

General Information

Academic Calendar 2020-2021 - Updated October 2020

[Academic Calendar 2020-2021 - Updated October 2020](#)

Academic Calendar 2020-2021 - Original

Fall Semester 2020

August

18-22 Tues-Sat CORE

23 Sunday Last Day to Register for FA'20

24 Monday Instruction Begins

28 Friday Last Day to Add a Class

September

4 Friday Last Day to Drop a Class without Receiving a 'W'

7 Monday SCHOOL IS IN SESSION (LABOR DAY)

8 Tuesday Enrollment Census

October

14 Wednesday Mid-Semester

23 Friday Deadline for Removal of SU'20 Incompletes

30 Friday Last Day to Withdraw from a Class

November

2 Monday SP'21 Registration Begins

2-13 2 Weeks SP'21 Advising

20 Friday Final On-Campus Fall Testing

23, 24 Mon-Tues Final On-Campus Fall Testing

25 Wednesday Thanksgiving Break Begins

30 Monday Instruction Continues Online

December

9 Wednesday Semester Ends

MWF Class Days 43

T/TH Class Days 29

Exams 3
75

Spring Semester 2021

January

10 Sunday Last Day to Register for SP'21
11 Monday Instruction Begins
15 Friday Last Day to Add a Class
18 Monday School Holiday, Martin Luther King Birthday
22 Friday Last Day to Drop a Class without Receiving a "W"
27 Wednesday Enrollment Census

February

19 Friday Deadline for Removal of SU'20 Incompletes

March

3 Wednesday Mid-Semester
12 Friday Spring Break Begins
22 Monday Instruction Resumes
29 Monday Summer Registration Begins
31 Friday Last Day to Withdraw from a Class

April

5 Monday FA'21 Registration Begins
5-16 2 Weeks FA'21 Advising

May

3-5 Mon-Wed Exams
7 Friday Senior Consecration
8 Saturday Baccalaureate
9 Sunday Commencement

MWF Class Days 43
T/TH Class Days 30
Exams 3
76

Summer Semester

May 10 – August 19, 2021

July 9 Deadline for Removal of Spring 2021 Incompletes

Session I

On Campus (6 weeks) May 10 – June 18

May

10 Monday Class Begins/Last Day to Add a Class

18 Tuesday Last Day to Drop without Receiving 'W'/Final Day for Refunds

June

11 Friday Last Day to Withdraw from a Class

25 Friday Grades Due

Session II

On Campus (6 weeks) June 21 – July 30

June

21 Monday Class Begins/Last Day to Add a Class

29 Tuesday Last Day to Drop without Receiving 'W'/Final Day for Refunds

July

23 Friday Last Day to Withdraw from a Class

August

6 Friday Grades Due

SWAUonline

Online Courses May 10 – August 19

May

10 Monday Class Begins/Last Day to Add a Class

18 Tuesday Last Day to Drop without Receiving 'W'/Final Day for Refunds

Aug.

13 Friday Last Day to Withdraw from a Class

27 Friday Grades Due

About SWAU

Mission Statement

Inspiring knowledge, faith, and service through Christ-centered education.

Vision

Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service.

University Values

UNIVERSITY VALUES

	WE VALUE THE	SOUTHWESTERN STUDENTS, EMPLOYEES AND GRADUATES WILL
1.	empowering nature of God's Word	continually seek and be guided by wisdom
2.	mercy and justice of God	strive to live with complete integrity and without fear
3.	blessings of God	be good stewards of their time, their talents, and the resources God places in their care
4.	image of God in all humanity	treat each individual with respect and seek opportunities to work together for the good of humanity
5.	forgiveness of God	act with humility and be understanding of others' limitations
6.	transformative power of God's love	unselfishly serve and defend those in need through acts of care and compassion
7.	eternal plans of God	remain forever faithful



Brief History

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

Geographical Region, Type of Students and Faculty

The University serves primarily the needs of the Seventh-day Adventist membership in the five states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The University welcomes students from all religions and geographical areas, as well as from diverse ethnic, social, and cultural backgrounds.

To achieve its purpose effectively, the University recruits and retains well-qualified teachers, who are dedicated to teaching and advising and who are willing to spend time with students both in and out of the classroom. The University encourages research and scholarly endeavors on the part of its faculty.

Major Institutional Functions

The University provides a challenging environment conducive to the total development of the student, thus contributing to the realization of each individual's potential. The administrative departments of the University provide the infrastructure needed for the institution to fulfill its educational purposes.

The University's undergraduate curriculum consists of programs in the liberal arts and sciences, with a number of professional and preprofessional curricula. The general education component brings balance to the academic and professional programs, enriching the intellectual and cultural experiences of the student beyond the limits set by the specific major. The graduate curriculum includes master's degrees in education and psychology.

Student Learning Outcomes

The University graduate will:

1. Have knowledge in the humanities/fine arts, social/behavioral sciences, natural sciences and mathematics.
2. Be able to communicate effectively through the spoken word, the written word, and the use of other abstract symbol systems.
3. Be able to think critically and solve problems.
4. Possess the attributes of growth: ability, tolerance, self-reliance, compassion, and a love of learning.
5. Have a commitment to high moral and ethical standards.
6. Have knowledge of Seventh-day Adventist values and beliefs.
7. Possess leadership skills and a commitment to service.
8. Possess the knowledge, skills, and personal attributes to function effectively in the workplace.
9. Possess cultural sensitivity and a global perspective.

Accreditation and Non-Discrimination Policy

Southwestern Adventist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4501) to award: Associate, Bachelor, and Master degrees.

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

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

The University is a member of the following:

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

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

Admissions

As a Christian institution providing higher education in the liberal arts and selected professional areas, Southwestern Adventist University welcomes applications from students who will share the vision, values, and ideals of the university, and whose desire for a successful education experience will enable them to commit to the total program of learning, development and service. The university is committed to equality and does not consider race, gender, age, disability, color, or national and ethnic origin in determining qualifications for admissions.

Admission is granted to applicants who meet admissions requirements and who will uphold the standards of the university in accordance to the Christian principles as taught by the Seventh-day Adventist Church.

Students are advised that admission is contingent upon the integrity of the information submitted to the University. Discovery of false information could be grounds for withdrawal of the offer of admission or for immediate dismissal. Dismissal would result in forfeiture of all charges paid and academic credits earned.

Freshman Admission

To receive priority processing and scholarship consideration, applications should be submitted by March 1 for the fall semester and November 1 for the spring semester. Application deadline is August 1.

Regular admission requirements

Transcript: submit one of the following

- Official secondary school transcript with a grade point average (GPA) of 2.75-4.00 (on a 4.00 scale)
- General Education Development (GED) test average score of 500 with no score below 450. Texas GED: 160-200 regular admission.
- Home school transcript with courses, grades, and dates of completion with a state-issued certificate of secondary school completion if applicable.
- General Certificate of Secondary Education: must have five (5) passes or more

Provisional Admission: GPA of 2.50 - 2.74

- High school English or Math grades with D/F must be re-taken
- Provisional status removed after 1 semester at SWAU with a 2.25>
- Placement tests submitted after provisional admission which meet requirements for ENGL 121 and MATH 110 will change the entrance classification to regular admission
- Students admitted with provisional status are required to take UNIV 011

Placement Scores

- ACT 17
- SAT 480
- TSI Reading 351, Writing 340, Essay 4
- ACCUPLACER Reading 80, Writing 6
- Nelson-Denny score of 15

Southwestern encourages the TEA Recommended High School Program of 26 credits, which will increase a student's opportunities for success.

- 4 credits of English/Language Arts
- 4 credits of Mathematics, including Algebra I, II, and Geometry
- 4 credits of Science, including Biology, Chemistry, and Physics
- 4 credits of Social Studies, including World History, World Geography, U.S. History, 1/2 credit Government, 1/2 credit Economics
- 1 credit of Physical Education
- 1/2 credit of Speech
- 1 credit of Fine Arts
- 5 1/2 credits of Electives
- 2 credits of Foreign Language Studies

Applicants taking Advanced Placement classes should consult the AP examination program in the Academic section of this *Bulletin* regarding scores necessary for college credit.

Transfer Admission

To receive priority processing and scholarship consideration, submit applications by March 1 for fall semester and November 1 for spring semester. Application deadline is August 1.

Transfer Admission Requirements

- Official transcripts of all college/universities attended with a minimum cumulative GPA of 2.0
- Students with less than 24 credits will need to submit proof of secondary school completion

Academic credit earned from regionally accredited colleges and universities will be accepted as transfer credit subject to the following guidelines:

- Courses with grades of C- or higher will transfer
- Even though credit hours are transferable, the hours may not necessarily apply toward a particular degree program or general education requirements
- All courses taken at a community college transfer as lower-division hours only
- Courses considered technical, developmental/remedial, continuing education, cooperative education, extension, English as a Second Language, and non-credit classes will not transfer
- Transcripts submitted from non-accredited institutions are evaluated on a course by course basis
- Transcripts from universities outside the United States must be evaluated for the student by an independent evaluation service. Southwestern recommends the use of World Evaluation Services www.wes.org

Transfer students who have not completed the general education mathematics requirement and/or the freshman composition requirement prior to enrollment at the University can submit the ACT or SAT for English prior to registering for classes. Required test scores for ENGL 121 can be any of the following: SAT ERW of 480, or ACT English of 17. Students can also take the Accuplacer or submit TSI scores.

Applicants who do not meet the published requirements may be considered for admission on academic probation. A letter of intent to succeed along with two references need to be submitted to the Office of Admissions for consideration by the Admissions Committee.

Admission to the Nursing Program

Nursing Program Deadlines

Applications that are not complete by the listed deadlines will not be considered for admission

	FALL 2020
Application and transcripts from all colleges attended must be submitted	<input type="checkbox"/> April 1
Two completed personal reference forms	<input type="checkbox"/> April 1
TEAS test results	<input type="checkbox"/> April 1

Please submit all documents to the Director of Admissions at rahneeka@swau.edu or mail to 100 W Hillcrest St, Keene, TX 76059.

	FALL 2020
Notification of admission status	<input type="checkbox"/> April 15
\$200 Nursing commitment deposit to reserve your place in the program	<input type="checkbox"/> May 15
Be at registration Step 6 (See enclosed registration guide)	<input type="checkbox"/> July 15
Deadline to submit all required health records to CastleBranch: <ul style="list-style-type: none">• Physician's report of physical exam• Current immunizations (MMR, HepB, Varicella, TB, Tdap, Influenza)• CPR Card (American Heart Association—Basic Life Support)	<input type="checkbox"/> July 15
Upload Blue card from the Texas Board of Nursing to CastleBranch	<input type="checkbox"/> August 1
Nursing Orientation	<input type="checkbox"/> August 20
Classes Begin	<input type="checkbox"/> August 24

Students accepted to the nursing program must successfully complete all prerequisite courses and maintain a minimum GPA of 3.0.

Admission of International Students

The application deadline is May 1 for fall semester and October 1 for spring semester. Student must be fully admitted by June 1 for fall semester and November 1 for spring semester to allow sufficient time for the student to obtain an I-20 and obtain a student visa.

In addition to meeting the freshman or transfer acceptance requirements, an international student must submit official copies of all education documents validated by school or national officials. These should be in the original language, accompanied by a certified English translation.

Students for whom English is not their native language must submit any of the following tests with the minimum score listed:

- TOEFL* (Test of English as a Foreign Language)
- PBT old 550, PBT new 65, IBT 85, CBT 235
- IELTS 6.5
- iTEP 3.9
- PTE 55
- GTEC 1220
- Michigan test 80
- ERW 480
- ACT 17 English

or

- Transfer of a minimum of 24 semester credit hours from a college or university where English is the language of instruction.

International Student I-20 process - F1 Visa

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

- Submit legible copy of valid passport information page
- Submit at least three (3) sequential bank statements that give evidence of income
- Submit the international student deposit of \$1000 which includes the \$200 residence hall room deposit, and a \$100 non-refundable processing fee
- Pre-payment of \$6500* for undergraduate students or graduate students
- Upon receipt of I-20 student must submit payment to SEVIS for I-901.

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

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

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

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

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

Application Procedure for Admission

Prospective students can apply at no cost online at www.swau.edu/apply or request an application packet from the Enrollment Services Office at enroll@swau.edu.

- Completed paper applications should be sent to the Admissions Office with an application fee of \$50.00.
- It is the responsibility of the student to request all transcripts and SAT or ACT scores to be sent to the Admissions Office at Southwestern Adventist University. These become the property of the University.
- When all documents have been received, the application, transcripts, and test scores will be reviewed and the Admissions Office will notify the applicant of the decision.

Commitment Deposit

New students who are accepted need to submit a \$100.00 Commitment Deposit in order to reserve their place in the entering class. This allows access to student Portal when registration opens and provides priority processing for financial aid. Priority deadline is May 1 for fall semester and November 1 for spring semester. Commitment deposits are applied to the student's account and are non-refundable if the student does not enroll.

Admission of Non-Degree Students

Special permission to register is extended to a variety of students wishing to take classes at the University. Academic transcripts are not required. Tuition and fee charges for these students are provided in the financial section of this Bulletin.

Non-degree students desiring to change to degree status must apply and meet all regular admission requirements.

Audit. Students who plan only to audit a class must submit a Special Student Admission Application and a request for registration.

Dual Credit/Dual Enrollment. The University has several programs available to high school students to take University courses online, on-campus, or at a Southwestern Union academy. Students interested in these programs should contact the Office of Admissions and submit an application and a request for registration.

Teacher Certification. Individuals who need specific courses for certification must submit an application and a request for registration. Students interested in certification should consult the Department of Education section in this Bulletin.

Transient. Students enrolled at another college or university who wish to take a course must submit an application and a guest letter from their college or university.

Readmission to the University

Students seeking readmission after being unenrolled for one year must reapply and submit official transcripts from any subsequent college or university to the Office of Admissions.

Returning students will be readmitted provided there are no academic sanctions, disciplinary actions, or financial holds restricting enrollment. Students who are readmitted after two or more semesters of non-attendance must meet the degree requirements of the Bulletin in effect at the time of readmission.

