saturday: Departure of students.

MAJOR RELIGIOUS HOLIDAYS

(August 2015–August 2016)

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, 2015

Good Friday: March 25, 2016

Easter Sunday: March 27, 2016

Easter Sunday (Orthodox): May 1, 2016

Hindu

Janmashtami: September 5, 2015

Dasera: October 22, 2015

Diwali: November 11, 2015

Jewish*

Rosh Hashanah: September 14–15, 2015

Yom Kippur: September 23, 2015

Sukkot/Simchat Torah: September 28/29 and October 4–6, 2015

Purim: March 24, 2016

Pesach (Passover): April 23/24 and 29/30, 2016

Shavuot: June 12–13, 2016

Muslim*

Eid al-Adha: September 23, 2015

Islamic New Year: October 14, 2015

Ashura: October 23, 2015

Mawlid an-Nabi: December 24, 2015

Ramadan: June 7–July 27, 2016

Eid al-Fitr: July 7, 2016

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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

Dedman College of Humanities and Sciences			
AERO	Aerospace Studies (ROTC)	ITAL	Italian
ANTH	Anthropology	JAPN	Japanese
ARBC	Arabic	JWST	Jewish Studies
BIOL	Biological Sciences	LAAM	Latin American Studies
CHEM	Chemistry	LATN	Latin
CHIN	Chinese	MATH	Mathematics
CLAS	Classical Studies	MDVL	Medieval Studies
DCAR	Advanced Research	PHIL	Philosophy
ECO	Economics	PHYS	Physics
ENGL	English	PLSC	Political Science
ENSC	Environmental Science	PP	Public Policy
ENST	Environmental Studies	PPIA	Public Policy and International Affairs
ESL	English as a Second Language	PSYC	Psychology
ETST	Ethnic Studies	RELI	Religious Studies
FREN	French	RUSS	Russian
GEOL	Earth Sciences	SCI	Science
GERM	German	SOCI	Sociology
HIST	History	SPAN	Spanish
HRTS	Human Rights	STAT	Statistical Science
HUM	Humanities	WGST	Women's and Gender Studies
INTL	International Studies	WL/WLAN	World Languages and Literatures
Cox School of Business			
ACCT	Accounting	INS	Insurance
BA	Business Administration	ITOM	Information Technology/ Operations Management
BL	Business Law	MKTG	Marketing
BLI	Business Leadership Institute	MNO	Management and Organizations
BUSE	Business Economics	RE	Real Estate
CISB	Caruth Institute, Business	RMI	Risk Management and Insurance
FINA	Finance	STRA	Strategy/Entrepreneurship
Hart eCenter/SMU Guildhall			
HGAM	Hart Digital Game Development		

Lyle School of Engineering			
CEE	Civil and Environmental Engineering	EMIS	Engineering Management, Information and Systems
CSE	Computer Science and Engineering	ENGR	Engineering
EE	Electrical Engineering	ME	Mechanical Engineering
EETS	Telecommunications	ROTC	Army ROTC

Meadows School of the Arts			
ADV	Advertising	MPED	Music Pedagogy
AMAE	Arts Management and Arts Entrepreneurship	MPSY	Music Psychology
ARHS	Art History	MREP	Music Repertoire
ASAG	Art General Studio	MSA	Meadows School of the Arts
ASCE	Ceramics	MUAC	Music Accompanying
ASDR	Drawing	MUAS	Music Arts and Skills
ASIM	Digital and Hybrid Media	MUCO	Music Conducting
ASPH	Photography	MUED	Music Education
ASPR	Printmaking	MUHI	Music, History and Literature
ASPT	Painting	MUPD	Music Piano Pedagogy
ASSC	Sculpture	MURE	Music Recitals
COMM	Communication Studies	MUTH	Music Composition and Theory
CRCP	Creative Computing	MUTY	Music Therapy
DANC	Dance	PERB	Music Class Instruction
FILM	Film and Media Arts	PERE	Music Performance Ensembles
JOUR	Journalism	THEA	Theatre

Simmons School of Education and Human Development			
APSM	Applied Physiology and Sport Management	HDEV	Human Development Studies
EDU	Education	PRW	Personal Responsibility and Wellness
EPL	Education Policy and Leadership	WELL	Wellness

University Curriculum			
CF, CFA, CFB	Cultural Formations	KNW	Ways of Knowing
DISC	Discernment and Discourse		

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 nonsectarian 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 736 and assets of $2.6 billion – including an endowment of $1.5 billion (market value, May 31, 2014).

Offering only a handful of degree programs at its 1915 opening, the University presently awards baccalaureate degrees in more than 90 programs through six undergraduate schools and a wide variety of graduate degrees through those and one professional school.

Of the 11,272 students enrolled for the 2014 fall term, 6,391 were undergraduates and 4,881 were graduate students. The full-time equivalent enrollment was 6,363 for undergraduates and 3,490 for graduate students.

Nearly all the students in SMU's first class came from Dallas County, but now more than 50 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 100 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 50 percent female. Graduate and professional enrollment is 45 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2014–2015, 72 percent of first-year students received some form of financial aid, and 28 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. Students should 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 2012.

The Dedman School of Law is accredited by the American Bar Association. The ABA conducted its inspection in 2012, and the Dedman School of Law was reaccredited in 2013.

In the Linda and Mitch Hart eCenter, SMU Guildhall's Master of Interactive Technology is accredited by the National Association of Schools of Art and Design for 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, www.abet.org. The undergraduate computer science program that awards the

degree Bachelor of Science is accredited by the Computing Accreditation Commission of ABET. The undergraduate computer science program that awards the degree Bachelor of Arts 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 in the United States and Canada (10 Summit Park Drive, Pittsburgh, Pennsylvania 15275-1110; phone 412-788-6505) to award M.Div., M.A.M., M.S.M., M.T.S., Th.M. 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 and the Texas Education Agency. The undergraduate program is approved annually by TEA. The SBEC and the TEA also accredit the M.Ed. in educational leadership's Accelerated School Leadership Program and the M.Ed. in educational leadership with urban specialization. The M.S. in counseling program meets the licensure standards of the Licensed Professional Counselors State Board and the Licensed Marriage and Family Therapist State Board. The Learning Therapist Certificate Program is accredited by the International Multisensory Structured Language Education Council.

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. 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. Through financial support, SMU endeavors to ensure that cost of attendance will not be a barrier to achieving its goal of a diverse community.

All first-year students, regardless of intended major, enter the University as SMU Pre-Majors, and they 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 available), 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 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 or distinctions in tuition, fees or other costs based on the home state of the student. The University welcomes 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, 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. 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 demonstrates 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. In addition to these requirements, three SAT subject exams (to include English, literature, math and science) are 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. Fee waivers are available for students who have demonstrated financial need. First-year applicants are reviewed on the admissions calendar as follows:

Application Deadline: November 1	***Application Deadline: January 15***
Early Decision 1 (binding)	Early Decision 2 (binding)
Early Action (nonbinding)	Regular Decision (nonbinding)
Notification Date: By December 31	Notification Date: By April 1

Note: The priority deadline for merit scholarship consideration is January 15. Applications for admission received after January 15 are considered if space is available. Notification will be rolling after April 1.

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 at least 550 on the paper-based test or at least 80 on the Internet-based test.
- IELTS English competency test score of at least 6.5 on the academic test.
- Pearson Test of English score of at least 57.

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

Students can obtain additional information about the College Board and its tests (SAT, SAT subject tests, TOEFL) by contacting their high school counselors or by contacting the College Board at www.collegeboard.org. Students can request further

information about the ACT exam from their high school counselors or the ACT National Office at 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). 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.

Students in the performing and visual arts must be admitted through the Office of Undergraduate Admission and also through the Meadows School of the Arts. Admission through the audition or portfolio review process does not guarantee admission to the University.

Performance auditions must be completed by the final published national or campus audition date, which normally is no 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. 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 $685 deposit and orientation fee. 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 the nonrefundable housing deposit and matriculation and orientation fees. 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. 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. To facilitate advising and enrollment, students should submit their official scores no later than the first day of class.