Admission of Post-Baccalaureate Students

Southwestern Adventist University offers four-year graduates of any accredited college or university, including Southwestern, the opportunity to take additional undergraduate classes, to complete another undergraduate degree, or to apply for graduate studies. Admission policies will apply to these students as follows.

- Additional classes only as a non-degree student
- Additional undergraduate degree seeking student

The tuition discount for post-baccalaureate students is 50% of full tuition cost. Does not apply to the Nursing program.

Finances

Costs

Tuition, Room & Board Costs

Full-Time Student Package	Semester Year	
Tuition (12-17 credit hours)	\$11,088	\$22,176
SA Fee	110	220
Technology Fee	220	440
Total Tuition and Fees	\$11,418	\$22,836
Residence hall room	1,975	3,950

Credit Hour Charge

Courses taken below the 12-17 hour package will be charged at \$924 per credit hour. Courses taken above the 12-17 hour package will be charged at \$693 per credit.

Meal Plan Choices

Meal Plan Choices (required for resident hall students)

Meal Plan

- \$1,975 (per semester - includes \$125 for the Knight's Market and Grill*)

This meal plan is required for undergraduate students under the age of 22 who have 89 or less cumulative credit hours on their Southwestern transcript. This plan is for unlimited access to the cafeteria seven days per week.

Meal Plan 22

- \$1,125 (per semester)

Undergraduate students who are 22 years of age or older, seniors (90+credit hours), or off-campus students may select either the regular Meal Plan or Meal Plan 22. Meal Plan 22 is not unlimited access. The student is charged by the meal for each entry to the cafeteria with a \$50 per day limit, until the \$1,125 is used. A portion of this plan is used up each week regardless of entry into the cafeteria. Any portion of the \$1,125 may be spent in the Knight's Market and Grill*.

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

Please note these guidelines before selecting a meal plan:

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

Student Package includes:

- Tuition for a 12-17 hour class load
- Cap and gown for graduation
- Diploma

*A room in one of the residence halls beginning the Sunday of the week classes begin.

*Meals at the cafeteria:

- Fall Semester - beginning with the Sunday evening meal the week classes begin
- Spring Semester - beginning with the Sunday evening meal the week classes begin
- Reduced hours during Thanksgiving and Spring break
- The cafeteria website will show the holiday and inclement weather day schedules.

Use of the following:

- Library
- Computer Laboratories
- Science Laboratories
- Athletic Facilities
- Student Center
- Counseling Services

* These items are included in the Residence Hall Student Package only.

Residence Hall Requisites

All unmarried students under 22 years of age, taking six or more credit hours, are required to live in one of the University's residence halls. Residents are also required a meal plan offered through the cafeteria. Students who officially withdraw from Southwestern Adventist University will not be permitted to live in the residence hall after their official withdrawal date.

Off-Campus Living: Must meet the following requirements and be approved by the Dean of Students

- Be 22 years of age, *or*
- Taking six or less credit hours, *or*
- Have earned a bachelor's degree, *or*
- Live with immediate relatives (parents, grandparents, or siblings over 24 years of age in an established residence), *or*
- Be a senior with a good citizenship record, 90+ credit hours, and cumulative GPA of 3.0 *or* greater

Single students must live with the same gender, unless living with parents or grandparents.

Residence Hall Deposit

To reserve a room, students are required to pay a general deposit of \$200 to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the University. Deposits are refunded to the student's account and will be released if there is no balance due. The deposit is refundable on condition that the checkout procedure of the residence hall is followed (see Residence Hall Handbook). Should a student cancel an application for admission before August 1, the deposit will be refunded.

Private Room Fees

Private room fees are an additional \$988 per semester subject to space availability, dean approval, and financial clearance.

Other Tuition and Fees

Audit Tuition

Tuition to audit a course is \$100 per credit hour unless it is part of the tuition package. The SA fee and technology fee will be waived, but course and lab fees that are part of an audited class are not waived for audit-only students. Audit-only students will not have access to university services. Some courses are not available for audit.

Consortium Agreement

Under a consortium, Southwestern gives credit for courses taken at the other schools on the same basis as if it provided the training itself. The Consortium Agreement is initiated by the student and approved by both institutions. Students will be charged an administrative fee of \$100 for this process.

Course Fees

- ARTS supply fee - \$40

- ACSM Personal Training Certification - \$289
- Athletic/SWAT Fee - \$150
- BIOL lab course fee - \$50
- BIOL course that includes a 4-day field lab - \$140
- BUAD 202 course fee - \$45
- BUAD 472 course fee - \$45
- CHEM lab course fee - \$50
- COMM 125 lab fee - \$150
- COMM 137 supply fee - \$150
- COMM 127 lab fee - \$150
- COMM 224 lab fee - \$150
- COMM 237 and 337 lab fee - \$150
- COMM 343 supply fee - \$150
- COMM 437 supply fee - \$150
- EMSP course fee - \$25
- FNCE 422 course fee - \$30
- FNCE 433 course fee - \$30
- FNCE 452 course fee - \$30
- Independent class fee - \$100 per credit hour
- KINA 247 course fee - \$100
- KINA 234 Fee - \$80
- MKTG 343 fee - \$30
- Music Ensemble fee - \$50

SWAUonline Program

SWAUonline Program tuition is \$739 per credit hour. There are no payment plans for this program. All charges must be covered at the time of registration through aid, credit/ debit card, and/or cash. SWAUonline Prior Learning Assessment recording fee is \$75 per course. Additional information about the SWAUonline Program can be found on the [SWAUonline](#) website. Because this is a discounted program, no Southwestern scholarships are available to students in this program.

SWAUonline Program - Technology Fee

Technology Fee for SWAUonline students will be prorated based on course load. \$55 per course, with a maximum of \$220 per semester.

Department Fees

• Computer Science Program Fees

Computer Science majors will be charged a \$100 Program Fee each semester.

• Education Program Fees

Any student seeking Secondary Certification in Education or a major in Education will be charged a \$100 Program Fee each semester.

• Psychology Program Fees

Psychology majors will be charged a \$50 Program Fee each semester.

Psychology, emphasis School Guidance majors will be charged a \$100 Program Fee each semester.

Examination Fees

- Challenge, waiver, and validation preparation fee - \$85
- CLEP and challenge examination recording fee - \$25
- Michigan Test of English Proficiency - \$25
- Fees for exams such as Career, Aptitude, and Personality; CLEP; Michigan Test of English Proficiency; and SAT or ACT vary by exam. These fees must be paid in advance of taking the exam. Special examinations may also carry a preparation and recording fee.

Freshman Orientation Fee

Attendance at Freshman Orientation is required of all freshmen students. A fee of \$350 will be assessed for this orientation.

Graduate Program

Graduate Program tuition is \$924 per credit hour. Graduate hours are charged separately from the undergraduate tuition package. For further information about the graduate programs and available scholarships, please refer to the *Graduate Bulletin*.

General Fees

Fees are non-refundable after the close of registration.

- **Student Association Fee** - \$110 each semester is required of all undergraduate students.
- **Technology Fee** - \$220 each semester is required of all students.

Medical Laboratory Science

Medical Laboratory Science students will be charged an administrative fee of \$100 per semester during their clinical year. Check with the advisor regarding tuition and fees. Southwestern scholarships are not available for the clinical year during which the courses are taken at another institution.

Music Lessons

Music lessons are \$350 per semester above the cost of tuition (based on a minimum of ten half-hour lessons). There are no refunds after the second week of the semester.

Nursing Tuition Surcharge/Program Admission Fee

1. Nursing Deposit - \$200 non-refundable deposit is required at the time of acceptance into the Nursing program.
2. Nursing ATI Fee - \$575 per semester in the Nursing Program (ATI provides comprehensive online learning, testing, and NCLEX resources)
3. Nursing Skills Supply Fee - \$100 one-time fee charged the first semester in the Nursing program
4. Clinical Course Fee - \$300 for all clinical courses throughout the Nursing program

5. CastleBranch Account Fee - \$25 to set up a CastleBranch account prior to starting in the Nursing program
6. Drug Testing and Background Check Fees - \$79 fee during the first semester in the Nursing program

Senior Citizens

The tuition rate for senior citizens (65+) is \$100 per semester hour for courses taken for audit or credit. This does not apply to SWAUonline, nursing classes, or discounted programs. There must be space available in the class.

Study Abroad Program

Adventist Colleges Abroad (ACA) students must submit a non-refundable \$100 application fee for the academic year study abroad program. There is a \$30 application fee for the summer program.

Students who study abroad through a college or university that is not affiliated with Adventist Colleges Abroad will be charged an administrative fee of \$100 per semester.

Summer Program

- Summer school tuition for on-campus courses is 75% of regular tuition.
- Online courses are charged at 80% of regular tuition.
- Graduate classes are \$924 per credit hour.
- GEOL 240 The Dinosaurs is \$305 per credit hour.
- HNRS 275, HNRS 375, HNRS 376 are \$462 per credit hour.
- BIOL 225 Field Biology is \$462 per credit hour.
- BIOL 325 Field Ecology is \$462 per credit hour.

Student Missionary/Task Force Program Charges

Students who spend one year of their education as a student missionary or task force worker will be enrolled in 12 credit hours each semester. By this, the University recognizes the legitimate full-time educational value of this experience. Six of these credit hours will count as elective credit toward graduation, while six will be non-credit hours. The student will be charged \$300 tuition each semester for a total of \$600 for the academic year. An application/ processing fee of \$150 is charged at the time of application.

Other Expenses

Books

Students are given the opportunity to indicate if they want to charge books to their student account through [BBA Corporation](#), the University textbook provider, during the on-line registration process. Students may rent books for \$325 per semester or charge up to \$600 for book purchases to their student account per semester.

Checks

Returned checks not honored by the bank carry a \$35 charge.

Field Trip Costs

Students will pay for their own food and lodging on class trips.

Fines

An assembly fine of \$10 will be assessed for each absence beyond the two absences allowed in a semester. The cafeteria will assess fines for infractions of cafeteria policy.

The library will assess fines for overdue library materials and lost items. Residence halls will assess fines for improper checkouts, lost keys, and infractions of residence hall policies.

Miscellaneous fines may be assessed as deemed appropriate by the administration.

Graduation Dues

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

Identification Card

An ID card is provided to the student for cafeteria, library, and athletic facility use. The card is valid as long as the student is enrolled. There will be a \$10 cash replacement charge for a lost, stolen or damaged card. No student ID is issued to students who are auditing classes only.

Insurance

Automobile insurance is the responsibility of the student. The University does not carry insurance covering theft, loss, or damage of any kind.

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

Immigration requires that all international students have twelve-month medical insurance coverage while in the United States. International students must purchase major medical insurance coverage through the University at the time of registration. Medical insurance from a home country will not be accepted. If a student is insured through the SDA General Conference system, the international student must provide documentation of equivalent insurance coverage. No refunds will be made after the second week of classes.

Personal property insurance is the responsibility of the student. The University is not responsible for the loss of personal property by fire, theft, or other causes. It is recommended that students arrange for insurance coverage of their personal belongings with an insurance agency of their choice. Residence hall students are advised not to keep money in their rooms.

Late Registration Fee

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

Low Balance Write-Offs

Credits or debits of less than \$5 will be written off at the end of the semester.

Transcripts/Diplomas

Southwestern Adventist University transcript services are provided by [Parchment Exchange](#) – including request and payment. The link to this service is located on the web portal. Costs: electronic transcripts - \$5, paper mailed transcripts - \$7, and additional charges for overnight and international mailings. Currently enrolled Southwestern students and Southwestern Union Conference Teachers need to contact the [Student Records Office](#) at 817-202-6200. A transcript is collateral for any unpaid student account balance. Transcripts and diplomas are not released

- if a student's account is not paid in full.
- if the student has not completed federal student loan exit counseling.
- if government loans are not current in repayment, or if the academic file is incomplete.
- If a check to pay off a student account balance accompanies a transcript request, the transcript will be held until the check is cleared. Requests accompanied by credit card information, a money order or a bank draft is processed more quickly. Replacement diplomas will be assessed a \$50 charge (See [Student Records](#)).

Payment Plans

Payment Plans

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

Plan I - Cash

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

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

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

Fall Semester

- July 15 Registration payment, minimum of 65% of semester charges
- August 10 First payment
- September 10 Second payment
- October 10 Third payment

- November 10 Final payment - balance owed on account

Students must go to the University portal in July to choose this payment option on the [Student Portal](#).

Spring Semester

- December 15 Registration payment, minimum of 65% of semester charges
- January 10 First payment
- February 10 Second payment
- March 10 Third payment
- April 10 Final payment - balance owed on account

Students must go to the University portal in December to choose this payment option on the [Student Portal](#).

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

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

Fall Semester

- At Registration Registration payment, minimum of 65% of semester charges
- October 10 First payment
- November 10 Second payment
- December 10 Final payment - balance owed on account

Spring Semester

- At Registration Registration payment, minimum of 65% of semester charges
- February 10 First payment
- March 10 Second payment
- April 10 Final payment - balance owed on account

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

The University is advancing value to students in the form of educational services and a student's right to register is expressly conditioned upon the student's agreement to pay the costs of tuition and fees and any additional costs when those charges become due. Regardless of the student's eligibility for financial aid, the student is personally responsible for the full amount assessed as a result of the student's registration. In addition, failure to pay the costs of tuition and fees will result in a financial hold on the student's record which will prevent the release of the student's academic transcript and diploma. The University may refer any past due account for collection and may authorize legal action against the student for the collection of this debt. The student is liable for all reasonable collection costs, including attorney fees, court costs, and other charges necessary for the collection of a past due account.

Methods of Payment

Online -- Current students may pay online with a credit or debit card through their student portal.

Phone call -- Payments may be made to a credit or debit card by calling the cashier at 817-202-6299.

In-person -- Payments may be made by cash, check, or debit/credit card at the Cashier's Office on campus.

Mail -- Check or money orders may be sent to Student Financial Services.

Wire Transfer -- See instructions at www.swau.edu/bank-wire-instructions

Tuition, Room & Board Institutional Refund

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

Week	Refund % Tuition
Registration Week	90%
Second Week	60%
Third Week	40%
Fourth Week	20%
Fifth Week	0%

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

Refunds are not made on these items:

1. Insurance
2. Missed cafeteria meals
3. Music lessons two weeks after registration day
4. SA fee
5. Technology Fee
6. Unattended classes

Return of Federal/State Funds

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

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

Financial Aid

To receive federal or state aid, a student must meet certain eligibility requirements. Some of the basic requirements include U.S. Citizenship or permanent residency; high school diploma, GED, 60+ transferable college credits, or home school certification; and academic standards.

Federal Grant Programs

Eligibility for the following programs is based upon receipt and evaluation of the Institutional Student Information Record (ISIR), which is the result of the Free Application for Federal Student Aid (FAFSA). To be guaranteed the maximum award for which the student is eligible, the FAFSA must be completed by Southwestern's priority date of March 1. Students are automatically considered for all grants for which they may be eligible.

Federal Pell Grant

This is a federally funded grant available to undergraduate students enrolled in a program leading to a degree. Federal Pell grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. The actual award for each student is determined by the U.S. Department of Education through the evaluation of the FAFSA. The annual award ranges from \$639 to \$6,345. Students may receive a lifetime limit of the equivalent of 6 years of undergraduate studies for a baccalaureate degree. Students who receive Pell Grants may have funds available to them for books during the first week of classes each semester. The student may either choose to charge the cost of their books to their student account through the University sponsored bookstore or, if their aid results in a credit on their account, funds will be given to the student to purchase their books. In certain situations, an eligible student can receive up to 150 percent of his or her scheduled Pell Grant award for an award year. Students may not receive Federal Pell Grant funds from more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is funded through a combination of federal and University funds and is dependent on funding levels approved by the federal government. Annual awards at Southwestern range from \$100 to \$1,500 and are awarded to students who are also eligible for Federal Pell Grant.

Students must complete the FAFSA by January 15 to be guaranteed receipt of this award.

TEACH Grant

This is a non-need based program that provides up to \$4,000 per year to students enrolled in an eligible program and who agree to teach as a highly qualified teacher in a high-need field, at a low-income elementary or secondary school for at least 4 years within 8 years of completing the program for which the TEACH Grant was awarded. Failure to complete the required teaching service results in conversion of the TEACH Grant to a Federal Direct Unsubsidized Loan with interest accruing from the date the grant was disbursed. A student may receive up to \$4,000 per year with an aggregate limit of \$16,000. Applicants must complete a FAFSA, sign an Agreement to Serve, and be completing coursework necessary to begin a career in teaching. A minimum 3.25 cumulative GPA is required. Southwestern will award a TEACH Grant only after the student has been accepted to the Education Program.

Financial Aid — State Grant Programs

Information about grants available through your state of residence may be viewed at www.studentaid.gov and clicking "state government". Eligibility for the following programs is based on the results of the Free Application for Federal Student Aid (FAFSA). Some individuals who are not U.S. Citizens or U.S. Resident Aliens may have established residency in the state of Texas and may be eligible for Texas grants. Contact Student Financial Services for a TASFA application.

Tuition Equalization Grant (TEG)

The State of Texas has established a program to help equalize tuition between state-sponsored institutions and independent universities. To qualify for this grant a student must establish eligibility through the FAFSA (or TASFA for students who have established domicile in Texas and are not U.S. Citizens or Resident Aliens), be a Texas resident, not be a recipient of an athletic scholarship, and not be enrolled in a theological degree program. Annual awards at Southwestern range from \$100 to \$3,200. Recipients must be enrolled at least three-quarter time. At the end of the academic year in which a student receives a renewal award the student must:

1. maintain an overall grade point average of at least 2.5
2. complete at least 75% of coursework attempted
3. as an undergraduate student complete at least 24 credit hours in their most recent academic year; as a graduate student, complete at least 18 credits in their most recent academic year

Federal/State Employment Programs

Eligibility for the following programs is based upon the results of the FAFSA. These programs are designed to give students work opportunities to help with University expenses and obtain experience that will complement each recipient's educational program or career goals. Students indicate on their FAFSA if they want to be considered for a work-study award. Funds are awarded on a first come, first served basis to students who have remaining eligibility for additional aid they may receive during the school year. Southwestern awards approximately \$2,200 for the year. Students receive the portion of their award that is actually earned through their work-study job.

Federal Work-Study (FWS)

This is a federal program that provides part-time jobs for undergraduate students with financial needs. Students work on campus, or in a community service job, and are paid at least minimum wage via direct deposit or with paper checks that can be picked up on scheduled pay days at the Business Office Cashier window.

Texas Work-Study (TWS)

This is a state-sponsored program. Students work on campus and are paid at least minimum wage via direct deposit or with paper checks that can be picked up on scheduled pay days at the Business Office Cashier window.

Texas Work-Study Mentorship Program (TWSMP)

The purpose of the mentorship program is to provide employment to eligibles students with financial need to mentor, tutor or advise students at participating institutions of higher education or high school students within local school districts and nonprofit organizations.

Financial Aid — Student Loan Programs

Federal Student Loans

Eligibility for federal loans is based upon results of the FAFSA. Loans require completion of an initial master promissory note. Students receiving any of the following loans (except the Federal PLUS Loan) must complete entrance counseling before receiving the first disbursement of their loan and must have exit counseling before graduating or withdrawing

from the University. Loans normally have a ten-year repayment period. Students may receive loans for up to 150% of the time needed to complete an undergraduate degree. Visit www.studentaid.gov for additional information on federal loans, including interest rates, origination fees, and repayment options.

Federal Direct Loan

This is a federally regulated undergraduate loan program with the U.S. Department of Education. Undergraduate students may borrow up to \$3,500 at the freshman level, \$4,500 at the sophomore level, and \$5,500 at the junior and senior levels, up to a maximum of \$23,000. Repayment begins six months after the student is no longer enrolled on at least a half-time basis.

Federal Unsubsidized Direct Loan

Students who have limited or no eligibility for the Federal Direct Loan may apply for the Federal Unsubsidized Direct Loan. In addition to the Direct Loan limits, dependent undergraduate students may borrow \$2,000 each year from the Federal Unsubsidized Direct Loan. In combination with the Direct Loan maximums, independent undergraduate students may borrow \$9,500 at the freshman level, \$10,500 at the sophomore level, and \$12,500 at the junior and senior levels with an aggregate limit of \$57,500. Interest payments can be made during the in-school period or will be capitalized.

Federal Direct PLUS Loan

Parents of dependent students may borrow under this loan program. A parent may borrow up to the cost of attendance minus any other aid the student is receiving. Repayment begins on the date of the last disbursement for that loan period.

State Loan Programs

College Access Loan

The College Access Loan Program provides alternative educational loans to Texas students who are unable to meet the cost of attendance. A student must be a Texas resident, be enrolled at least half-time in a course of study leading to an associate's, bachelor's, or graduate degree, meet satisfactory academic progress requirements, and have good credit standing or provide a cosigner who has good credit standing and meets other requirements. Students may borrow an amount up to the cost of attendance less other financial aid. A 0%, 3%, or 5% origination fee will be deducted from the proceeds of each loan, depending on credit qualifications. Interest is a fixed annual rate of 4.5%. Apply at www.elmselect.com.

Private Education Loans

Southwestern Adventist University encourages all students to file the Free Application for Federal Student Aid (FAFSA) and be considered for all available aid programs. After exhausting the opportunities available from the federal aid programs, many students will consider private loan programs as a source of funding. As always, taking on debt for any reason should be done with considerable thought and only for the amounts needed. Additional information regarding the availability of federal student aid is available from the U.S. Department of Education at www.studentaid.gov.

The terms and conditions of credit-based private loan programs vary, and as such, students are encouraged to review the details of the programs before selecting a private loan program. Private loans are not eligible for loan consolidation programs made available for federal student loans. Interest rates, fees (both at the time of borrowing and at repayment), credit checks, and annual and aggregate loan limits require careful evaluation by the student as a consumer.

As part of the application process, students will be required to complete the Private Education Loan Applicant Self-Certification Form available through their lender's website. Students may also obtain a Self-Certification Form from the office of Student Financial Services. Information needed to complete this form, such as cost of attendance, may be obtained from the student's Award Notification. The Cost of Attendance can be found in the Private Education Loans section on the University website.

Students can find a list of lenders who have made loans to Southwestern Adventist University students in the past at <https://www.elmselect.com>. There is also an option to search for additional lenders. Southwestern will process loan applications from any legitimate lender. Students and families DO NOT have to select one of the lenders listed on Southwestern's ELM website.

Applying for Federal/State Aid (Priority Date: March 1)

When students complete their FAFSA by the March 1 preceding the academic year during which they will enroll, they are guaranteed the maximum in grant money for which they have eligibility.

Complete Free Application for Federal Student Aid (FAFSA) new or renewal application at: www.studentaid.gov. If student does not have access to the internet, he can request a paper application by calling 1-800-433-3243 or print an application from www.studentaid.gov. The application is available in English or Spanish.

Southwestern requests the following to award aid:

1. Results of your FAFSA.
2. Some aid applications require additional verification. Students will be informed of the additional document requirements.

Determining Financial Need

Financial need is calculated by subtracting the student's expected family contribution from the cost of education.

Expected Family Contribution (EFC) is the amount a family can be expected to contribute to educational costs. The federal processing center arrives at this figure by evaluating the answers given by parents and students on the Free Application for Federal Student Aid (FAFSA).

Cost of Education includes estimates for tuition, fees, books, supplies, room, board, transportation, and personal expenses.

Financial Need is the maximum amount of aid a student may receive from all sources when the student accepts any federal or state aid. Aid that is considered a part of the student's aid package includes: Federal loans, grants, and work-study; state loans, grants, and work study; private scholarships, and educational subsidy. Federal Direct PLUS Loans and Federal Unsubsidized Direct Loans can be considered a part of the Expected Family Contribution.

Financial Aid Availability

Federal Pell Grants, Federal Direct Loans and Federal Direct PLUS Loans are available to students who have been determined eligible for these programs through the federal application process. Southwestern receives limited allocations for the following programs:

- Tuition Equalization Grant (TEG)
- Texas College Work Study
- Texas B-On Time Loan Program
- Texas College Access Loan (CAL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study

Some students who qualify for these programs may not receive the award or may receive a minimal award because they have not completed the FAFSA by the priority date. Students are encouraged to submit all required forms early to receive the maximum in available grant money.

An estimated financial aid award is sent to new students upon receipt of the FAFSA. Official financial aid commitments are made only after the student is accepted for admission to the University and the financial aid file is complete.

Contractual Studies and Financial Aid

Medical Laboratory Science - Students who attend one of our affiliated colleges for their final year of study in the Medical Laboratory Science should contact Student Financial Services to determine which institution will award financial aid.

Study Abroad (Adventist Colleges Abroad) - Enrollment in ACA is approved for credit by Southwestern Adventist University and may be considered as enrollment at Southwestern for purposes of applying for federal student financial assistance.

Study Abroad (Individualized Contract) - A student may solicit a contractual agreement between Southwestern and a foreign university for a year of study abroad. The Contractual Agreement form may be obtained from Student Financial Services. A limited number of applicants will be approved each year. A fee of \$100 will be assessed by Southwestern each semester of study abroad through this program.

Financial Aid Academic Progress Standards

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

Qualitative and Quantitative Components

Southwestern's satisfactory progress policy for undergraduate students contains a qualitative component which requires a cumulative grade point average of 2.0 at the end of each semester for undergraduate work. The quantitative satisfactory progress policy requires completion of a specified percentage of the coursework attempted as well as a maximum number of credits that may be attempted for the completion of a degree.

Attempted Hours Completion Percentage Required
at 23 50%

at 55	58%
at 89	67%
90 +	67%

Each credit hour completed has a percentage minimum completion rate, beginning at 50% and ending at a minimum of 67% for cumulative credits of 90 or greater.

Maximum Attempted Hours

Baccalaureate Degree 192 (128 hour degree) 180 (120 hour degree) Associate Degree 96 Master's Degree 54 (MEd) 72 (MA)

Satisfactory Academic Progress Process

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

Tuition Equalization Grant (TEG) Requirements

Additional requirements apply to recipients of the Tuition Equalization Grant (TEG). At the end of an academic year in which the student receives a renewal award, the student must have completed 24 credit hours of coursework during the renewal year, and have a cumulative GPA of 2.5 or greater, with a 75% completion rate. These students may receive TEG for no more than five years for a 4-year degree program and three years for an associate degree program from the date of the first award. A student may appeal to receive a renewal TEG if they did not meet the requirements and there were circumstances that prevented them from attaining the required hours or GPA. In the event of hardship or other good cause, the Student Finance Committee may allow an otherwise eligible person to receive a TEG while enrolled less than three-quarter time or if the student's grade point average or number of hours completed falls below the satisfactory academic progress requirements.

Financial Aid Disbursement

Federal Pell Grant/Federal Supplemental Educational Opportunity Grant/Texas Tuition Equalization Grant -award is divided over two semesters. The Business Office transfers funds directly to the student's account.

Federal Direct Loan, Federal Unsubsidized Direct Loan, Federal PLUS Loan - one-semester loans will be disbursed in two disbursements, one at the beginning of the semester and one midway through the semester. The first loan disbursement for a freshman, first-time borrower will be made 30 days into the first semester. The Business Office transfers funds directly to the student's account.

Federal and Texas Work Study - student receives their compensation through the Business Office at regularly scheduled payroll periods.

Veteran's Benefits

Students with previous military experience may be eligible for certain benefits. Contact the Department of Veterans Affairs (VA) records center and obtain a certificate of eligibility before school begins. Bring the certification to the Southwestern Adventist University Records Office. After registration, notification of enrollment will be sent to the VA.

Student Employment

Southwestern Adventist University is committed to providing a campus job to any student taking six or more credit hours. Students apply for a job by going directly to the department for which they wish to work, or by contacting the [Student Employment Office](#). Many campus jobs will require that the student arrange a class schedule that will allow them to work all morning or all afternoon each weekday. Campus employment requires completion of the Federal I-9 form once the student has made arrangements with a department to work. The I-9 form MUST be turned in before the student can begin working. A student should be prepared to show documentation of identity and employment authorization. Original documents are mandatory, copies will not be accepted. Students will submit I-9 documentation to Campus Service.