AP Examination	*Scores*	*Credits*	*Course(s) Credited*
American History	4, 5	6 hrs	HIST 2311, 2312
Art	4, 5	3 hrs	ASDR/ASPH/ASPT 1300 (student's choice)
Art History	4, 5	6 hrs	ARHS 1303, 1304
Biology	4, 5	8 hrs	BIOL 1401, 1402
Chemistry	4, 5	4 hrs	CHEM 1303/1113
Computer Science A, AB	4, 5	3 hrs	CSE 1341
Economics:			
Macro	4, 5	3 hrs	ECO 1312
Micro	4, 5	3 hrs	ECO 1311/PREX 4002
English Lng/C or Lit/C	4, 5	6 hrs	DISC 1311, 1312
Environmental Science	4, 5	3 hrs	GEOL 1315
European History	4, 5	6 hrs	HIST 2365, 2366
Government:			
American	4, 5	3 hrs	PLSC 1320
Comparative	4, 5	3 hrs	PLSC 1340
Human Geography	4, 5	3 hrs	HUM 10XX (3 hours)
Languages (Lng or Lit):			
Chinese Lng/Culture	4, 5	16 hrs	CHIN 1401, 1402, 2401, 2402
French	4, 5	16 hrs	FREN 1401, 1402, 2401, 2455
German	4, 5	14 hrs	GERM 1401, 1402, 2311, 2312
Italian	4, 5	16 hrs	ITAL 1401, 1402, 2401, 2402
Japanese Lng/Culture	4, 5	16 hrs	JAPN 1401, 1402, 2401, 2402
Latin	4, 5	14 hrs	LATN 1401, 1402, 2311, 2312
Spanish	4, 5	15 hrs	SPAN 1401, 1402, 2401, 2302
Mathematics:			
Calculus AB	4, 5	3 hrs	MATH 1337
Calculus BC	3 if AB subscore of 4	3 hrs	MATH 1337
Calculus BC	4, 5	6 hrs	MATH 1337, 1338
Music Theory	4, 5	6 hrs	FETC 10XX (6 hours)
Physics:			
Physics 1	4, 5	3 hrs	SCI 10XX (3 hours)
Physics 2	4, 5	3 hrs	SCI 10YY (3 hours)
Physics C (Mech)	4,5	3 hrs	PHYS 1303
Physics C (E&M)	4,5	3 hrs	PHYS 1304
Psychology	4, 5	3 hrs	PSYC 1300
Statistics	4, 5	3 hrs	STAT 2331
World History	4, 5	3 hrs	HUM 10YY (3 hours)

Notes

- Physics does not award placement credit for labs.
- Duplicate credit is not allowed toward an SMU degree. Students who enroll in classes that duplicate Advanced Placement, International Baccalaureate or other test credit awards will lose these credits after the fifth day of the term. Once credit is revoked, it may not be awarded again. Students must report any credit by exam no later than the end of their first term of enrollment.

College-Level Examination Program

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

CLEP Exam	*Score (out of 80)*	*Credits*	*Course(s) Credited*
American Literature	60	3 hrs	ENGL 20XX*
English Literature	60	3 hrs	ENGL 20YY*
Macro Economics	60	3 hrs	ECO 1312
Micro Economics	60	3 hrs	ECO 1311/PREX 4002

* Students may submit formal requests to the Office of the University Curriculum to have this credit satisfy the Creativity and Aesthetics Pillar, Level 1 requirement of the University Curriculum.

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 whose native language is English are required to take a language placement examination. 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 up 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 world language courses for a letter grade (not pass/fail) for the course to serve as a basis for granting retroactive credit. 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 Physics Department offers placement exams for PHYS 1303 and 1304. The placement exam, which must be taken in the first term that the student enrolls at SMU, is based on the final exam in the PHYS 1303 and 1304 courses. The 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 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.

Credit for Veterans

Students who are veterans and who have completed recruit training in the military may receive two hours of credit to satisfy the Personal Responsibility and Wellness component of the University Curriculum. The course credits awarded are as follows:

PRW 1199 (1). PRW I: Concepts of Wellness for Veterans. For military veterans who through their military service have met the student learning outcomes and requirements for PRW I.

PRW 2199 (1). PRW 2: Physical Fitness for Veterans. For military veterans who through their military service have met the student learning outcomes and requirements for PRW II.

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.

IB HL Examination	*Scores*	*Credits*	*Course(s) Credited*
Biology	5, 6, 7	8 hrs	BIOL 1401, 1402
Chemistry	5, 6, 7	4 hrs	CHEM 1303/1113
Economics	5, 6, 7	6 hrs	ECO 1311, 1312/PREX 4002
Geography	5, 6, 7	6 hrs	HUMA 10XX, 10YY
History:			
Africa	5, 6, 7	6 hrs	HIST 10XX, 10YY
Americas	5, 6, 7	6 hrs	HIST 10XX, 10YY
Asia and Oceania	5, 6, 7	6 hrs	HIST 10XX, 10YY
Europe, Islamic World	5, 6, 7	6 hrs	HIST 2365, 2366
Europe, Middle East	5, 6, 7	6 hrs	HIST 10XX, 10YY

IB HL Examination (cont.)	*Scores*	*Credits*	*Course(s) Credited*
Language A:			
English A Literature	5, 6, 7	6 hrs	DISC 1311, 1312
All other languages	5, 6, 7	8 hrs	1401, 1402
Language B	5, 6, 7	8 hrs	1401, 1402
English B	5, 6, 7	6 hrs	LANG 10XX, 10YY
Mathematics	5, 6, 7	6 hrs	MATH 1337, STAT 2331
Music:			
History	5, 6, 7	3 hrs	MUHI 10XX
Theory	5, 6, 7	3 hrs	MUTH 10XX
Physics	5, 6, 7	6 hrs	PHYS 1303, 1304
Psychology	5, 6, 7	6 hrs	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. Credit awards for the Art and Design A, High Level exam are reviewed on a case-by-case basis by SMU's Art Division.
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 scores of 7 or above 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, transfer 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 applicant's 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
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.

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 required 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.

All attempted hours and earned grade points are used to calculate the transferable GPA for transferable courses, even if those courses have been repeated. For repeated courses with grades of *C-* or above, only the first attempt completed with a grade of *C-* or better are awarded credit. A grade of *W* (Withdrawn) are not used to calculate the transferable GPA. A grade of *I* (Incomplete) are 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 first attempt of the course was failed or later repeated.

Official college transcripts are required for all college-level work attempted, regardless of transferability. Transcripts must be sent directly to SMU 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. 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 Technologico 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 DC 20036
Telephone: 202-293-9161
Fax: 202-872-8857
Email: info@aacrao.org
www.aacrao.org www.jsilny.com

Josef Silny & Associates Inc.
7101 SW 102 Avenue
Miami FL 33173
Telephone: 305-273-1616
Fax: 305-273-1338
Email: info@jsilny.com

International Academic Credential Evaluators Inc.
PO Box 2585
Denton TX 76202-2585
Telephone: 940-383-7498
www.iacei.net

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
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 it 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 $420 transfer orientation and matriculation deposit to reserve a place in the academic program. This $420 deposit should be sent to the Office of Admission. Space can be guaranteed only to those students who have submitted the deposit by the deadline noted in the acceptance packet. **Note:** This $420 deposit is 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 who are 20 or older. Transfer students who are 17–19 years old live on campus unless permission is granted to live at home by the dean of Residence Life and Student Housing. Housing links will be sent to interested transfer students once the student has been accepted and has sent a nonrefundable deposit of $520, which includes a $100 housing deposit, to the Office of Admission.

INTERNATIONAL STUDENT ADMISSION

International citizens and U.S. passport holders studying outside the United States who apply 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 as explained in the Required Testing section of this catalog.

Students who are otherwise admissible but whose scores are slightly below those mentioned above may be offered conditional admission pending successful completion of 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 health 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 academic scholar-

ships if their application is complete by the January 15 deadline. Some academic scholarships require an SAT or ACT for consideration. 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 Student and Scholar Services Office will issue the I-20 Certificate of Eligibility. The student will be required to produce the I-20, acceptance letter 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 as first-year or transfer applicants. Additional information is available online at www.smu.edu/registrar ("Veterans Affairs" link) and www.smu.edu/transfer ("Prospective Students" tab).

NONDEGREE STUDENTS

Nondegree-seeking students are applicants 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 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. Applications for nondegree-seeking students are found at 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 ("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 Ser-

vices 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 90 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 the last term of enrollment at SMU was prior to fall 2000, 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 and 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 and 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 their 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. Texas state law requires that all new students under the age of 22 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.

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

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.

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 ("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 more than $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. A credit card payment will only be refunded to the student if federal student loans have been applied to their account. 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. 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.

During the registration process, students will be prompted to read and agree to the Student Rights and Responsibilities, which provides information regarding financial rights and obligations, SMU's Honor Code, the Code of Conduct, and the student appeals and complaints process.

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 and 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 ("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 Higher One allows term charges to be paid in monthly installments. Students can enroll in a payment plan at www.tuitionpaymentplan.com/smu. Higher One consultants are available at 877-279-6092 to answer questions or help with the online enrollment process.

Annual payment plans are available in 12-month, 10-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.

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 72 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.

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) and the College Scholarship Service/PROFILE (student.collegeboard.org/profile) by February 15. (The FAFSA is required for federal need-based aid consideration; the FAFSA and CSS/PROFILE are required for consideration for University funded need-based aid.) The SMU Title IV school code is 003613 and the PROFILE school code is 6660.
   c. Complete the online SMU Application for Scholarships (which will be emailed after submission of the Admission application).
2. *Transfer students who*
   a. Complete the Admission Application, with all supporting materials, by June 1.
   b. File the CSS/PROFILE (student.collegeboard.org/profile) and the FAFSA (www.fafsa.gov) by June 1. (The FAFSA is required for consideration for federal need-based aid; the FAFSA and CSS/PROFILE are required for consideration for University funded need-based aid).
3. *Continuing students who*
   a. File the FAFSA (www.fafsa.gov) or the FAFSA Renewal and the CSS/PROFILE (student.collegeboard.org/profile) 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; 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.

Satisfactory academic progress is measured at the end of spring term until the student graduates. Qualitative measures and quantitative measures are reviewed.

Qualitative Measure. At the end of spring 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. At the end of spring 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 during the academic year.

A student who is not making qualitative or quantitative satisfactory academic 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 from the University Registrar's Office at www.smu.edu/registrar ("Veterans Affairs" link) and under Veterans in the Academic Records and General and Enrollment Standards section of this catalog.

RESIDENCE ACCOMMODATIONS

The University prides itself on offering a full living and learning experience for its resident students. 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 this end, RLSH seeks opportunities to promote an intellectual culture in SMU's residential communities that complements an already flourishing campus social culture. RLSH is responsible for residence halls, 11 Residential Commons, 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 on the basis of a financial, medical or personal hardship at the discretion of the dean of RLSH to those students from Dallas/Fort Worth who 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. Incoming transfer students who are over the age of 16 and under the age of 20 are required to live on-campus for their first year at SMU. For 2015–2016, upperclass 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 after a student has been admitted to the University and paid the University deposit to the Office of Undergraduate Admissions. After the deposit has been processed, new students receive an email with instructions for completing the online application and housing license agreement. The University deposit includes the matriculation fee, orientation fee and advance housing deposit. These fees are nonrefundable. Notification of assignment will be made by RLSH. The housing license agreement is 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 out at any time during the school year. Accommodations for shorter periods are available only by special arrangement with 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

Residential Commons at SMU

Most undergraduate residence halls at SMU are designated as a Residential Commons. Entering students are assigned to a Residential Commons in a distributed manner so that each Commons is representational of the incoming class. Incoming students live in their RC for their first two years at SMU. All rooms are furnished

with extra-long twin size beds, dressers, desks, chairs, and closets or wardrobes for clothes. Each student is expected to furnish a pillow, bed linens, bed covers, bedspread, towels, mattress pad and study lamp.

Upperclass, Graduate Student and Family Halls

Several residential facilities are designated for upperclass students (juniors and seniors, and sophomores on a space-available basis), graduate students and students with families (married couples with or without children, or single parents with children). Moore Hall and Daniel House feature apartment-style accommodations for upperclass students. The Service House is a small, upperclass hall with a thematic focus of community service run in conjunction with the SMU Office of Community Engagement and Leadership. Martin Hall, an efficiency apartment hall, houses a combination of graduate students and senior undergraduate students. Hawk Hall, a one-bedroom-apartment facility, houses single graduate students and married students (graduate and undergraduate) with families. 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 Residential Commons, each room is equipped with in-room cable television service and Ethernet and wireless connections to the University's computer system. All residential facilities 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 purchase a meal plan offered by SMU Dining Services. Like the housing license agreement, 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 and Moore, Martin and Hawk halls, special accommodations for winter break housing must be arranged with RLSH prior to the beginning of the break. 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 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.

ACADEMIC RECORDS AND GENERAL AND ENROLLMENT STANDARDS

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. Additional information regarding rules and regulations of the University can be found in this catalog. Undergraduate students must follow the Universitywide requirements that are in effect for the academic year of matriculation to SMU. The applicable requirements of majors and minors are those in effect during the academic year of matriculation to SMU or those of a subsequent academic year. Students may not follow a catalog for an academic year in effect prior to their matriculation term. Students who are not enrolled for three or more years will return to SMU under the current 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 my.SMU Self-Service that it be withheld, 2) information authorized by the student through my.SMU Self-Service may be released to those individuals designated by the student and 3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code.

Additional information is available at www.smu.edu/LegalDisclosures/FERPA.

Student File Number

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

Name Change

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

reports, transcripts and diplomas are issued only under a person's legal name as recorded by the University Registrar's Office.

Email and Mailing Addresses, Telephone, and Emergency Contact

Each student must provide the University Registrar's Office with a current home address, telephone number and local mailing address as well as the name, address and telephone number of a designated emergency contact. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation.

Students are expected to keep current all their addresses and telephone numbers, including emergency contact details, through my.SMU, the University's Web-based self-service system. Students may be prevented from enrolling if their information is insufficient or outdated. Changes to parent information should be reported by contacting records@smu.edu, and the email should include the student's full name and SMU student ID number.

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

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

Cell Phones

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

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 my.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 ("Transcript Requests" link). A student may request his or her official transcript through the online my.SMU Student Center. Requests are processed through the National Student Clearinghouse. Telephone 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 the parents of a student any information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code.

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

Note: Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: *Section I.* No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. *Section II.* A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than $1,000 and/or confinement in the county jail for a period not to exceed one year.

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 ("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 by the degree-seeking status of the student:

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

Term Hour Loads

The unit of measure for the valuation of courses is the *term hour*, i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations).

Usually, each lecture requires a minimum of two hours of preparation on the part of students. Most courses are valued for three term credit hours, i.e., three lecture hours per week and at least six hours of preparation.

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

Cautionary Note: Federal financial aid agencies and some other agencies require a 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 who wish to enroll for more than 18 hours must have the approval of their adviser and the Office of Records and Academic Services.

Cox School of Business. B.B.A. students may enroll for more than 18 hours per term provided their cumulative GPAs (SMU, all-college and business) are 2.000 or higher 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 or educational studies 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 higher 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 the 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 ("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 school's records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with their academic advisers and 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 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. Petitions submitted later than six months after the discrepancy may not be considered.

Schedule Changes

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

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 ("Financial Bulletin" link). Online/distance students who reside outside of Texas should visit the SMU Right to Know Web page to learn about state-specific refund policies. No refunds are made without an official withdrawal.

Students should be aware of the difference between a *drop* and a *withdrawal* and remember that they have different deadlines and separate financial policies. The deadlines for each are posted each term on the Official University Calendar at www.smu.edu/registrar. A *drop* occurs when a student removes one or more courses from his or her schedule and remains enrolled in at least one credit hour for the term. A *withdrawal* occurs when removing the course or courses will result in the student being enrolled in **zero** hours for the term.

If a student removes all courses from his or her schedule **prior to the first day of the term**, the transaction is considered a *cancellation* and does not result in financial penalty or impact the student's transcript.

A student who wishes to withdraw (resign) from the University before the end of a term or session must initiate a Student Petition for Withdrawal form and secure approval from his/her school's records office. The records 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 ("Financial Bulletin" link). A student who withdraws after the fifth class day will receive the grade of *W* in each course in which he or she enrolled.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed 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.

Wisconsin Refund Policy. The following information applies only to students enrolled in distance/online courses who reside in the state of Wisconsin.

The Wisconsin Administrative Code contains provisions related to online/distance education for students residing in that state. Sections from Chapter 8 of the

Educational Approval Board are reprinted below. The complete code is available online at http://docs.legis.wisconsin.gov/code/admin_code.

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

(1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

(2) All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

(3) Refunds shall be paid within 40 days after the effective date of termination.

(4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15 percent of the total cost of a resident program, or $400, whichever is less.

(5) No refund is required for any student who withdraws or is dismissed after completing 60 percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

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

Audit Enrollment (Course Visitor)

Individuals desiring to audit (visit) a class, including those concurrently enrolled for regular coursework, are required to process an Audit Permit form. Audit Permit forms must be completed, approved and received in the University Registrar's Office no later than the last day to enroll for the term. Forms are available at 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 individual'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 of classes in summer sessions; the second day of classes in intersession terms) 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 una-

voidable, 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.

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.

Interpretation of Course Numbers

Each SMU course has a four-digit course number. The first number indicates the general level of the course.

1000–1999	First-year
2000–2999	Sophomore
3000–3999	Junior
4000–4999	Senior
5000–5999	Senior or Graduate
6000–9999	Graduate

The second digit specifies the number of credit hours; exceptions are noted below.