Departments that hire students include:

- Academic Departments
- Administrative offices
- Building maintenance
- Cafeteria
- Custodial
- E.G. White Research Center
- Grounds
- KGSW Channel 18.1
- Laboratories
- Library
- Media services
- Radio Station 88.3
- Residence Halls
- Security
- Switchboard

Other options may be available through the [Campus Services Office](#) located next to the Student Center. You may reach this office by calling (817) 202-6240, during office hours.

Students who have a balance on their school bill can receive up to 20% of their paycheck. Students receive their school compensation through direct deposit at regularly scheduled payroll periods processed by the Business Office at regularly scheduled payroll periods. All students must submit their direct deposit information on Portal before they begin working.

Tuition Discounts — Canadian Discount

Canadian citizens residing within Canada are eligible for a \$2,000 discount per year.

Tuition Discounts — Lab School Graduate Students

Students who teach for one of the University's lab schools, a school in a district that has a contract with the Education Department for student teaching, will receive a 50% tuition discount for graduate classes taken on campus. SWAUonline classes will be assessed an additional fee of \$65 per credit hour.

Tuition Discounts — Post-baccalaureate Student (PBS)

Post-baccalaureate students receive a 50% tuition discount for undergraduate courses. This does not include classes in nursing, student teaching, independent study, discounted tuition rates, or SWAUonline. Likewise, private lessons, audits, fees, and laboratory charges are not discounted. See page 11 for the definition of PBS. Students receiving the PBS discount do not qualify for other University scholarships.

Scholarships

Scholarships are divided and distributed equally over the fall and spring semesters and are not applicable for summer sessions.

Southwestern scholarships, subsidies and awards cannot exceed costs for tuition (for 12-17 hours) technology and student association fees.

Scholarships listed here are available for full-time students taking 12 or more hours each semester at Southwestern's campus.

Southwestern reserves the right to change or amend any of the scholarship policies at any time.

Freshman Awards

A freshman student may qualify for one award from this category. To receive this award, a student must be enrolled for 12 or more credit hours each semester. Scholarships are disbursed over two semesters in an academic year.

Award

Southwestern Award of Excellence \$8,000 Trustee \$7,000 Presidential \$6,000 Academic Dean \$4,000 Achievement \$3,000, Admission \$2,000

These awards include \$1,000 credited to tuition costs if the student lives in the residence hall. These awards are determined through a combination of the senior mid-year high school cumulative GPA + SAT/ACT scores.

The GPA is multiplied by 12.5. The ACT is multiplied by 1.4 or the SAT (combined Math and ERW scores) is divided by 35.5. The sum of the GPA and test calculation give a score that determines the award: Southwestern Award of Excellence 91-100; Trustee Award 85-90; Presidential Award 80-84; Academic Dean Award 70-79; Achievement Award 60-69.

Students can receive a renewal scholarship for three years provided they meet these criteria. Students must have at least one semester during consecutive fall and spring semesters with the following GPA's:

1. 3.5 or greater for the Southwestern Award of Excellence; Trustee Award
2. 3.25 or greater for the Presidential Award
3. 3.0 or greater for the Academic Dean Award
4. 2.5 or greater for the Achievement Award
5. 2.0 or greater for the Admission Award

Students increase their renewal scholarship up to the Presidential Award level by improving their GPA. The scholarship increases to the next higher scholarship level when the student:

1. Reaches the minimum GPA requirement of a higher scholarship during consecutive fall and spring semesters in a single academic year, and
2. Completes 12 or more hours of course work each of these two semesters.

Likewise, if a student has consecutive fall and spring semesters in an academic year below the expected minimum, the student will drop to the next lower scholarship.

Students who begin attending Southwestern in their first year of college but do not earn a scholarship for their freshman year, have a second chance for a scholarship based on their college GPA following the guidelines stated above.

A break in residency to attend another college or university may affect the renewal of these scholarships.

Leadership Scholarships

These scholarships are awarded to incoming freshmen at Southwestern, renewable for up to three years and are over and above any Southwestern academic scholarship for which the student qualifies for. If a student has held more than one office, only one scholarship can be awarded and will be given for the highest office held.

Award

- Student Association President \$1,000
- Senior Class President \$1,000
- Senior Class Valedictorian \$1,000

Award

- Senior or Junior class officer \$1,000
- Student Association officer \$1,000
- Leadership - Church/External \$1,000
- Pathfinder Team Leadership Training \$1,000
- Certificate (TLTC) or Master Guide \$500

Honors Scholarship

Honors Scholarships are given to students who are enrolled in the Honors Program and whose grade classification is above the freshman level:

- Sophomore \$500
- Junior \$1,000
- Senior \$2,000

The final \$1000 of the senior award is given only after the student has completed his/her senior thesis.

Southwestern Scholars

Southwestern Scholars Award - includes all Southwestern Scholarships \$22,836 (Full tuition) awarded to students who achieve the level of

- Finalist in the National Merit or National Achievement Programs
- Semifinalists are awarded \$11,418 (Half tuition)
- National Hispanic Scholar in the National Hispanic Recognition Program
- 99.5 percentile on the ACT or SAT (an ACT composite of 34 or a combined SAT ERW and math score of 1520), Test scores must be from a single national test date.

This scholarship is renewable if the student maintains a 3.5 cumulative GPA and enrolls for 12 or more hours each semester. Transfer students who were recognized by the National Merit organization as a Finalist or National Hispanic Scholar in the National Hispanic Recognition Program and who have at least a 3.5 cumulative GPA are also eligible for this award. Semifinalist who have at least a 3.5 cumulative GPA are eligible for half tuition. This scholarship, along with all other Southwestern scholarships, cannot exceed tuition. Likewise, credit balances from Southwestern scholarships and resources other than loans will result in a reduction of this scholarship. Students who qualify for both the Freshman Award and the Southwestern Scholars Awards, receive the higher of the two.

Transfer Scholarship

A transfer student, pursuing a first baccalaureate degree, with at least 24 cumulative college credits from other colleges may qualify for one of the following scholarships:

1. \$4,000 if cumulative GPA from prior colleges is 3.75+
2. \$3,500 if cumulative GPA from prior colleges is 3.50-3.74
3. \$3,000 if cumulative GPA from prior colleges is 3.00-3.49
4. \$2,000 if cumulative GPA from prior colleges is 2.75-2.99

All official transcripts from all previously attended colleges must be on file with Southwestern before this scholarship will be awarded. To receive this scholarship, a student must be enrolled for 12 or more credit hours each semester. This scholarship is renewable for four semesters for students transferring 24-55 credits, and two semesters for students transferring 56-89 credits. The scholarship is not renewable for students transferring 90+ credits. This scholarship is renewable only for students who are in good academic standing, who maintain a commendable citizenship record.

Need-Based Scholarships

Need-based scholarships are given to students needing additional help with expenses after the student has pursued all other sources of aid, including loans. Students who have a private residence hall room or excessive miscellaneous charges such as fines, should not expect that they will be given need-based aid.

3-Way Match Scholarship

A 3-Way Scholarship allows a student's family, church or a concerned person, and Southwestern Adventist University scholarship funds to assist with payment of the Southwestern student account. It is the responsibility of the student to obtain a commitment from two different sources. Students with special donor billing conditions must submit information to student accounts by the second week of classes, to provide ample time for timely receipt of funds. Thus, contributions of \$500 each from two different sources may be matched by \$500 from the university. While \$500 is the maximum award, smaller 3-Way donations can also be matched.

It is important to note that application for these funds does not mean automatic approval of the Southwestern matching portion. This match is put on the student's account after the student's final payday each semester, and is subject to the following criteria: a) application and acceptance for federal/state grants and loans, b) unmet need by the federal aid calculation, and c) unmet expenses after all other aid and student earnings. A student who has a private residence hall room has excessive miscellaneous charges such as fines, or receives educational allowance, is not eligible to receive a 3-Way Scholarship match. To receive the Southwestern match, all contributions must be received by December 1 for fall semester and April 1 for spring semester.

Callicott Scholarship

The Callicott Scholarship is available to students who may need assistance after federal, state, and institutional aid. Applicants must be working, placing earnings on their accounts, have applied for federal/state grants and loans for which they are eligible, and have a minimum GPA of 2.0. This scholarship is awarded late in the semester. A thank-you note is required.

Pechero Family Scholarship

The Pechero Family Scholarship is need-based, and offered to residents of the following Texas counties: Bee, Bexar, Calhoun, Cameron, Galveston, Harris, Hidalgo, Jackson, Nueces and Willacy. A limited number of these scholarships are available and applicants will be individually evaluated as to eligibility. The evaluation takes into consideration application for and acceptance of federal/state grants and loans, expected student earnings and academic standing. Applications may be obtained by contacting Student Financial Services. All awards for an academic year will be determined before the beginning of each fall semester. Students may receive this award for up to four years. An application is required each year. A thank-you note is required.

Southwestern Union Educational Endowment Scholarship

The Southwestern Union Educational Endowment Scholarship is given only to Seventh-day Adventist students from the Southwestern Union Conference territory who:

1. are enrolled full time at Southwestern Adventist University
2. give evidence of commitment to their local church program and willingness to participate in God's work
3. have an established financial need
4. maintain an acceptable scholarship and citizenship record

Applications may be obtained through Student Financial Services. Yearly awards range from \$300 - \$1000. A thank-you note is required.

General Scholarships

Scholarships in this section have specific eligibility criteria as indicated below. Some of these scholarships require enrollment of at least 12 credit hours for the semester, others will be adjusted for less than full-time study. The combination of scholarships, grants, subsidies and Southwestern discounts cannot exceed charges. Southwestern does not pay its scholarships in cash to the student. Southwestern encourages students and parents to search for scholarships through local service clubs or employers. Scholarship sources can also be found by searching the Internet.

Family Discounts

Three or more students from the same family, each taking at least 12 hours of coursework, will receive a 10% discount on tuition. Two students from the same family, each taking at least 12 hours, will receive a 5% discount on tuition. When students marry, they are no longer eligible for this special discount as a member of their parent's household. Married couples, taking at least 12 hours of coursework each, may receive the 5% discount on tuition. This discount does not apply to PBS or discounted programs.

Music Scholarships

Festival Performance Scholarship Students must audition as part of the Southwestern Music Festival. A number of students are chosen as finalists from the auditions. The selected scholarship finalists will perform at the Festival Showcase Concert on the eve of the festival. Scholarship is based on level of performance.

Student Missionary & Task Force Worker Scholarships

Southwestern awards scholarships to students who successfully complete a full term of service no shorter than 8 months in an approved student missionary or task force program. These awards are evenly divided over the two semesters of the school year immediately following the return of the student missionary or task force worker. Student Missionary \$1,200 and Taskforce \$1,200.

Summer Ministries Scholarships

Southwestern students who work between school years in a summer ministries program (such as at a summer camp or as a literature evangelist) will receive a scholarship worth 75% of whatever portion of their net earnings they apply to their account, up to \$2,000. The student's earnings are applied to the fall semester and the Southwestern match is applied to the spring semester. If the student does not return for the second semester, this scholarship is forfeited. To receive the full scholarship, a student must be enrolled for 12 or more credit hours in the semester. This scholarship will be awarded only in the academic year immediately following the summer work. This scholarship is not available to students taking SWAUonline classes or students receiving the PBS.

Summer Work Scholarship

Students who pay rent for campus housing during the summer, work a certain number of hours at a campus job, and place at least 80% of their earnings on their student account, may be eligible for a scholarship the following year. Applications are available at Student Financial Services.

Working Policy

For clarification of the working policy for any items in the Finance Section of the Bulletin, contact the Assistant Financial Vice President for Student Financial Services.

Endowment Scholarships

To give formal and public recognition for outstanding scholastic achievement, loyalty to university standards, and exemplary citizenship, the University awards named scholarships each year. Recipients are selected based on criteria established by the scholarship donors.

The University is grateful to the donors who support Southwestern students by establishing these endowed scholarships. Those interested in creating a named scholarship may contact the Office of University Advancement.

- Class of '93 Senior Scholarship
- Frank H. Abel Scholarship
- Alumni Honoree Scholarship
- Marvin & Dee Anderson Scholarship
- Victor Baca Scholarship
- Isaac Baker Scholarship
- Norma P. Bartolome Scholarship
- Nathan L. Beebe Scholarship
- Thelma Beem Scholarship
- Jessie Casey Belz Scholarship
- Irene Black Scholarship
- Mardian J. Blair Scholarship
- Board of Trustees Scholarship
- Frances Draper Brennan Scholarship
- Edward & Sylvia Brickman Scholarship
- Raleigh & Edith Burchfield Scholarship
- John & Remy R. Cabansag Scholarship
- T.A. Jack Casey Scholarship
- Frances I. Clark Scholarship
- Jimmie C. Culpepper Scholarship
- John & Joan Curnow Student Missionary Scholarship
- Dino Dig Field Research Scholarship
- Clarence W. Dortch Scholarship
- Judson N. Durrant Memorial Music Scholarship
- Edwards-Wiest Scholarship
- Eli Fund
- El Jean Scholarship
- Entrepreneurship Award
- Joseph & Dina Espinosa Scholarship
- Sadie Goodwin-Richardson Scholarship

- Lessie Culpepper Hagen Scholarship
- Dr. F.E.J. & Marjorie Harder Scholarship
- Orville Lee & Laura Judge Hayes Scholarship
- Alvin C. Heinrich Scholarship
- Dale Heinrich Music Scholarship
- Cecil & Mary Ellen Hopps Scholarship
- James K. Hopps Scholarship
- Claude Hughes Student Help Scholarship
- Victorine Zaidan Kafrouni Scholarship
- Ishak Hanna Kafrouni Memorial Scholarship
- Cecil E. Lambeth Scholarship
- Elder George E. & Pearl Leffler Scholarship
- George E. Leffler Theology Scholarship
- Florence Lemke Nursing Scholarship
- George Mathews Scholarship
- Daniel & Ruth McAdams Scholarship
- Jason Mickley Scholarship
- Raymon & Zora Jean McMullen Scholarship
- Cyril & Marian Miller Scholarship Funds
- Fred B. & Blanche Gilbert Moore Scholarship
- Peggy A. Norris Memorial Scholarship
- Sheree Parris Nudd Communication
- Odyssey Harbor Scholarship
- Shirley Pinterich Scholarship
- Charles Popejoy Memorial Scholarship
- Bruce Prindle Scholarship
- Ed & Janelle Reifsnyder Scholarship
- V.L. & Alga Robers Scholarship
- Herbert & Irene Roth Scholarship
- Alma Saylor Sandefur Scholarship*
- Carol Sample and Ben R. Condray Scholarship
- Cree & Mildred Sandefur Scholarship
- School of the Prophets Scholarship
- E. Frank & Joy Hargrove Sherrill Scholarship
- Sicher Family Scholarship
- Villa Gillis Sierk Scholarship
- Marc Simpson Memorial Scholarship
- Eugene Sorensen Scholarship
- Spells Family Scholarship
- Wes Stoops Scholarship
- Southwestern Union Scholarship
- Student Association Presidents Scholarship for Leadership
- Grace E. and Eugene V. Thomsen Memorial Honors Scholarship
- Dudley & Reta Kent Tomblinson Scholarship
- Trixie Pearl Scholarship
- Herman & Birdie Walker Scholarship
- Wallen Knight Scholarship
- Weis Heritage Scholarship
- William V. Wiist Scholarship
- Brandon Michael Williams Scholarship
- P. Harlan & Jean Wilson Scholarship
- Paul L. & Dorothea A. Wilson Scholarship
- George W. & Mary A. Winn Scholarship
- Wisdom Nursing Scholarship
- Ernest & Vera Wolfe Scholarship

- Harold L. Wright Scholarship
- Perfil & Pauline Zapara Scholarship

* Scholarships for which students must apply.