Digit	*Credit Hours*
0	0, .5 or 10–15
1	1 or 1.5

The third and fourth digits are used to make the course number unique within the department.

GRADE POLICIES

A student's grades are available to him or her through my.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.

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

Note: Asterisks denote grades not included in a student's 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. Courses passed with a grade of *D*, *D*- or *D*+ will generally not count toward major or minor requirements.

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 my.SMU 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

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.

Courses taken on SMU Abroad summer programs and during Jan Term (January) may not be taken for a grade of *NC* (No Credit), but students may petition for one of these 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 pay-

ment deadline for the program; for Jan Term classes, the deadline is no later than the second day of classes for Jan 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

First-Year Repeat

Students who enter the University directly from high school may repeat up to three courses for which grades of *D*+ or lower were received, provided these courses were completed before or during a student's first two consecutive regular terms following matriculation (regardless of the student's enrollment or withdrawal). The grade from the repeated course, even if lower, will be the grade used to calculate the student's GPA. A course may be repeated only once under this policy, and it must be repeated within the next two regular terms (regardless of the student's terms of enrollment or withdrawal, but not counting a term of academic suspension) following the term in which the course was initially taken. Exceptions to the two-term restriction may be requested from the University Registrar's Office if the course is not taught again within that period.

Note: Students must repeat the exact same course originally taken to be considered a repeat; however, not every course is offered again, and thus may not be available to be repeated.

Students who are disciplinarily suspended may petition for an extension. The student must declare to his or her academic dean by the 12th day of classes which courses he or she will repeat under this policy. Only the repeated course and not the initial credit hours count toward the number needed for graduation. Both the initial and the second grades are shown on the student's permanent academic record.

Academic standing, as determined by the initial grade, stands. Students are cautioned that for some purposes, such as admission into an academic program, both grades or only the initial grade may be used.

Regular Repeat

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.

Note: Students cannot take or repeat a course that is a prerequisite for a course already satisfactorily completed.

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's educational studies degree program must repeat all required teacher education courses 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. In addition to these courses, students may take up to four additional PRW2 courses beyond the courses required for their degree requirements. Only one additional PRW2 course may be taken per term. These additional PRW2 courses are graded on a pass/fail basis only and do not count toward the minimum hours for a student's degree requirements or toward the one pass/fail course per term limitation.

A student must indicate intention to take a course pass/fail no later than the 12th day of classes (the fourth day of classes in summer sessions; the second day of classes in intersession terms) by filing a form available in the school's records office. Students participating in SMU Study Abroad should review the deadlines under Grade Options for Courses Taken on SMU Abroad Programs. After the declaration of intent, students may not change their pass/fail declaration back to a letter grade. If a department grades a course pass/fail for all students by 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. No courses in the Simmons School's educational studies degree program may be taken on a pass/fail basis.

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 and a program of study, understanding the Degree Progress Report, and scheduling courses that will count toward graduation requirements. After the initial required advising session, the student is encouraged to seek assistance from the 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 my.SMU a Degree Progress Report that provides detailed information concerning completion of degree requirements. The student should also be familiar with different academic programs of interest. The 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. Students in the Simmons School's educational studies degree program must declare a second major as well; they cannot graduate with an educational studies degree alone.

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 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 one week 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 records offices 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 "timeout" – 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 return to SMU and successfully 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 ("Forms Library" link).The *University Policy Manual* is available at 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 results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission to the University. Academic dismissal is recorded on the student's permanent academic record.

Universitywide 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. For a student who enters SMU directly from high school or a student who enters SMU with fewer than 15 transfer hours, when 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.

2. For a part-time student or a student who enters SMU with at least 15 transfer hours, when the student fails to complete the Discernment and Discourse sequence and/or the Quantitative Foundation requirements of the University Curriculum after completion of 30 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. For a student who enters SMU directly from high school or a student who enters SMU with fewer than 15 transfer hours, when 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.
2. For a part-time student or a student transferring more than 15 hours, when the student fails to complete the Discernment and Discourse sequence and/or the Quantitative Foundation requirements of the University Curriculum after completion of 45 units earned as SMU credit.

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: Jan 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 probation 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. Evaluation of medical and/or psychological needs such as 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.

Declared Majors

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 for one regular term following the term in which the SMU term, cumulative or business GPA falls below 2.000. The business GPA is effective at nine business credits earned. A student on probation must enroll for a minimum of nine hours and a maximum of 12 hours in the term of probation, will not be allowed to enroll for an internship or directed study, and must 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. Coursework taken in intersession or summer terms will not affect probationary status. Students who do not meet all requirements of probation will not be removed from probation even if the GPA rises to 2.000 or higher.

Academic Suspension. A student on academic probation who fails to maintain an SMU term, cumulative 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 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 must meet all 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 higher or until he or she is suspended. A student on probation may enroll in a maximum of 13 credit hours per fall or spring term and a maximum of eight

credit hours per summer term during the term(s) of probation. 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 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.

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 senior associate dean 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 in the applied physiology and sport management major 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.

Declared Simmons School students in the educational studies degree whose cumulative SMU GPA falls below 2.500 and whose SMU education courses GPA fall below 3.000 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 2.500 or higher and an education courses GPA of 3.000 or higher.

Academic Suspension. Declared Simmons School students in the applied physiology and sport management major whose cumulative GPA remains below 2.000 in any regular term following a term of academic probation will be suspended. Declared Simmons School students in the educational studies degree program whose cumulative GPA remains below 2.500 in any regular term following a term of academic probation will not be permitted to continue in the educational studies degree program. While not suspended from the University, these students are not permitted to pursue an educational studies degree. 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

Policies for transfer coursework are 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 school's records office no later than the last day of the first week of the term in which they will complete all degree requirements. Applications are filed through my.SMU Self-Service Student Center 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). In addition, students who complete their degree requirements during a Jan Term (January), May term or August term will have their degrees conferred at the conclusion of the intersessions.

Commencement Participation

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

An All-University December Commencement Convocation is held each year for students completing degree requirements during the fall term. Students who completed degree requirements during the previous summer session may also participate. Students on schedule and enrolled to complete all degree requirements during the following Jan Term (January) intersession may also participate in the December ceremony, although their degrees will be conferred in January.

A student may participate once in either the All-University Commencement Convocation in May or the All-University December Commencement Convocation for a given degree, but not both.

To participate in a ceremony, a student must apply online and file with their school's 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 gradu-

ates 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 fifth, 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 2015–2016 academic year will be announced in October 2016. Students may obtain information about minimum GPAs required in past years from their academic schools or online at 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.

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.

The University Curriculum is the vehicle through which SMU ensures that all undergraduates meet the general education requirements stipulated by the Southern Association of Colleges and Schools, specifically, "Through general education, students encounter the basic content and methodology of the principle areas of knowledge: humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. Courses in each of these specific areas introduce a breadth of knowledge and reinforce cognitive skills and effective learning opportunities for each student. Therefore, it is important that courses selected by students do not focus on skills, techniques and procedures specific to that student's occupation or profession. Such courses may also include interdisciplinary courses" (2.7.3, SACSCOC). The list of all UC courses available each term can be accessed online at 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 two main coursework components (**Foundations** and **Pillars**) combined with cocurricular **Proficiencies and Experiences**. 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 UC Proficiencies and Experiences courses, and will be listed on the Office of the Registrar Web page. Each student has access to a regularly updated and individualized Degree Progress Report that charts the student's progress and identifies all of the courses the student can use to meet the various requirements. 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

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 wellness, and explore how different academic disciplines define and create knowledge. Because these skills are essential for a successful college experience, 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 500 on the SAT Critical Reading section or lower than 21 on the ACT English section will begin in DISC 1311. Students scoring at or above 500 (SAT Critical Reading) or at or above 21 (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. This 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.

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: 500 on the SAT Critical Reading or 21 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:* C- or better in DISC 1312 or ENGL 1301.

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 requirement. Math placement testing is also available through SMU's Mathematics Department examinations. The list of UC Quantitative Foundation courses offered each term can be accessed at 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 each term can be accessed at www.smu.edu/registrar.

Ways of Knowing and Cultural Formations

KNW and CF courses are interdisciplinary courses that explore how natural scientists, social scientists, humanists, artists, engineers and professionals in business and education address important issues. Sometimes taught collaboratively by faculty members from different departments and organized around a major topic or "big question," KNW, CF, CFA and CFB 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 either one KNW, CF, CFA or CFB course. The list of courses available each term can be accessed at www.smu.edu/registrar.

University Curriculum Pillars

The UC Pillars component is a set 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 each term can be accessed at 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. Courses in this Pillar come primarily from the humanities and fine arts, especially at level one of the 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. Courses in this Pillar come primarily from the humanities, fine arts, and social and behavioral sciences.

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. Courses in this Pillar reflect the broad range of the human experience, with most coming from the social and behavioral sciences.

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. Courses in this Pillar come primarily from the humanities, especially at level one of the 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. Courses in level one of this Pillar come primarily from the natural sciences.

Proficiencies and Experiences

To prepare SMU graduates for both career development and lifelong learning, the University Curriculum 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 University Curriculum 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.

A list of courses offering opportunities available each term for fulfilling UC Proficiencies and Experiences requirements can be accessed at www.smu.edu/registrar. Students should see their adviser or the Office of the University Curriculum for approved noncredit activities that satisfy proficiencies.

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 quantitative reasoning course in which quantitative reasoning skills are central to course content, delivery and evaluation.

Information Literacy

All students will take two information literary 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 University Curriculum's two oral communication 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 University Curriculum's one community engagement 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 University Curriculum's one human diversity 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 University Curriculum's one global engagement 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 second language 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, or higher-level IB scores of 5, 6, or 7 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.

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.
5. A minimum grade of *C-* is required in all DISC-sequence courses, and students must be enrolled in and may not drop Discourse and Discernment until they have completed the DISC requirement.
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 general education 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 University Curriculum are found under Academic Progress: Universitywide Requirements in the Academic Records and General and Enrollment Standards section of this catalog.

ALTSHULER LEARNING ENHANCEMENT CENTER

The A-LEC is devoted to helping students become more independent, self-confident and efficient learners. In addition, its mission is 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. Each year, approximately 32–35 percent of SMU's undergraduate students participate in A-LEC programs, courses and services, including 61 percent of all first-year students and 52 percent of all first- and second-year students. All A-LEC services 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 A-LEC by their advisers, faculty or resident assistant, but most students choose to come on their own. More information is available at www.smu.edu/alec.

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

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

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

HDEV 1110: Reading and Learning Strategies. (Previously O.R.A.C.L.E. – Optimal Reading, Attention, Comprehension and Learning Efficiency). Each academic year, hundreds of SMU students take HDEV 1110 to develop their advanced reading and learning skills. Students can register for HDEV 1110 at the same time they register for their other courses. Every fall, some sections are reserved for premed students, transfer students and students with documented learning differences.

HDEV 1211: Success Strategies. This two-credit course helps students develop strategies for creating success in their academic, professional and personal lives. Students engage in ongoing self-assessment and journal writing, learn study skills, and explore campus resources. The course is designed for students on academic probation and for those who are dissatisfied with their grades. Students can register for HDEV 1211 at the same time they register for their other courses.

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. DASS offers any SMU student with a disability comprehensive support services such as classroom accommodations for qualified students with a learning disability and/or attention deficit hyperactivity disorder. DASS also assists with physical accessibility and accommodations for other conditions such as physical, visual or hearing disabilities and medical or psychiatric disorders. For undergraduate students, academic coaching with DASS learning specialists is available in the areas of transitioning, learning strategies, educational planning and self-advocacy. More information on the accommodations process and DASS resources is available online at www.smu.edu/alec/dass.

SMU LIBRARIES

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 more than four million volumes. The 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 are one of the greatest assets of the University. The SMU libraries comprise the largest private research library in Texas and rank third in the state in total volumes. The University's library system is divided into a number of different units:

1. Central University Libraries.
2. Underwood Law Library.
3. Bridwell Library.
4. Business Library.

Central University Libraries

www.smu.edu/cul

The largest of the SMU library units is Central University Libraries, with holdings of more than three million volumes, including 98,000 e-books across all SMU libraries. CUL comprises the Fondren Library Center, the Hamon Arts Library, the DeGolyer Library and the University Archives, the Emily C. Norwick Center for Digital Services, and the Fort Burgwin Library at SMU-in-Taos. 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. 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 nearly 20,000 current and classic DVDs.

The **Hamon Arts Library,** adjoining the south side of the Owen Arts Center of the Meadows School of the Arts, provides resources for the study of art history, communications, dance, film, music, theatre and visual art. 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. 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 more than 150,000 volumes. In addition to rare books, it holds nearly 2,500 separate manuscript collections, more than 900,000 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 among the finest in the country and includes the Lawrence T. Jones III Texas Photography Collection, an unrivalled source of more than 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 **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 website. The center also supports the SMU Digital Repository (digitalrepository.smu.edu) and provides a variety of customer-specific digital services to the SMU campus at large.

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

Underwood Law Library

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.

Bridwell Library

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 380,000 volumes and 1,100 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.

Business Library

www.cox.smu.edu/bic

The Business Library of the Cox School of Business is located in room 150 of the Maguire Building. This library is open to all students regardless of major. The mission of the 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 includes the Kitt Investing and Trading Center, quiet and group study areas, 70 computer workstations in individual and group areas, a multimedia studio, a group presentation practice room, a periodicals area, facilitywide wireless access, more than 400 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 Cox 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.

SCHOLARS' DEN

The Scholars' Den is a gathering space for members of the various scholar groups at SMU. Its mission 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 Scholars' Den features group-meeting space, study areas, a kitchen/dining area and an informal lounge 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, advertising, anthropology, art, biology, chemistry, chemistry, communication studies, creative computation, languages, Earth sciences, film and media studies, journalism, psychology, physics, health and physical education, dance, music, theatre, and statistics, as well as civil, computer, electrical, environmental and mechanical engineering. The University is also home to a number of centers and institutes that are detailed in each of the school sections of this catalog. University facilities not listed below are described in sections for the individual schools.

ManeFrame. SMU has one of the top supercomputers in the nation, ManeFrame, which is capable of more than 120 trillion mathematical operations per second. Housed in the data center, ManeFrame is available for faculty and student research in subjects ranging from particle physics to human behavior, water quality and drug discovery.

SMU-in-Taos. SMU-in-Taos, Fort Burgwin, is located 10 miles south of Taos, New Mexico. 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 1 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 more than 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.

OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology is responsible for providing computing and communications services to support academic and administrative needs of 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 after graduation. The email account may be accessed online via Office 365 (office365.smu.edu). In addition, students have access to a variety of Web-based services, e.g., my.SMU, personal Web space, unlimited network storage space (OneDrive) and academic applications such as the Blackboard Course Management System (Courses.SMU). All academic information, including grade history, financial information, transcripts and class registration, is available through the my.SMU system.

The IT Help Desk, located in Fondren Library West, provides technical support for most computing issues Monday through Friday 8 a.m.–9 p.m., Saturday 9 a.m.–6 p.m. and Sunday 9 a.m.–9 p.m. Evening or weekend support is available from student staff via walk up or chat. Phone or 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. In addition, the OIT website (www.smu.edu/oit) provides information, step-by-step instructions and answers to many frequently asked questions.

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 voice mail services for on-campus residents. Discounts on technology purchases are available throughout the year. More information can be found on the OIT website.

For additional information on services provided by IT, students should visit www.smu.edu/help or call the Help Desk (214-768-HELP or 214-768-4357). Technology news and updates are available on Twitter (@smuoit) and the IT Connect blog (blog.smu.edu/itconnect).

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, and since its beginnings in 1915, SMU has remained committed to the concept of a rigorous and relevant 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 undergraduate students choose from among 105 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.

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

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 programs, is open to students in all majors and 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 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. Classes are small (15 or fewer students), with students in these small honors sections occasionally meeting together as a larger group. Designed to be broad and introductory, and drawing on material from the past and present, the course offerings explore the way different disciplines raise questions and construct knowledge about the human experience.

In addition to the first-year honors humanities sequence of DISC 2305 and DISC 2306, students also take at least four honors seminars (Pillars courses or interdisciplinary Ways of Knowing courses, or a one-credit sophomore seminar that introduces research methods and opportunities) from among the honors offerings.

The final requirement is for the Senior Culminating Project – designed to draw the student out of the classroom and into the larger society – applying the knowledge learned to the outside world. There are many possibilities for this project, including the senior thesis in the major (see below), a Richter, Engaged Learning or other research fellowship, as well as certain internships.

The University Honors Program creates an intellectual community of students and faculty that extends beyond the classroom. Beginning with several orientation activities designed specifically for honors students, special events throughout the year provide additional occasions for coming together. Honors students and faculty are encouraged to attend dinners, programs, seminars and book discussions that may be organized around scholars, artists or other distinguished visitors to the campus. Honors students benefit, too, from the sense of solidarity and community found in a campus venue dedicated especially to bringing together students in all University honor and scholar programs, the Scholars' Den. The program also takes advantage 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.