Academics

General Academic Information and Policies

Academic Policies

The rules and regulations by which a university operates its program are called academic policies. At Southwestern Adventist University these policies are continually under review by the faculty to assure consistency with the curriculum and fairness to students. The Academic Policies Committee oversees the implementation of these policies.

Academic Semesters

The academic year is divided into semesters:

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

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

Attendance Policy

A significant portion of learning comes from the interaction between professors and students. Therefore, attendance is essential to student success. Class discussions, activities, and projects cannot be replicated effectively outside of the classroom environment. Furthermore, students learn valuable interpersonal communication skills only through human interaction. Since attendance is so essential for success, students are expected to take responsibility for being both physically and mentally present in class sessions and to think carefully about their involvement in extracurricular activities when planning out their semester.

The University attendance policy requires regular and punctual class attendance. Class attendance is recorded from the first day of the course in the learning management system. Individual instructors or departments may develop an alternative policy that is more stringent than the official university policy. That policy will be clearly stated in the syllabus, and students are expected to be familiar with the policies of individual courses and departments.

The following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 20 percent of the class meetings (including university-approved absences) may be dropped from the course. This will be reflected on the transcript as a “WA” or an “FA” (see below).
- A student in an online course who does not successfully complete at least one assignment by the second week of the term and fails to maintain active course participation may be dropped from the course. This will be reflected on the transcript as a “WA” or an “FA” (see below).

Students who miss an instructional experience are expected to meet with the instructor to discuss their absences as soon as possible. Except for emergencies, the student should make arrangements with his/her teachers prior to any absence.

University-approved absences, which are absences with prior authorization from the administration, will be counted toward the cumulative 20 percent. Students who miss class due to a university-approved absence are allowed to make up assigned coursework. In all other cases, the ability to make up missed coursework, as well as the time and nature of the makeup, is at the discretion of the instructor.

Students who stop attending class for any reason should contact the instructor and the Records Office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

Attendance Warning:

If a student misses 15% of class sessions, the professor will create an attendance warning, which consists of two parts.

- The professor will contact the student through Canvas to alert them to their current status and its implications.
- The professor will send an alert through the Canvas Early Alert system (Dropout Detective) which will inform the advisor and CASA director.

In the event of an appeal, this documentation may be made available to the Academic Standards and Practices Committee.

Administrative Withdrawal:

If a student misses 20% of class sessions, they may be subject to an administrative withdrawal. Classes dropped for attendance prior to the last day to withdraw from a course will be noted on the student's transcript as "WA." Classes failed for attendance after the last day to withdraw from a course will be noted on the student's transcript as "FA."

Appeal Process:

If a student feels that their absences are the result of exceptional circumstances, they may complete the process for an appeal by turning in the related form to the Registrar's Office. That petition will be taken to the Academic Standards and Practices Committee, whose decision will be based on the student's statement, a statement from the professor, and the student's overall participation and performance in the course. The decision of that committee is final.

During the appeal process the student has the right, and the obligation, to continue attending the class(es) in question.

Medical or Emergency Absences:

Students experiencing serious illness (hospitalization or serious injury) or family emergencies must contact the Vice President for Student Services for verification. After verification, the Vice President for Student Services will alert the instructor, who should assist the student in making up missed work or the instructor may average missed work into the student's grade. Faculty members should specify the appropriate time frame for making up missed work.

Class Schedule

Class schedules are available on-line through the student portal. Although every effort is made to be accurate in listing course offerings, the University reserves the right to make essential course changes, to discontinue any course for which an insufficient number of students register, or to change the semester in which a course is offered.

Student Class Load

A student's class load is the total number of credit hours enrolled during a semester.

Class Load	Credit Hours
Part-time	1-5

Half-time	6-11
Full-time	12-17
Overload	18 or more

In order to graduate in 4 years or eight semesters, a student's class load must average 15 credit hours per semester. A class load of 12 credit hours meets the minimum class load requirements for F-1 students, financial aid and veterans.

Overload Policy

First-time freshmen are not permitted to take more than 17 credit hours in a semester. Students desiring to take more than 17 credit hours must have a minimum cumulative GPA of 3.0, permission from their advisor and department chair, and must not have been on academic warning or academic probation (or returning from academic suspension) the previous semester. No more than 21 credit hours is permitted.

Communication

Every registered student is provided with a Southwestern e-mail account (@swau.edu). Regular notices about assignments, activities, schedule changes, campus closings, and other important matters are delivered via this account. Students should check their Southwestern account at least once a day for these messages. The University views announcements posted here as having been delivered to the student body.

Severe Weather Protocol

In the rare event of severe weather, an announcement will be made indicating that classes will be delayed or cancelled, or that the University will be open as usual on the following day. Students will receive a text alert from the University.

General Enrollment Policies

Registration

Registration is available to all students using the student portal. Official registration dates are published in the academic calendar of the Bulletin. Registration is not finalized until all procedures required by the University are completed and financial arrangements finished. Students who do not receive financial clearance by the first day of classes may have their class registration cancelled. Faculty advisors are assigned to assist students with registration and in planning an academic schedule. Advisor and advisee assignments are maintained by the Registrar and displayed on the student portal. It is important that a student becomes familiar with all degree requirements and understands the responsibility for completing them.

Registration without Official Transcripts

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

Late Registration

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

Changes in Registration

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

Withdrawal from the University

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

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

Individual Study Topics

Offers an individualized opportunity for students to research a specific topic with direction from the instructor. Students desiring to enroll in an Individual Study Topic course must submit a signed **Individual Study Topics form**, available on the university website, to the Vice President for Academic Administration. All requests must be approved and submitted to the Records Office by the last day to add a class. Eligibility for Individual Study Topics requires a 3.0 GPA in the proposed area of study, a 2.75 cumulative GPA and appropriate class standing or permission of the instructor. All requests just be approved and submitted to the Records Office by the last day to add a class.

Directed Group Study

Provides academic departments an opportunity to offer courses in specialized or experimental areas, either lower or upper division, not listed in the undergraduate Bulletin. Student may be allowed to repeat the course for credit.

Academic Progression

A student may register for upper-division classes (numbered 300 and above) provided that she/he has completed a general education mathematics course, ENGL 121, has completed or is currently registered for ENGL 220, and has completed 30 credit hours of university course work.

Auditing

Students wishing to attend a class for personal enrichment, without completing course requirements, may register for the class on an audit basis with the following provisions:

1. Some courses are not available for audit.
2. The signature of the teacher for the class is required.
3. Registration to audit a class occurs during registration, if space is available. Priority for class registration is given to regularly enrolled students.
4. The level of participation in class requirements and activities is determined by the instructor.
5. Audited classes do not receive university credits and will not fulfill any departmental or university graduation requirements.

Repeating a Course

A course in the major or minor in which a student has earned less than C- must be repeated or, with the consent of the major advisor, may be replaced by another course in the same area. If a student takes a course and then repeats it, the highest grade earned will be used in calculating the GPA, though all grades remain on the permanent record. When a course is repeated elsewhere, both the transfer grade and the original grade of the course taken at Southwestern will be included in the calculation of the cumulative GPA. Students may not receive credit for a course more than once with the exception of music performance and individual study topics, unless specified in the course description. A course may not be repeated for credit by examination, but may be taken at another school.

Semester Credit Hour

One semester hour equals one 50-minute class period per week or three clock hours a week in supervised laboratory work. For each semester hour of academic work earned, a student is expected to spend two clock hours a week in outside preparation.

Independent Class

In certain unusual circumstances that jeopardize a student's academic progress, a catalog-listed course may be offered on an independent basis. An independent class consists of course work done outside the classroom under faculty supervision. Regular meetings will be held with the instructor. SWAUonline course work and conferences may be used if available and appropriate. Consequently, a course fee for private instruction will be charged in addition to tuition for the course. Generally, an independent class will be offered only if there are irreconcilable class schedule conflicts for juniors and seniors with graduation contracts and alternatives like a class substitution and/ or waiver is not possible. An independent class may only be used to repeat a course with approval from the Records Office. The faculty advisor submits a request on behalf of the student to the instructor of the course and his or her department chair. A **form** for this purpose is available on the University's website. The course fee is listed in the finance section of this Bulletin.

Internship

An internship is an on-the-job, career-oriented course for training in the student's major field. The student must make arrangements with his or her major department prior to starting the internship. The student must sign a contract outlining the number of hours they are expected to complete, the written and oral assignments involved, evaluations required, etc. Registration must be completed within one academic year of the completion of the internship.

Grade Point Average

Two grade point averages are maintained by the University: (1) a semester average based on courses taken during a particular term, and (2) a cumulative average based on all college level work recorded on the transcript.

A student's grade point average (GPA) is computed by dividing the number of grade points by the number of credit hours attempted.

Grade Reports

Mid-term and final grade reports are available to students and advisors through the student portal. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, the corrections must be made within 3 months, unless subject to the [Academic Appeals Procedure](#). Only the end-of-semester grades are recorded on the permanent record.

Grading, Recording & Qualifying Policies

Grade Point Average

Two grade point averages are maintained by the University: (1) a semester average based on courses taken during a particular term, and (2) a cumulative average based on all college level work recorded on the transcript.

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Mid-term and final grade reports are available to students and advisors through the student portal. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, the corrections must be made within 3 months, unless subject to the [Academic Appeals Procedure](#). Only the end-of-semester grades are recorded on the permanent record.

Grading System

Grade Symbol Grade Points

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3

D	1.0
D-	.07
F	0.0
FA	0.0
	(Failure due to attendance)
P	Pass (represents grade of C or better)
NP	No Pass
I	Incomplete
W	Withdraw
WA	Withdrawn attendance
AU	Audit
IP	In Progress
NC	No Credit
NR	Not reported by instructor
CR	Credit by examination (represents grade of C or better)

Incomplete Grades

A temporary grade of incomplete may be awarded only upon approval and submission by the faculty member involved. Incompletes may not be entered on the faculty portal and are submitted directly to the [Registrar](#). An incomplete grade of I indicates that the student was unable to complete all of the class work because of illness or other unavoidable circumstance. The student must complete the remaining required work no later than nine weeks from the end of the semester during which the course was taken. This due date is published in the academic calendar of this Bulletin. The instructor must submit a grade to replace the incomplete by the end of the semester during which the student completes the class. If the circumstance is of such a nature that it may require additional time, the student must submit a request for an extension to the Academic Standards and Practices Committee.

In Progress Grades

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

Grade Changes

A grade may be changed only by the instructor responsible for the class. Changes in a grade are made by submitting a change of grade to the Registrar on a [form](#) available on the University's website. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Transcript

Southwestern Adventist University transcript services are provided by [Parchment Exchange](#) - including requests and payment. Costs: electronic transcripts - \$5 and paper mailed transcripts - \$7. There may be additional charges for overnight and international mailings. A transcript is not released if a student's financial account is not paid in full.

Classification of Students

Class standing is calculated after each semester grading period.

- Freshmen have completed 0-23 hours
- Sophomores have completed 24-55 hours
- Juniors have completed 56-89 hours
- Seniors have completed 90+ hours

Residency

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

Academic Commendations & Sanctions

Students who are not making satisfactory progress are subject to Academic Sanction Policies involving four increasingly serious steps: Academic Warning, Academic Probation, Academic Suspension, and Academic Dismissal.

Dean's List/Dean's Distinguished List

The Dean's Distinguished List is for students who have a semester GPA of 3.75 to 4.00 on at least 12 hours of completed college level class work. The Dean's List is for students who have a semester GPA of 3.50 to 3.74 on at least 12 hours of completed college level class work. On both lists, at least 12 hours of the class load must be graded courses, not pass, credit, or other such designations, and there may be no incompletes. Special recognition is given at the end of each semester to students having high GPAs. These include the Dean's List and the Dean's Distinguished List.

Academic Warning

When a student's semester GPA falls below 2.00 while the cumulative GPA remains above 2.00, or in the case of a first-time freshman, the semester GPA and the cumulative GPA fall below 2.00, the student and the advisor will receive a letter indicating the student has been placed on Academic Warning. There are no restrictions on registration but the student will be encouraged to enroll in UNIV 011 University Strategies the next semester.

Academic Probation

When a student's cumulative GPA falls below 2.00 (except in the case of a first time freshman as noted under "Academic Warning"), or when the student's semester GPA falls below 2.00 for two consecutive semesters, that student is placed on Academic Probation. Transfer students admitted to Southwestern with a GPA lower than 2.00 will also be placed on Academic Probation. The probationary status is communicated in writing to the student and the advisor. The Vice President for Academic Administration and the Center for Academic Success and Advising will monitor the student's progress during the probationary period. A student on Academic Probation must be aware that her/his academic career is in serious jeopardy and that some programs and activities, including financial aid, may not be available.