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

The **Richter Research Fellowship Program** provides funding for undergraduates to travel and conduct independent research under a faculty adviser's supervision. 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 honors programs at both the University level (the University Honors Program) and the departmental level. Depending on the major, students take a series of honors courses and seminars in their departments or divisions. Many departments and divisions also offer internships and re-

search 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 an "Honors in" designation specific to their department or division. 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:

Dedman College	
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 directed by faculty sponsor.
English	ENGL 5310, followed by either an independent study in which the student writes a senior thesis or a graduate seminar, and a minimum of 36 hours in the major.
History	Major research project and thesis, and an oral defense before a faculty committee.
International and Area Studies	Senior thesis and an oral exam on the topic of the thesis.
Markets and Culture	SOCI 4396, distinction thesis and oral exam 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	Distinction courses and an independent research study (under the direction of a faculty mentor) submitted for conference presentation or publication.
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.

Cox School of Business	
B.B.A. Honors Program	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 Electrical Engineering	Successful completion of a senior thesis course, independent research project approved by the academic adviser, defense of the thesis through a public presentation and oral examination before a faculty committee, and a 3.500 major GPA.
Meadows School of the Arts	
Art History	Individual research project, defended before a committee.
Communication Studies	Honors thesis and 6 hours of COMM honors courses.
Film and Media Arts	Thesis project.
Journalism	Honors thesis and 6 hours of honors journalism courses.
Simmons School of Education and Human Development	
Applied Physiology, Sport Management and Wellness	Departmental distinction program.

ENGAGED LEARNING

www.smu.edu/engagedlearning

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

Students can either develop their own independent learning projects or participate in engaged learning activities offered by departments, offices and programs throughout the University. Students who are working on capstone-level projects have the opportunity to also submit them as Engaged Learning projects. Such projects are student-driven, linked to students' education and go beyond 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 or during the senior cycle August 15–September 30. Students, with input from their mentors, work on projects through the summer and fall, present their findings at the Engaged Learning Symposium held in the graduation term and submit 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).

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, which is located on the fourth floor of the Blanton Student Services Building, 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 may be eligible to 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 qualify for and declare a major upon completion of 75 term hours, including credit by examination and transfer work. Upon declaration of a major in one of the schools, students work with a major adviser in that school.

ENGLISH AS A SECOND LANGUAGE PROGRAM

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. Dedman College offers the following ESL resources to students from all schools and departments of SMU. Students may apply on the ESL website.

More information about the ESL Program is available on the website or from the director, John E. Wheeler (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 transcripted 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 transcripted 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, nontranscripted 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 transcripted 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 transcripted 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 transcripted 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

At the beginning of each term, all students are notified via campus email of the opportunity to practice their language skills in an informal, one-on-one setting outside the classroom for one to two hours a week.

ESL Self-Study Lab

A collection of 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

Global experience is an integral part of an undergraduate education at SMU. The SMU Abroad Office serves the University by developing and coordinating its international undergraduate programs, and by providing support services during and after the experience abroad. SMU Abroad programs are comprised of faculty-led summer programs and SMU-approved programs offered during the academic year. SMU Abroad programs offer opportunities for students to encounter diverse global communities and intellectual traditions through SMU's international partnerships and global initiatives. SMU Abroad courses also enhance and enrich the University's curriculum with experiential learning experiences around the world.

Students must be in good academic and disciplinary standing at SMU to participate in SMU Abroad programs. SMU summer programs require a 2.500 cumulative GPA; many programs require 3.000 or higher. For SMU-approved term abroad programs, a minimum cumulative GPA of 2.700 is required, although the most competitive programs require a GPA as high as 3.500 or 3.700.

Eligibility and Application Process

Students may study abroad as soon as the first summer of their undergraduate career. Rising sophomores, juniors and seniors may apply for summer or term programs abroad. Study abroad in the final senior term is not recommended. Transfer students normally must complete one term at SMU in order to apply for study abroad, as the student's SMU GPA will be considered in the application process.

Students must apply to study abroad by the deadlines published on the SMU Abroad website: October 1 for spring term, March 1 for fall term and February 1 for summer.

Earning Credit

Students will remain enrolled at SMU during the period of study abroad, and credits earned abroad count as courses earned in residence. SMU Abroad students are eligible for all institutional and federal financial aid, provided the student remains enrolled in six credits in an SMU summer program and at least 12 credits during an SMU-approved term abroad program. Grades earned abroad will be posted to the SMU transcript and will be calculated in the student's GPA.

Students may fulfill major or minor requirements, University Curriculum requirements, and electives and language requirements through academic coursework completed on SMU Abroad programs. Specific information about procedures and policies for earning credit is provided on the SMU Abroad website. Students are urged to seek guidance on how to integrate study abroad coursework into their four-year plan of study through their undergraduate advisers. All SMU Abroad programs offer courses eligible for SMU credit.

While it is not recommended, students may study abroad on nonapproved summer or term programs for transfer credit. Students should work with their SMU academic advisers to apply for transfer credit for courses taken on nonapproved programs. Students may not apply for transfer credit for courses offered through programs or universities approved by SMU; enrollment in these programs and universities must be through the SMU Abroad application and enrollment process.

Programs and Courses

A complete list of SMU Abroad programs is available on the website. Individual courses approved in the last several years are listed at www.smu.edu/abroad in the SMU Abroad course database. All new abroad courses must be petitioned for approval before the period of study abroad begins. Information on the course petitioning process is available on the SMU Abroad website. Students may also request UC credit for courses taught by non-SMU faculty on term and summer programs through SMU Abroad; more information can be found on the SMU Abroad website. Students who wish to take courses on a no-credit or pass/fail basis should review the Grade Options for Courses Taken on SMU Abroad Programs and the Pass/Fail Option sections found under Grade Policies in this catalog.

SMU Abroad students will be charged SMU tuition at the SMU tuition rate on campus, as well as miscellaneous fees and a fee for mandatory international health

insurance. Students will be billed by SMU at the usual time. SMU in turn will pay the academic costs of the abroad program. Details on SMU Abroad costs and billing procedures are available on the SMU Abroad website.

Summer Programs

Most summer programs are led by SMU faculty, and the programs and courses offered vary from year to year. In summer 2015, SMU Abroad students participated in faculty-led and internship programs in Australia, China, Costa Rica, France, Germany, Indonesia, Italy, Morocco, Spain and the United Kingdom. Summer 2016 programs and courses abroad are listed at www.smu.edu/abroad.

SMU-Approved Programs

SMU partners with well-established study abroad program providers to offer a diverse array of study abroad opportunities around the world. Term program options include study at universities, study abroad programs on specific disciplinary subjects, language immersion programs and programs with field study and internship components taught in English in non-English-speaking countries. More than 150 programs are preapproved for SMU students, with courses available in all disciplines.

Students applying to study abroad on SMU-approved term programs apply to the study abroad program directly for admission according to the program's own deadlines. They also apply to SMU Abroad to study abroad. All courses are preapproved, and students are registered at SMU during their time abroad. The dual application ensures that students are properly registered at SMU and registered as a participant on the study abroad program, as well.

Students should consult the study abroad program Web pages for specific information on individual study abroad programs and deadlines. Each applicant for an SMU-approved term program will be assigned an SMU study abroad adviser who will offer guidance throughout the program application process.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

www.smu.edu/international/isss

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. ISSS coordinates pre-arrival information, ensures compliance with current federal guidelines and provides cultural and educational programming opportunities to SMU's international community. ISSS is located in the Laura Lee Blanton Student Services Building in the International Center, which supports students and faculty who are not U.S. citizens or permanent residents, as well as their families.

SMU-IN-PLANO

www.smu.edu/plano

SMU's campus in Plano's Legacy Business Park extends SMU's resources to meet the educational needs of residents in Collin County and beyond, and makes enrollment in graduate-level programs more convenient for working professionals in North Texas. The campus collaborates with area businesses by offering programs to serve the training needs of their employees and by providing corporate meeting space.

Conveniently located about 1 mile south of the intersection of state Highway 121 and the Dallas North Toll Road, SMU-in-Plano features 16 landscaped acres and four buildings with nearly 200,000 square feet of classroom space, with an additional 9 acres adjacent to the facility.

SMU-in-Plano serves more than 800 adult students each year through several full-time, evening and weekend programs leading to master's degrees and/or professional certificates in counseling, dispute resolution and video game technology (SMU Guildhall). In addition, numerous noncredit certificates and professional development programs are offered in Plano, including paralegal studies, certified financial planner, social media and digital communications, best practices in supervision, and project management.

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 and the Center for Family Counseling.

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

General Information

The University maintains an academic campus at Fort Burgwin, located 10 miles southeast of Taos, New Mexico. Academic terms are regularly offered at the SMU-in-Taos campus in January and during the summer.