Academic Probation includes the following conditions designed to help students improve their academic performance:

1. Late registration is not allowed
2. Enrollment is limited to 13 semester credit hours and emphasizes repeating classes for which D or F grades were received
3. Enrollment in UNIV 011 University Strategies, unless completed previously
4. A biweekly conference with the Center for Academic Success and Advising
5. Completion of all registered classes with minimum term GPA of 2.0

A student meeting these conditions continues on academic probation until the cumulative GPA reaches 2.00.

Academic Suspension

A student who fails to meet the probation conditions during any probationary semester will be placed on Academic Suspension for one semester. During the suspension period the student may not register for classes at Southwestern Adventist University. A suspended student may apply for readmission to Southwestern Adventist University after successfully completing at least one 12 semester hour term at another school.

Academic Dismissal

Suspended students who are readmitted and who then fail to raise their cumulative GPA, or have a deficiency which makes it unreasonable to anticipate eventual completion of degree requirements, will be academically dismissed. Dismissal is a permanent dismissal from the institution. Students academically dismissed may not reenroll in the institution at any time.

Final Examinations

In order to complete the semester, each student must take final examinations as scheduled. The final examination schedule is part of the class schedule and is available to students and faculty through the portal. **It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule.** Requests for modification of a student's final examination schedule because of unforeseen emergencies must be arranged through the Academic Standards and Practices Committee. An exception form may be obtained from the [Registrar](#).

Multiple Exams

Students having three or more final exams on the same day may make arrangements with the instructor and the Vice President for Academic Administration two weeks in advance to reschedule one exam at another time during exam week. Forms may be obtained in the Vice President for Academic Administration's Office.

Proficiency Exams

The University recognizes certain examinations as a demonstration of proficiency for challenging, validating, or waiving classes. An enrolled student wishing to take an examination must apply. Application forms for challenge, validation, and waiver examinations are available on the [Records website](#). Fees for these examinations are listed under Other Expenses in the Finances section of the Bulletin. Proficiency examinations, if completed successfully, will result in credit recorded on the academic transcript.

General Examination Guidelines

1. A student must have approval for an examination on file with the Registrar before an examination may be recorded on the transcript or degree audit.
2. Credit for a challenge examination may be earned only if a student has not already earned credit in a similar course, taken advanced courses in the area, or withdrawn from the course.
3. Examinations may not be retaken.
4. Examinations may not be used to repeat a course which has been audited or taken for credit.
5. Grades are recorded for University-prepared challenge examinations and scaled scores are recorded for AP and CLEP examinations.
6. CLEP examinations, with the exception of foreign languages, must be taken during the first year of residency.
7. All proficiency examinations must be completed prior to the final two semesters of residence.

Advanced Placement Exam

The University will grant credit for successful completion of Advanced Placement courses and examinations taken during high school on the following basis:

1. The passing level for all examinations is a score of 3, 4, or 5.
2. The transcript will indicate that AP credits have been completed by examination. Students must have official scores sent directly to the Registrar for evaluation.
3. Maximum of 6 hours of AP history and government credit will be applied toward a history or social science major or minor.

AP examinations are taken by students in high school and credits are evaluated and transferred as part of the admissions process. These credits are recorded on the transcript and are available to the student and academic advisor through the web portal. There is no fee for recording these credits. A detailed list of the AP examinations, the required scaled score, and the credit award is available on the University's website and from the Registrar.

CLEP

College Level Examination Program or CLEP examinations are available through the University Counseling and Testing Center. Students must have official scores sent directly to the Registrar for evaluation. A detailed list of the CLEP examinations, the required scaled score, and the credit awarded is available on the University's website and from the Registrar. There is a CLEP examination fee and a recording fee.

Challenge Exam

The faculty of the University may upon request agree to prepare a challenge examination. Although not all classes can be challenged, a currently enrolled student may submit a request for the preparation of a challenge exam. Forms for this purpose are available from the [Registrar](#). There is an examination preparation fee and a recording fee.

Validation Examinations

Students who have transcripts from non-accredited colleges, transcripts showing nontransferable college courses, or transcripts from an international college or university may be required to take validation exams. Upon successful

completion of the examination, the credit will be transferred and recorded on the student's permanent record. The Registrar will assist the student to have an examination prepared and administered. There is an examination preparation fee but no recording fee.

Waiver Examinations

A student may meet an academic requirement such as general education or a course prerequisite by passing a waiver examination. Successful completion of the examination waives

the curricular requirement but does not result in credit earned. Thus, it does not reduce the total number of semester credit hours required for a degree, but it will increase the available number of elective hours. The results of a waiver exam are recorded on the student's degree audit but not on the permanent record or transcript. Students must be currently enrolled to be eligible to submit a request for the preparation of a waiver examination. Forms for this purpose are available from the [Registrar](#). There is an examination preparation fee but no recording fee.

Transfer Credit

Generally, college-level courses will transfer if completed with a C- grade or higher through a regionally accredited college. Because of differences in degree requirements and course content, all credits may not apply toward specific graduation requirements. Vocational credits may be accepted for transfer in areas of study offered by the University. Developmental courses, including most English as a Second Language courses, will not be accepted for transfer credit. Although permission to register for off campus classes while enrolled at the University is not required, the registrar will, upon request, verify the transferability of a course offered at another institution. The residency requirement for all baccalaureate degrees is that the last 36 credit hours earned prior to graduation must include 30 credit hours in residence. This requirement limits transfer credit to 6 semester hours during this time period. The residency requirement for all associate degrees is that the last 15 credit hours earned prior to graduation must include 12 credit hours in residence. This requirement limits transfer credit to 3 semester hours during this time period.

Courses from a previously earned bachelor's degree will be evaluated on an individual basis to determine applicability to degree requirements. A student with a bachelor's degree from a United States, regionally accredited, post-secondary institution will be considered to have fulfilled the general education requirements with the exception of religion courses. This is also the case if a student has an associate of science degree which includes the baccalaureate general education core for a particular state higher education program.

Credit may be accepted from certain unaccredited post-secondary institutions. Students requesting transfer credit from an unaccredited school must have successfully completed a minimum of 12 semester hours with a grade point average of at least 2.00 in residence at Southwestern Adventist University. Validating examinations may be required for such transfer credits at the discretion of the Registrar.

Credit for Military Service Schools

The University follows, with limitations, the recommendations of the American Council of Education as published in the Guide to the Evaluation of Educational Experiences in the Armed Forces in granting credit for military service schools. At a minimum, the following limitation applies.

Courses must be in the baccalaureate/associate degree category as defined by the ACE Guide. This precludes acceptance of vocational, technical or certificate category courses, or military occupational specialties or job experience.

For consideration of credit from military service schools, the applicant may submit the following military records:

1. A certified original of the DD Form 295, or
2. A copy of the DD Form 214, or
3. Course completion certificates.

The Assistant Director of Records will assist persons eligible for veterans educational assistance benefits.

Quality Enhancement Plan (QEP)

Southwestern Adventist University's Quality Enhancement Plan, "Whole-Person Wellness," is designed to strengthen student commitment to a healthy lifestyle by impacting knowledge, attitude and practice, which are transformative steps of change.

QEP Outcomes

1. Students will be able to demonstrate an understanding of whole-person wellness principles as exemplified in the CREATION Health model.
2. Students will be able to apply the principles of whole-person wellness to their daily lives.

QEP Curriculum Four-Year Matrix

Freshman

- UNIV 111 Wellness for Life (2 credits)

Sophomore

- One KINA activity course (1 credit, General Education)

Junior/Senior

- One KINA activity course (1 credit, General Education)

Assessment

Students will complete both quantitative and qualitative assessments throughout the QEP curriculum

Summer Bridge

Students who wish to enroll at Southwestern, but fail to meet one of the two minimum admission requirements (GPA or SAT/ACT) must participate in Summer Bridge. Learning takes place in a three-week session prior to the beginning of the freshman year and provides developmental learning support in the areas of math, reading, and writing. At the end of the session, student progress will be assessed and students will receive new course placements for Fall Semester. Students attending Summer Bridge receive one credit hour that will apply toward the requirements for a degree.

The [Center for Academic Success and Advising \(CASA\)](#) supports the work of the faculty academic advisors with Summer Bridge students. Students in this program may have reduced course loads, restrictions on extra-curricular activities, and required dormitory residency. CASA schedules regular academic counseling sessions for each student in the program to make sure that she/he is benefiting from mathematics tutoring, the Write Spot writing center, career counseling, and other programs provided by the University to enhance academic success.

Adventist Colleges Abroad

Through [Adventist Colleges Abroad \(ACA\)](#), qualifying Southwestern students may elect to take a year out of their curriculum to become immersed in a foreign culture and learn a foreign language. Applicants for this program need not be language majors. A current list of ACA summer and full-year programs and admission requirements can be found at [ACA's website](#).

Student Missions Program

Following the call of Matthew 28 to go into all the world, the [Student Missions Program](#) is a chance for students to experience being a student missionary or Taskforce worker for 9-12 months.

The benefits of going as a student missionary or Taskforce worker include improving your Christian walk, travel, learning about a new culture and language, new friends, scholarships, and strengthening personal resumes. Check out www.hesaidgo.com for more information.

Academic Integrity

Southwestern Adventist University was founded by the Seventh-day Adventist Church in order to educate its students academically and spiritually for Christian service. The ethical training of students is as important as their academic competence. Academic integrity rests on honesty, the first principle of the Christian life. Students must be honest in their dealings inside and outside the classroom.

Students must maintain a high ethical standard in their academic work. When a student turns in work for credit in the classroom, that work must be the student's own. Students have access to some forms of authorized assistance. Authorized assistance may come in the form of tutoring by official university tutors, help from the professor, or the legitimate use of outside sources which are cited according to standard form. Other forms of outside assistance are unauthorized, for example, having another person complete all or part of an assignment, taking material from the Internet or other sources without citing it, or bringing unauthorized materials into an examination. Unauthorized help, in these and other forms, constitutes academic dishonesty.

General Responsibilities of Students

1. Students must produce their work independently, except when the professor has assigned the work as a group project.
2. Students must not represent work as their own which is not their own.
3. Students must not aid others in academic dishonesty.

Examples of Violations

What follows are examples of academic dishonesty which will jeopardize a student's standing in the classroom and at the University. This is a representative list only, not an exhaustive one.

1. **Misusing Sources of Information (Plagiarism).** When using outside sources in a paper, students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source when quoting, when paraphrasing, or even when using an idea which is unique to that source. If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference

also constitutes academic dishonesty. Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the University.

2. **Multiple Submissions.** Students may not submit papers or assignments for credit that have already been submitted or are in the process of being submitted for another course.
3. **Misrepresenting One's Work.** Work that is assigned to the student must be done by the student. Homework assignments in any subject area must be the work of the student getting the credit and must not reflect unauthorized help from others.
4. **Using Unauthorized Materials During an Examination.** Unless the professor indicates otherwise, students should assume that the use of notes, textbooks, the Internet, databases, calculators, or any other outside sources of help during an examination, will constitute academic dishonesty.
5. **Exchanging Information During an Examination.** Students may not share information with each other in any form or by any means during an examination. Talking or signaling in any manner during an examination may result in failure on the examination. Obtaining information from another student's paper by any means during an examination is a violation of academic integrity.
6. **Tampering with Computers.** Students may not access faculty computers by any means in order to obtain advance copies of tests or quizzes, alter grades on an online grade book, or for any other purpose.
7. **Forging a Signature.** Students may not sign anyone's name but their own on any advisement form, registration form, exceptions form, or any other document for any purpose whatsoever.
8. **Aiding Others in Academic Dishonesty.** Students who enable others to misrepresent their work are also guilty of academic dishonesty and may be penalized as if they had misrepresented their own work. No student may do the class work for which another student will get credit, except in those cases when the professor has assigned work to be done in a group.

Procedure to be Followed in Cases of Academic Dishonesty

Professors have discretion in the classroom when academic integrity has been violated. The class syllabus should contain a statement on how violations of academic integrity will be treated. A first case of academic dishonesty may be handled by the professor, but will be reported to the Vice-President for Academic Administration using the University's "Academic Integrity" form. A second offense may be handled by the Vice-President for Academic Administration in conjunction with the professor. Students may appeal a decision made by either the professor or the Vice-President for Academic Administration by following the student academic appeals process as outlined in this bulletin under "Student Rights' and Appeals Policies."

Student Rights & Appeals Policies

Student Academic Appeals Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences:

- (1) that a computational/recording, or other technical error has been made but has not been acknowledged by the instructor;

(2) that the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student;

(3) that the assigned grade does not reflect the grading criteria in the course syllabus; or

(4) that published department policies have not been followed.

Matters not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

Initial Appeals Procedure

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).
2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP I on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two (2) University days from receipt of the chair's decision to contact the Vice President for Academic Administration, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Vice President for Academic Administration will provide a written decision. This completes STEP II on the Academic Appeals Review Form.

Formal Appeals Procedure

If the problem is not resolved with the decision of the Vice President for Academic Administration, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Vice President for Academic Administration's decision, the student must request in writing to the Vice President for Academic Administration a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision which will constitute final action by the University. This completes STEP III on the Appeals Review Form.

Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

Student Records - Student Rights (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They have:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health service staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. FERPA permits the University to disclose any and all education records, including disciplinary records, to another institution at which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning the alleged failures by Southwestern Adventist University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 The University may, at its discretion, publish or release the following information without prior consent unless the student requests in writing that certain information be withheld: Student name, address, telephone listing, enrollment status, class, major field of study, most recent previous school attended, photographs, date and place of birth, participation in officially recognized activities, e-mail address, dates of enrollment, anticipated date of graduation, degrees, awards and honors. The Registrar is responsible for compliance with the provision of this Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the Records Office.

Student Records - Southwestern Adventist University Rights (FERPA)

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

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

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

Course Numbering System

All courses are prefixed with the subject, such as ENGL, MATH, CHEM, etc. This abbreviation is followed by a three position number. Course numbers are intended to guide students and advisors in appropriate course selection.

Code Description

000-099 Developmental classes. Do not meet graduation requirement and cannot be transferred.

100-199 Courses primarily for first-year students and General Education.

200-299 Courses primarily for sophomores and juniors.

300-499 Courses primarily for juniors and seniors.