The campus is home to historic Fort Burgwin, 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. 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 1320.

SMU-in-Taos is open for summer and Jan Term (January) study, offering courses in the humanities, natural and social sciences, business, performing and studio arts, and archaeological research. May, June, August and January have short intensive terms in which students may take up to four credit hours. A longer, more traditional summer term in June allows students to take up to seven hours of coursework. Course offerings vary each year, and courses are designed to be relevant to the Southwest. Courses are heavily field trip oriented to take advantage of the campus' proximity to important northern New Mexico cultural sites.

Program participants are housed in small residences called casitas. Each casita has shared dorm rooms, bathrooms and a large study area with fireplace. Laundry facilities are located on campus, as well as a campus center, chapel, dining hall, library, computer lab and an auditorium. Campus recreational facilities include a sand volleyball court, tennis and basketball courts, a workout facility, and hiking trails. Additional information on the campus and its programs is available online or 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 also be found online or obtained via email (smutaos@smu.edu).

Student Appeals and Complaints

Southern Methodist University operates with integrity in all issues and is dedicated to preserving the rights of all members of the University community. Categories for which students may wish to reach out for advice and assistance and/or to submit an appeal or register a complaint are as follows: academics, code of conduct, discrimination, financial issues, honor code and privacy issues. An overview of the roles, responsibilities and procedures for complainants and the University is outlined in each of the areas below.

- Academic Appeals and Petitions
  www.smu.edu/Provost/Pages/Resources/Appeals
- Student Code of Conduct
  www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/StudentAppealsComplaints
- Office of Institutional Access and Equity
  www.smu.edu/IAE
- Financial Responsibility and Confidentiality
  www.smu.edu/LegalDisclosures/FinancialAndConfidentiality
- Honor Code
  www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCode

In addition to the right to use internal University complaint procedures, every student has the right under federal law to use complaint processes provided by the state in which his or her campus is located.

For complaints regarding programs in Texas, students should contact the Texas Higher Education Coordinating Board, Office of General Counsel, PO Box 12788, Austin TX 78711-2788; email: studentcomplaints@thecb.state.tx.us.

Additional information about the Texas student complaints process may be found at www.thecb.state.tx.us ("College Readiness and Success" link).

For complaints regarding programs in New Mexico, students should contact the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe NM 85705-2300; telephone 505-476-8400.

Additional information about the New Mexico student complaints process may be found at www.hed.state.nm.us/students/complaints.aspx.

RESERVE OFFICERS' TRAINING CORPS

ROTC courses are not offered on the SMU campus; however, students who wish to participate in the ROTC may earn SMU-approved elective credit through area programs off-campus. Additional information about the Air Force ROTC program is available in the Dedman College section of this catalog, and the Army ROTC program is found in the Lyle School of Engineering section.

CONTINUING AND PROFESSIONAL EDUCATION

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.

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 and life planning, communication and workplace skills, history, literature and film, culture and travel, and the fine arts (e.g., studio art, music, architecture, photography and art history). CAPE also offers noncredit language conversation courses, including Spanish, French, Italian, Mandarin Chinese 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.

Professional 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 offers noncredit courses to enhance workplace skills and noncredit **certificate programs**, including special certificates offered in partnership with Meadows School of the Arts, the National Criminal Justice Training Center and the Center for Nonprofit Management.

Students complete certificates by taking a series of classes over weeks or months, depending on the specialization and the student's schedule. Cohort and independent options are available, with some classes being offered online. Upon completion of the series, students receive a noncredit transcript documenting completion from Continuing and Professional Education at SMU.

Additional information and a full listing of current opportunities are available at www.smu.edu/cape/professionaldevelopment.

SMU's Summer Youth Program offers one-week, special-interest enrichment workshops throughout the summer for those entering grades K–12. More information is available at www.smu.edu/SummerYouth.

Online Learning. CAPE partners with national leaders in online teaching and learning to offer self-paced, practical, career-enhancing courses. Additional information is available at www.smu.edu/capeonline.

STUDENT AFFAIRS

The mission of the Division of Student Affairs (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. 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 programs and services in the areas of student transitions, student life and well-being, and values and community, as well as resources, operations and initiatives.

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, the division's 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 TRANSITIONS

The Office of Student Transitions & Orientation provides on-going programs and services that support students and families in transition to SMU and throughout the collegiate experience. The office supports a welcoming and inclusive atmosphere, connects students to University resources and people, acquaints new students with institutional expectations and values, promotes learning and discovery inside and outside of the classroom, and fosters pride in the SMU community.

Student Transitions and Orientation

www.smu.edu/newstudent

Academic Advising, Registration and Orientation events for all incoming students take place in July, August and January. As part of the AARO sessions, students meet one-on-one with an academic adviser and register for classes. An extended orientation experience, Mustang Corral, is coordinated by the Office of Student Transitions & Orientation during August each year.

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, understand the regulations defining it and 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 their own interests and their integrity as individuals would suffer if they condone dishonesty in others.

The Honor System

All SMU undergraduate students and graduate students enrolled in the Dedman College of Humanities and Sciences, Lyle School of Engineering and Meadows School of the Arts are subject to the jurisdiction of the Honor Code and as such are required to demonstrate an understanding of and to uphold the Honor Code. Honor codes for the Cox School of Business, Dedman School of Law, Perkins School of Theology and Simmons School of Education and Human Development are explained in their graduate catalogs.

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. The Student Conduct & Community Standards Office, website www.smu.edu/studentconduct, promotes community, scholarship and civility by holding students accountable to the Student Code of Conduct and the Honor Code.

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.

Due respect for the entire University community, faculty, staff and one's fellow students is always expected. The University expects all students to be responsible citizens and to abide by all federal, state and local laws. The University Code of Conduct applies to students both on and off campus. It is the University's expectation that students will avoid behaviors such as, but not limited to, the misuse of drugs and alcohol, dishonesty, gambling, hazing, or behavior that endangers or threatens to endanger the health and safety of any person.

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.

Conduct Review Process

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. The purpose of the conduct review process is to encourage personal responsibility.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from an informal warning to expulsion from the University. In addition, a student may be assigned educational sanctions designed to promote personal growth and development. 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 Student Conduct & Community Standards to return to campus. In the event of such separation, a student is still responsible for University financial obligations.

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 related to the conduct review process 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 www.smu.edu/StudentAffairs/StudentLife/StudentHandbook.

Housing

The Department of Residence Life and Student Housing supports the goals of the University by creating residential communities that empower residents to value learning, citizenship and leadership in comfortable, well-maintained facilities. The department 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.

Hegi Family Career Development Center

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. 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, students can increase their self-awareness and make better-informed career decisions. Counselors are available to help students 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 that offers thousands of opportunities for 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, chosen by Career Center staff, who help educate peers about resources available at the Hegi Family Career Development Center. CDAs receive specialized training that equips them to represent and promote the center.

STUDENT LIFE AND WELL-BEING

The Office of the Dean of Student Life & Well-Being (www.smu.edu/studentlife) educates students and the SMU community by providing purposeful opportunities for learning, progressing in personal growth, clarifying values, and developing decision-making and other skills that promote responsible citizenship and well-being. Located in the Hughes-Trigg Student Center, the office 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.

Student Activities

www.smu.edu/orgs

The mission of the Department of Student Activities is to advise and support student organizations and to encourage student development through involvement. 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 supports more than 180 extracurricular opportunities for SMU students through 32 academic and professional associations, four campus programming councils, nine community service coalitions, 31 fraternities and sororities, 10 governing boards, nine honor societies, 15 multicultural organizations, two political clubs, 23 club sports, 29 religious organizations and 17 special-interest groups. 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 Student Activities Office, located on the third floor of the Hughes-Trigg Student Center, Suite 300, is the hub of activity for SMU student organizations. 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 many opportunities for students to become involved as leaders or participants.

Additional information is available online, including organization interests or type, membership requirements, contact information and event calendars. The department can also assist students in forming a new organization.

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.

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.

Fraternity and Sorority Life

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 SMU. Fraternities and sororities were among the first organizations at SMU and are one of SMU's longest standing traditions. There are 17 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 SMU Panhellenic Council. Students must meet the requirements as indicated in the *SMU Student Handbook* (Policies Pertaining to Social Fraternities and Sororities, section 1.02(b), and/or other 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 Student Activities or Multicultural Student Affairs offices or their websites.

Student Center

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 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, the Veteran's Center, a commuter lounge, and several restaurants and stores. 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. SMU student media opportunities also include the student yearbook, *Rotunda* (www.smurotunda.com), which has chronicled the life and times on The Hilltop since 1915.