500+ Graduate level courses.

Courses separated by a comma mean that course content is covered sequentially and that normally the courses are taken in sequence, but that they can be taken out of sequence.

Explanation of Abbreviations

1. Lec - the number of 50-minute lecture periods per week.
2. Lab - the number of clock hours in laboratory per week.
3. u.d. - upper division. i.e., courses numbered in the 300 and 400 range.

Semester Course

Following the course description will be the term indicating which semester course is generally taught.

1. (Fall) - taught every fall semester
2. (Spring) - taught every spring semester
3. (Fall, odd years) - taught fall 2019, 2021, etc.
4. (Fall, even years) - taught fall 2020, 2022, etc.
5. (Spring, odd years) - taught spring 2019, 2021, etc.
6. (Spring, even years) - taught spring 2020, 2022, etc.
7. (Fall, Spring) - taught every semester
8. (Summer) (Offered periodically)

Programs

Bachelor of Arts (BA)

- Biology
- Chemistry
- Communication - emphasis in Advertising and PR, Online Media, Radio-TV-Film
- English
- English - emphasis in writing
- History
- History, International Relations, and Public Policy
- History - Secondary Certification
- Interdisciplinary Studies
- Life Science - Secondary Certification
- Mathematics
- Music
- Religion
- Theology

Bachelor of Applied Arts and Sciences (BAAS)

Bachelor of Business Administration (BBA)

- Accounting
- Digital Marketing
- Esports & Gaming Administration
- Finance
- Human Resource Management
- International Business
- Marketing
- Management
- Management Senior Living Administration
- Operations Management
- Professional Accounting
- Dual Concentration

Bachelor of Music Education (BME)

Bachelor of Music (BMus)

Bachelor of Science (BS)

- Biochemistry
- Biology - emphasis in Biomedical, Ecology and Conservation Biology, Integrative Biology
- Business
- Chemistry
- Communication emphasis in Advertising and PR, Online Media, Radio-TV-Film
- Computer Science
- Computer Science emphasis in Cybersecurity
- Criminal Justice
- Elementary Education
- Exercise Science
- General Studies
- Health and Fitness
- Interdisciplinary Studies

- Life Science - Secondary Certification
- Mathematics
- Mathematics - Secondary Teaching Area
- Medical Laboratory Science
- Nursing
- Physical Science with Chemistry Emphasis, Secondary Teaching Certification
- Physical Education
- Pre Law
- Psychology
- Psychology - emphasis in School Guidance
- Sports and Fitness Management
- Social Science
- Social Studies - Secondary Certification

Associate in Science (AS)

- Health and Fitness
- Computer Science

Associate of Science (AS)

- General Studies

Minors are available in the following areas:

- Accounting
- Advertising and PR
- Biblical Languages
- Biology
- Business
- Chemistry
- Coaching
- Computer Science
- Communication
- Criminal Justice
- English
- Finance
- Health and Fitness
- History
- History - Secondary Teaching Area
- International Business
- Life Science - Secondary Certification
- Marketing
- Mathematics
- Music
- Online Media
- Physical Education
- Political Science
- Psychology
- Radio-TV-Film
- Religion
- Social Science
- Spanish

Certificate Programs

- Church Ministry
- Soul-winning Outreach Discipleship (SWORD)

Core Curriculum & Graduation

Rationale

At Southwestern Adventist University, a Seventh-day Adventist liberal arts education emphasizes preparing students with a broad academic background that enables them to contribute to society in multi-faceted ways. Flexibility, adaptability, intellectual curiosity, and commitment to lifelong learning go beyond the confines of a specific discipline. We believe that broad skills and connections across disciplines, including an emphasis on the distinctive beliefs and history of the Seventh-day Adventist church, foster the development of the whole person who will be a responsible citizen of this world and the world to come.

Educating the Whole Person

1. Spiritual and Physical Well-being - An education focused on the whole person requires a preparation of the mental and physical body for learning. General Education in this area should focus on the theological and historical foundations of our faith with an emphasis on the SDA health message.
2. Intellectual Curiosity and Inquiry - Learning utilizes discovery, synthesis, analysis, and problem solving, skills which must be intentionally embedded across the curriculum in ways that inspire lifelong learning and enable students to apply them to a variety of situations and environments.
3. Clear and Effective Communication - The ability to communicate thoughts and ideas in a clear and effective manner facilitates the participation of an educated person in society. This concept extends beyond traditional oral and written forms to encompass current modes of expression and their personal, moral and social implications.

Core Curriculum for a Bachelor's Degree

I. English Composition

Courses in English composition will emphasize the practice of critical reading and effective writing.

Select two courses: 6 credit hours

Item #	Title	Credits
ENGL 121	Freshman Composition	3
ENGL 220	Research Writing	3

II. Mathematics

Courses in mathematics will emphasize quantitative and deductive reasoning, problem solving and logical thinking, organizational and systematic thinking, and the application of mathematics to various life situations.

Select one course: 3 credit hours

Item #	Title	Credits
MATH 110	College Algebra	3
MATH 131	Applied Mathematics	3
MATH 141	Introduction to Probability and Statistics	3
MATH 180	Precalculus	4
MATH 181	Calculus I	4

III. Whole-Person Wellness

Courses in fitness activity will emphasize practical knowledge and practices that will promote life-long whole-person wellness.

Select two courses: 2 credit hours

Item #	Title	Credits
	KINA XXX	1
	KINA XXX	1

IV. Humanities

Courses in the humanities will emphasize a reflection on the human experience and human condition through literary texts and artistic forms.

A. Literature

Select one course: 3 credit hours

Item #	Title	Credits
	ENGL 221 or ENGL 222	3
ENGL 224	Survey of English Literature	3
	ENGL 231 or ENGL 232	3
ENGL 322	Literary Perspectives	3

B. Fine Arts

Select one course: 3 credit hours

Item #	Title	Credits
ARTS 135	Introductory Studio Ceramics	1-3
ARTS 222	Art Appreciation	3
ENGL 272	Introduction to Drama	3
HIST 221	History of Western Art	3
MUHL 221	Survey of Music	3
MUHL 355	Survey of Christian Worship	3

V. Life and Physical Science

Courses in science will emphasize understanding and application of everyday phenomena. Laboratories will be discovery based and emphasize the development and testing of hypotheses, or they may expose students to observational experiences that enhance scientific understanding.

A. Life Science

Select one course: 4 credit hours

Item #	Title	Credits
	BIOL 101 or 102	4
BIOL 103	Human Biology	4
	BIOL 111, BIOL 112	4
BIOL 220	Microbiology and Immunology	4
BIOL 225	Field Biology	4
BIOL 345	Environment and Mankind	4

B. Physical Science

Select one course: 4 credit hours

Item #	Title	Credits
CHEM 105	Survey of Chemistry	4
CHEM 111	General Chemistry I	4
GEOL 240	The Dinosaurs	4
PHYS 101	Introductory Physics	4
PHYS 114	Physical Science	4
PHYS 121	General Physics I	4

VI. History and Social Science

Courses in history and social science are designed to give students a broad understanding of the sweep of world historical, governmental, and cultural events. Through reading, lectures, discussions, and writing, these courses will enhance the critical abilities of students by providing tools and practices that are universal in application. Ultimately, students should be better able to understand contemporary events by grasping how historical, political, and cultural events have combined to create the world in which they live.

A. History

Select two courses: 6 credit hours

Item #	Title	Credits
HIST 111	United States History to 1865	3
HIST 112	United States History from 1865	3
HIST 225	World Civilizations I	3
HIST 226	World Civilizations II	3

B. Social Science

Select one course: 3 credit hours

Item #	Title	Credits
ECON 211	Macroeconomics	3
ECON 212	Microeconomics	3
HIST 242	Historical and Political Geography	3
POLS 211	National and Texas Constitutions	3
PSYC 212	General Psychology	3
PSYC 220	Human Growth and Development	3
SOCI 111	Introduction to Sociology	3

VII. Religion

Courses in biblical studies will introduce the student to practical methods of Bible study, critical evaluation of scholarship and interpretation, and the richness and depth of the biblical text. Courses in theology will engage the student in a systematic approach to biblical matters, will have students explore different perspectives and relevant issues, and guide students to formulate personal viewpoints and positions. Courses in historical studies trace the origin and development of the Bible, Christianity, Seventh-day Adventism, and other religions.

Select four courses: 12 credit hours

One course must be numbered 300 and above. Transfer students from a non-SDA college must complete one course for each academic year in attendance, with a minimum of 2 courses (one in Biblical Studies).

Item #	Title	Credits
RELB 211	Life and Teachings of Jesus	3
RELB 322	Daniel	3
RELB 323	Revelation	3
RELB 328	Survey of the Old Testament	3
RELB 335	Introduction to the New Testament	3
RELH 230	History of the Seventh-day Adventist Church	3
RELH 233	Biblical Archaeology	3
RELH 314	Origin & Development of the Bible	3
RELH 320	Ellen White Writings	3
	RELH 331 or RELH 332	3
RELT 101	Christian Beliefs	3
RELT 212	Introduction to Christian Ethics	3
RELT 325	World Religions	3
RELT 327	Integrated Wellness Connections	3
RELT 360	Philosophy and the Christian Worldview	3
RELT 410	Biblical Conflict Resolution	3
RELT 419	Philosophy of Science	3

VIII. Competence in Computer Applications

Students completing a degree must be proficient in the use of general computer applications and important software in the field of the student's major. Proficiency will be determined by the completion of a department-designated course or courses.

The Bulletin description of approved courses includes the statement "This course fulfills the Computer Competency requirement as specified in the Core Curriculum." Unless specified in the major, the following courses meet the proficiency requirement:

Select one course: 3 credit hours

Item #	Title	Credits
CSIS 105	Introduction to Computing	3
CSIS 106	Comprehensive Spreadsheets	3

IX. Competence in Communication

Students completing a degree must be proficient in the application of the principles of effective oral communication including discussion techniques and public presentations. Proficiency will be determined by the completion of a department designated course or courses.

The Bulletin description of approved courses includes the statement "This course fulfills the Communication Competency requirement as specified in the Core Curriculum." Unless specified in the major, the following courses meet the proficiency requirement:

Select one course: 3 credit hours

Item #	Title	Credits
COMM 111	Speech	3
COMM 115	Discussion Techniques	3
	Total credits:	52

B.A. Foreign Language Requirement

Complete either 6 semester credit hours of one foreign language at the intermediate level or 8 semester credit hours each of two foreign languages at the elementary level.

Baccalaureate Degree Requirements

The University awards six types of baccalaureate degrees: the Bachelor of Arts, the Bachelor of Science, the Bachelor of Music, Bachelor of Music Education, Bachelor of Business Administration and the Bachelor of Applied Arts and Sciences. Candidates who have completed the following requirements will be awarded degrees upon recommendation by the faculty and approval by the Board of Trustees.

All baccalaureate graduates will

- Complete a minimum of 120 semester credit hours, including 36 credit hours in courses numbered 300 and above and earn a minimum cumulative grade point average of 2.00.
- Complete the general education requirements.
- Complete QEP requirement UNIV 111 Wellness for Life.
- Complete a minimum of 30 semester credit hours in residence. The last 36 credit hours earned prior to graduation must include 30 credit hours in residence.

- Complete the requirements for a major field of specialization with a minimum cumulative grade point average of 2.25, unless otherwise specified by major department. No class with a grade below a C- may apply toward the major or area of emphasis. Classes listed as cognates are included in the major. A minimum of 12 hours in the major field must be taken in residence.
- Take a comprehensive examination in the field of study as designated by the major.

Bachelor of Arts graduates will also

- Complete a minor field of specialization. No class with a grade below a C- may apply toward the minor, and a minimum of 6 hours in the minor field must be taken in residence.

Graduates with Nursing and Elementary Education majors have modified degree requirements and these are specified under the respective department sections in this Bulletin.

Double majors must be completed within a single degree such as a Bachelor of Arts or a Bachelor of Science. To receive a degree with a double major, a student must complete all of the requirements, including cognates, of each major or area of emphasis. A second major will satisfy the requirement for a minor for the Bachelor of Arts degree. A student cannot earn two majors or areas of emphasis in communication.

Two baccalaureate degrees such as a Bachelor of Arts and a Bachelor of Science with majors in different disciplines may be awarded concurrently or sequentially. The candidate must meet all the degree requirements for each major including cognates, general education, the foreign language requirement, the requirement of a minor, a total of 150 semester credit hours, and 30 credit hours in residence.

Core Curriculum for an Associate in Science Degree -

I. English Composition

Courses in English composition will emphasize the practice of critical reading and effective writing.

Select two courses: 6 credit hours

Item #	Title	Credits
ENGL 121	Freshman Composition	3
ENGL 220	Research Writing	3

II. Mathematics

Courses in mathematics will emphasize quantitative and deductive reasoning, problem solving and logical thinking, organizational and systematic thinking, and the application of mathematics to various life situations.

Select one course: 3 credit hours

Item #	Title	Credits
MATH 110	College Algebra	3
MATH 131	Applied Mathematics	3
MATH 141	Introduction to Probability and Statistics	3
MATH 180	Precalculus	4
MATH 181	Calculus I	4

III. Whole-Person Wellness

Courses in fitness activity will emphasize practical knowledge and practices that will promote life-long whole-person wellness.

Select two courses: 1 credit hours

Item #	Title	Credits
	KINA XXX	1

IV. Humanities

Courses in the humanities will emphasize a reflection on the human experience and human condition through literary texts and artistic forms.

Select one course: 3 credit hours

Item #	Title	Credits
ARTS 135	Introductory Studio Ceramics	1-3
ARTS 222	Art Appreciation	3
	ENGL 221 or ENGL 222	3
ENGL 224	Survey of English Literature	3
	ENGL 231 or ENGL 232	3
ENGL 272	Introduction to Drama	3
HIST 221	History of Western Art	3
MUHL 221	Survey of Music	3

V. Life and Physical Science

Courses in science will emphasize understanding and application of everyday phenomena. Laboratories will be discovery based and emphasize the development and testing of hypotheses, or they may expose students to observational experiences that enhance scientific understanding.