Veterans Services

The Division of Student Affairs provides a coordinator of veteran support and services through the Office of the Dean of Student Life & Well-Being. 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, tailgating on the Boulevard during football games and other activities during the school year. The Veterans Center, in Hughes-Trigg Student Center, Suite 323, provides coffee, a refrigerator and microwave, printing, meeting and study space, and a relaxed setting for interacting with fellow veterans. 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/veterans.

Women and LGBT Center

www.smu.edu/womenandlgbtcenter

The Women & LGBT Center empowers students within the University to increase awareness and understanding of gender equity issues by eliminating barriers, diminishing prejudices and creating a supportive climate and space for all. Through advocacy, information, referral services and leadership experiences, the 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 center is the SMU Women's Symposium (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.

Health Services

www.smu.edu/healthcenter

SMU Memorial Health Center, the University's health facility, is temporarily located at 3014 Daniel Avenue. Services include an outpatient primary care clinic, pharmacy and lab, and counseling services 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, registered nurses, medical assistants and lab technologists. Physicians are available by appointment 8:30 a.m.–4:30 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 nonmajor 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) 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 services and access to health education programs. Any lab work, pharmacy items and medical 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 my.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 semiannual premium charge applied to his or 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 the website www.smu.edu/healthinsurance. Students who elect SHIP for the fall term will automatically be reenrolled in mid-December unless the insurance office receives notification of the desire to waive for spring. **Note:** Health insurance is separate from the student Health Center fees and is paid for separately.

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.

Laboratory Services. Laboratory tests are available for nominal fees.

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 rec-

ord, military health record or school health record. Students will not be allowed to register without immunization compliance.

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.

Students are encouraged to check their my.SMU account for immunization status. Immunizations are available at the Health Center. Health history forms are available on the Health Center's website (www.smu.edu/healthcenter).

Class Absence Due to Illness. Students should schedule appointments with physicians at times when they do not have classes. The Health Center does not issue excuses from classes for illness. Students should refer to the Health Center website (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.

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 (telephone: 214-768-2393; website: www.smu.edu/healthcenter/healtheducation.

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. Alcohol and drug prevention is a free and confidential source of help and information to the SMU community, covering issues related to substance abuse and addiction. 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.

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.

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 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

www.smu.edu/recsports

Dedman Center for Lifetime Sports is a facility designed for recreational sports and wellness. The center provides racquetball courts, aerobic studios, an indoor running track, basketball courts, volleyball courts (indoor and outdoor), a climbing wall, a bouldering wall, a 25-meter recreational pool with five lanes, 15,000 square feet of fitness and weight equipment, and a café next to the lobby area. These facilities are open to SMU students, faculty, staff and members.

A variety of services and programs are available, including fitness classes, intramural sports, sport clubs, the Outdoor Adventure program, personal training, personal assessments, massage therapy, swimming lessons and camps.

Fitness. SMU Fitness offers group exercise classes, personal training sessions and massage therapy. Group X exercise classes are offered throughout the day to accommodate a variety of schedules. Different types of cardio, strength and flexibility classes are available. Experienced and knowledgeable trainers offer sessions to train members of the University community, 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 intramural sports such as bowling, golf, racquetball, tennis, track and swimming. The five major sports are flag football, volleyball, basketball, soccer and softball. Leagues provide year-round opportunities to participate in a wide variety of sports and activities. Additional leadership opportunities are available for those interested in officiating or supervising various activities.

Club Sports. Club sports 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, polo, rugby, running, sailing, men's and women's soccer, triathlon, ultimate Frisbee, volleyball, wakeboarding and water polo.

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 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 training.

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. Students can sign up for SMU OA trips offering traditional and non-

traditional 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 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).

VALUES AND COMMUNITY

Office of the Chaplain and Religious Life

www.smu.edu/chaplain

The Office of the Chaplain and Religious Life offers resources of pastoral care and theological reflection that nurture spiritual development and the moral and ethical vision and character of students, faculty and staff. Dr. Stephen W. Rankin is the chaplain and minister to the University community. Chaplain Rankin leads and preaches at Underground, an ecumenically Christian, all-University service of worship, in Hughes-Trigg Theater each Wednesday during the term. Students, faculty and staff are invited to participate in this service 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 in each residential commons a residential community chaplain who provides a pastoral presence and help for students navigating 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, an 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, is an eight-day spring break journey through the South whereby students encounter shrines of freedom and meet heroes of the civil rights movement. This collaboration with Dedman College offers students a transformative opportunity 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.

Community Engagement and Leadership

www.smu.edu/cel

The Community Engagement and Leadership Center, a department in the Division of Student Affairs, develops student leaders through educational and transformational experiences that equip them to impact positive social change. CEL advises and fully supports two student-run, service-based organizations, Alternative Breaks and Mustang Heroes, whereby students participate in service trips throughout the U.S. and internationally and in ongoing service opportunities in Dallas. CEL also hosts the annual Stampede of Service and MLK Day of Service.

The leadership programs available to students include the Emerging Leaders First-Year Leadership Development Program, the Crain Leadership Conference, the Mustang Intersections Leadership Retreat for Diversity and Social Change, and LeaderShape. CEL also supports student leadership development through the Caswell Undergraduate Leadership Fellows Program, a grant opportunity for a group of selected students to develop projects focused on sustainability leadership, faith-based leadership, nonprofit leadership, educational leadership, or international and cross-cultural leadership.

Multicultural Student Affairs

The Office of Multicultural Student Affairs works collaboratively with the campus community to provide support for students of color and to create an environment that fosters inclusivity and a deeper understanding of diversity. The office focuses on holistic development, advocacy and comprehensive student success. In addition, the office sponsors diversity and social justice education programs such as Inter-SECTIONS and Real Talk to provide opportunities for the exchange of ideas and experiences that enhance student perspectives, and offers various leadership opportunities through culturally based student organizations, peer dialogue leader positions and the CONNECT Mentoring and Retention Program.

RIGHT TO KNOW

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.

1. Academic Programs

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

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

a. *Graduation Rates.* The completion or graduation rate of the institution's certificate-seeking or degree-seeking, full-time undergraduate students and students who receive athletically related financial aid.

b. *Privacy of Student Education Records.* The Family Educational Rights and Privacy Act governs SMU's maintenance and disclosure of a student's education records. FERPA provides students the right to inspect and review their education records and to seek amendment of those records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights. Further, FERPA prevents SMU from disclosing personally identifiable information about a student to outside third parties, except under specific circumstances outlined in SMU's Policy Manual.

c. *Withdrawal.* Requirements and procedures for officially withdrawing from the institution.

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

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

amounts owed by the student for the current enrollment period, less a one-time application fee of $100.

(1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest 10 percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

(2) All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

(3) Refunds shall be paid within 40 days after the effective date of termination.

(4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15 percent of the total cost of a resident program, or $400, whichever is less.

(5) No refund is required for any student who withdraws or is dismissed after completing 60 percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

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

3. Financial Aid

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- 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

(1) Service under the Peace Corps Act;

(2) Service under the Domestic Volunteer Service Act of 1973; or

(3) Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

(4) The requirements for return of Title IV grant or loan assistance.

(5) Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

4. Student Financials/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

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

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

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.

8. Student Appeals and Complaints

Southern Methodist University operates with integrity in all issues and is dedicated to preserving the rights of all members of the University community. Categories for which students may wish to reach out for advice and assistance and/or to submit an appeal or register a complaint are as follows: academics, code of conduct, discrimination, financial issues, honor code and privacy issues. An overview of the roles, responsibilities and procedures for complainants and the University is outlined in each of the areas below.

a. Academic Appeals and Petitions
www.smu.edu/Provost/Pages/Resources/Appeals

b. Student Code of Conduct
www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/StudentAppealsComplaints

c. Office of Institutional Access and Equity
www.smu.edu/IAE

d. Financial Responsibility and Confidentiality
www.smu.edu/LegalDisclosures/FinancialAndConfidentiality

e. Honor Code
www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCode

In addition to the right to use internal University complaint procedures, every student has the right under federal law to use complaint processes provided by the state in which his or her campus is located.

9. State-Specific Information for Appeals and Complaints

Texas. For complaints regarding programs in Texas, students should contact the Texas Higher Education Coordinating Board, Office of General Counsel, PO Box 12788, Austin TX 78711-2788; email: studentcomplaints@thecb.state.tx.us. Additional information about the Texas student complaints process may be found at www.thecb.state.tx.us ("College Readiness and Success" link).

New Mexico. For complaints regarding programs in New Mexico, students should contact the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe NM 85705-2300; telephone 505-476-8400. Additional information about the New Mexico student complaints process may be found online at www.hed.state.nm.us/students/complaints.aspx.