Select one course: 4 credit hours

Item #	Title	Credits
	BIOL 101 or 102	4
BIOL 103	Human Biology	4
BIOL 111	General Biology I	4
BIOL 112	General Biology II	4
BIOL 220	Microbiology and Immunology	4
BIOL 225	Field Biology	4
CHEM 105	Survey of Chemistry	4
CHEM 111	General Chemistry I	4
GEOL 240	The Dinosaurs	4
PHYS 101	Introductory Physics	4
PHYS 114	Physical Science	4
PHYS 121	General Physics I	4

VI. History and Social Science

Courses in history and social science are designed to give students a broad understanding of the sweep of world historical, governmental, and cultural events. Through reading, lectures, discussions, and writing, these courses will enhance the critical abilities of students by providing tools and practices that are universal in application. Ultimately, students should be better able to understand contemporary events by grasping how historical, political, and cultural events have combined to create the world in which they live.

Select one course: 3 credit hours

Item #	Title	Credits
HIST 111	United States History to 1865	3
HIST 112	United States History from 1865	3
HIST 225	World Civilizations I	3
HIST 226	World Civilizations II	3
HIST 242	Historical and Political Geography	3
ECON 211	Macroeconomics	3
ECON 212	Microeconomics	3
POLS 211	National and Texas Constitutions	3
PSYC 212	General Psychology	3
PSYC 220	Human Growth and Development	3
SOCI 111	Introduction to Sociology	3

VII. Religion

Courses in biblical studies will introduce the student to practical methods of Bible study, critical evaluation of scholarship and interpretation, and the richness and depth of the biblical text. Courses in theology will engage the student in a systematic approach to biblical matters, will have students explore different perspectives and relevant issues, and guide students to formulate personal viewpoints and positions. Courses in historical studies trace the origin and development of the Bible, Christianity, Seventh-day Adventism, and other religions.

Select two courses: 6 credit hours

Transfer students from a non-SDA college must complete one course for each academic year in attendance, with a minimum of 2 courses (one in Biblical Studies).

Item #	Title	Credits
RELB 211	Life and Teachings of Jesus	3
RELT 101	Christian Beliefs	3
RELT 212	Introduction to Christian Ethics	3
RELH 230	History of the Seventh-day Adventist Church	3
RELH 233	Biblical Archaeology	3

VIII. Competence in Computer Applications

Students completing a degree must be proficient in the use of general computer applications and important software in the field of the student's major. Proficiency will be determined by the completion of a department-designated course or courses.

The Bulletin description of approved courses includes the statement "This course fulfills the Computer Competency requirement as specified in the Core Curriculum." Unless specified in the major, the following courses meet the proficiency requirement:

Item #	Title	Credits
CSIS 106	Comprehensive Spreadsheets	3
CSIS 110	Principles of Computer Programming I	3

IX. Competence in Communication

Students completing a degree must be proficient in the application of the principles of effective oral communication including discussion techniques and public presentations. Proficiency will be determined by the completion of a department designated course or courses.

The Bulletin description of approved courses includes the statement "This course fulfills the Communication Competency requirement as specified in the Core Curriculum." Unless specified in the major, the following courses meet the proficiency requirement:

Item #	Title	Credits
COMM 111	Speech	3
COMM 115	Discussion Techniques	3
	Total credits:	32

Associate Degree Requirements

The University awards three types of associate degrees: the Associate in Science, the Associate of Science, and the Associate of Applied Science. Candidates who have completed the following requirements will be awarded degrees upon recommendation by the faculty and approval by the Board of Trustees.

Associate of Science graduates will

1. Complete a minimum of 60 semester credit hours and earn a minimum cumulative grade point average of 2.00
2. Complete a minimum of 24 semester credit hours in residence. Twelve of the final 15 hours before graduation must be taken in residence at Southwestern
3. Complete QEP requirement UNIV 111 Wellness for Life

Associate in Science graduates will

1. Complete a minimum of 60 semester credit hours and earn a minimum cumulative grade point average of 2.00
2. Complete a minimum of 24 semester credit hours in residence. Twelve of the final 15 hours before graduation, must be taken in residence at Southwestern
3. Complete a major field of specialization with a minimum cumulative grade point average of 2.00 in the major. No class with a grade below C- may apply toward the major
4. Complete the general education requirements for the Associate in Science degree
5. Complete QEP requirement UNIV 111 Wellness for Life

Graduation Procedures for All Degrees

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

A **Graduation Contract** must be completed and returned to the Registrar no later than one week after the start of the second semester of the student's junior year.

Any work taken at another institution must be recorded on the transcript before the degree is awarded.

The student must satisfactorily meet all financial obligations to the University, including payment of graduation dues, in order to obtain a diploma or transcript showing graduation. Graduation class dues are a mandatory non-refundable fee that covers expenses such as class gift, 25 graduation announcements and miscellaneous class activities. This fee applies to campus as well as Adult Degree Program students. When a student returns to obtain an additional degree and graduation dues were paid as an initial Southwestern graduate, only half of the dues will be required for each subsequent graduation class. Graduation dues are charged to the student account at the beginning of the semester in which the student will graduate.

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

Candidates will receive instructions on ordering graduation regalia and announcements at the senior class meeting.

Graduation Ceremonies

The **commencement ceremony** is held at the end of the spring semester each year. Students eligible to participate in graduation must complete all arrangements with the Registrar by March 15 to be included in the ceremony and ensure name is printed on Graduation Program.

Posthumous Degree Policy

In the unfortunate event that a Southwestern student dies before completing degree requirements, the student may be awarded a posthumous degree upon approval by the Vice President for Academic Administration.

1. Department faculty must first approve and send a recommendation to the Vice President for Academic Administration for approval.
2. To be considered the student must have:
 - a. been enrolled within the last 2 semesters.
 - b. completed 75% of the degree requirements.
 - c. been in good academic standing.

If a student does not meet the above criteria, they may be awarded a certificate of Special Recognition.

Deferred Graduation

Students who have fewer than 6 hours or two courses remaining in their degree program, as documented on their graduation contract, may participate in graduation exercises. The student will be listed as a candidate for graduation in the graduation program. All SWAU residency requirements apply to deferred graduation. All degree requirements must be completed within six (6) years of the date of the catalog selected.

Graduation Honors

Honors status will be calculated for bachelor's degree graduates after the final semester grades are issued. The following designations are given to graduates who have maintained high GPAs.

1. GPA of 3.50 to 3.74 may graduate cum laude
2. GPA of 3.75 to 3.89 may graduate magna cum laude
3. GPA of 3.90 to 4.00 may graduate summa cum laude

The associate degree candidate who has maintained a cumulative GPA of at least 3.60 may graduate with distinction.

Honors Program Graduate

Honors Program students may graduate with the designation of Honors Program Graduate by meeting the requirements outlined under the Honors Program in this Bulletin.

University Experience

Chan Shun Centennial Library

Collections

The library at Southwestern contains approximately 140,000 print and electronic book volumes and 56,000 journal titles available in print and online. The library's main web page at library.swau.edu is the starting point for research. Patrons connect to librarians through the webpage, search the library's collections, and explore research tutorials.

Southwestern's library encompasses specialized collections that support academic programs. **The Adventist Heritage Center Collections** include substantial primary source materials chronicling the establishment of the Seventh-day

Adventist church and the presence of the Adventist movement in the Southwest. Items include rare books, photographs, and manuscripts, as well as reproductions of similar materials. The Ruth King McKee Curriculum Library serves Southwestern's education program by providing examples of curriculum and instruction materials used in the K12 setting.

Southwestern's scholars link to thousands of academic, special, and public libraries within the United States and beyond, courtesy of TexShare and other consortial agreements. On-demand delivery of research materials for SWAU students and employees is made possible through TexShare, and can be initiated through completing the request form found on the library's webpage. Also, current students and faculty are invited to request a TexShare borrowers' card at the library's front desk, which grants individual borrowing privileges at most Texas university and public libraries.

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

Southwestern's Lecture Series

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

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

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

Southwestern's Dramatic Presentations

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

Rough Writers

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

Meadows Gallery

Meadows Gallery serves as Southwestern's focal point for displays and exhibits. Located within the campus library building, the Gallery has shown traveling exhibits as well as local talent.

The Herbert M. and Ivanette Woodall Hopps Museum and Welcome Center

Primarily a community and visitor center, this two-story facility is created by eclectic exhibits which include periodic displays of private collections as well as historic items dating from the university and town's beginnings in 1893.

Southwestern's Dinosaur Science Museum

Southwestern's Paleontology Museum houses specimens from the Hanson Research Center in Wyoming, the Earth History Research Center (a collaborative endeavor among many academic institutions), and Southwestern's own index collections of fossilized vertebrates and invertebrates. Most specimens can be viewed through the online portal to the museum (<http://fossil.swau.edu>), but personal tours and research viewing can be arranged as well. Southwestern's Harold Drake Preparatory Laboratory serves as a working exhibit in which visitors are welcome to observe the cleaning and preparation of geological and paleontological specimens in person or online at <http://dinosaur.swau.edu>.

Thomsen Observatory

Southwestern's astronomy courses benefit from access to the Thomsen Observatory, which is adjacent to campus. The Observatory and related physics lab house a number of reflector and refractor telescopes that offer celestial exploration for students, faculty, and the community.

Academic Support Services

Center for Academic Success and Advising (CASA)

The Center for Academic Success and Advising (CASA) support the work of the faculty and academic advisors by coordinating academic support services for all Southwestern students that are designed to enhance student success, including tutoring, career counseling and General Studies advising. CASA also offers periodic workshops and seminars during the academic year.

Counseling and Testing Center

The Counseling and Testing Center provides services which focus on helping students cope with personal concerns as they engage in their spiritual, academic, social and personal activities. Typical student needs and concerns include learning how to study more effectively, resolving interpersonal conflicts, managing stress reactions, coping with loneliness, and handling feelings of depression, anxiety and other emotional crises.

Career Planning: Several career and interest inventories are given by the Counseling Center to help students learn more about their aptitudes, achievements, interests, values, and personality. The College-Level Examination Program (CLEP), correspondence tests, and national tests for admission to graduate schools are administered by the Counseling Center.

Special Needs: The Counseling Center strives to assist students with qualifying disabilities which can include vision and hearing, medical conditions, and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate modifications to the facilities, programs, or services of the University. Information provided by the student will be used only in the coordination and facilitation of service and accommodations required to make programs accessible to the student. The University reserves the right to request current documentation of physical and/or mental disabilities prior to the determination and facilitation of appropriate accommodations; documentation requirements are discussed in more detail in the ADA Policy found in the Counseling and Testing Center.

Disability Services

Disability services staff members, through the Counseling and Testing Center, coordinate appropriate aids and services to accommodate students with disabilities. Students requesting accommodation must contact the office to provide the staff members with documentation of their disability.

Southwestern is committed to policies which provide equal opportunity for full participation in the University experience for all qualified people with disabilities. The university prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

Health Services

Health Services provides assistance to students or staff who are ill or have minor injuries, without cost. The clinic is located in Harmon Hall and is open from 8:00 P.M. -10:00 P.M. Sunday

-Thursday. If you should have a health care need during weekends or nights, call the dean on duty.

Information Services/Technology

The Office of Information Technology Services is responsible for providing computer resources, campus network infrastructure, digital and voice telecommunications, standard software licensing, and institutional research to support the academic and administrative functions of the University. The staff installs and maintains servers, off-campus connectivity, administrative computer systems, as well as providing help for faculty, staff, and administrators in addressing their computer-related problems. There is a continual program to upgrade connectivity, external access, hardware and software, and digital resources for classroom use.

The Chan Shun Library, contains computers for the use of students during library hours. The Computer Teaching Lab, located in Pechero Hall, houses a number of computers that are available for general use when classes are not scheduled in that facility.

Student Services

Students with personal and campus concerns and questions should contact the Dean of Students, whose office is located in the Findley Administration Building. The Vice President for Student Services/Dean of Students' staff practices a student-centered, student-first philosophy of service. The student code of conduct, which is in place for the safety and well being

of our university campus community, is enforced by the Vice President for Student Services. The Student Services staff is further involved in student life by sponsoring numerous programs and activities, planning and coordinating new student orientation, providing leadership training and opportunities for student involvement in campus governance.

The Write Spot

Support for writing and writers on campus is the focus of The Write Spot, Southwestern's writing center. This facility is located in the library, on the first floor, and offers assistance to students, faculty, and staff. Faculty and trained mentors are available for consultations 24 hours a week during the academic year.

SWAU Online Education

Faculty/Staff

Marcel Sargeant, Director; Jeanne Mizher, Secretary

Mission Statement

Inspiring knowledge, faith, and service through Christ-centered education.

Alternatives for Acquiring Credit

Online Education students can take advantage of the following alternatives for acquiring college credit:

1. Credit for prior learning is available through the portfolio assessment program. The student may receive up to 16 credits for college level learning acquired outside the formal credit granting process. To obtain this credit, the student must register for ADPS 230 Prior Learning Assessment, a one hour course. The course guides the student through the development of a portfolio to document college level learning. The portfolio will be evaluated by faculty in the discipline for which credit is requested. A limited number of courses are available for experiential credit. The student considering this alternative should consult carefully with the Online Education Program office for course applicability. Credit awarded through the portfolio does not apply toward the 30 hour residency requirement. In addition to the tuition for the Portfolio Development course, there is an evaluation and transcription fee for experiential credit.
2. All other forms of acquiring credit are described in the Academics section of this *Bulletin*.

Online Education Programs

Bachelor of Arts (BA)

- History
- Religion
- Theology

Bachelor of Applied Arts and Sciences (BAAS)

Bachelor of Science (BS)

- Business
- Criminal Justice
- Elementary Education
- General Studies
- Nursing - RN to BS
- Psychology
- Psychology - emphasis in School Guidance
- Social Science

Associate of Science (AS)

Certificate Program

- Church Ministry

Alternative Certification

Online Education for On-Campus Students

Online education courses are also utilized by on-campus students. The Online Education office provides assistance to students. The University uses Canvas as the on-line course management system. All courses require students to have access to the Internet, and a SWAU email account.

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Officers of Administration

Kenneth Shaw, Ed.D., President

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

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

Administrative Services

- Matthew Agee, B.A., Associate Director for Security
- Enga Almeida, B.S., Strategic Coordinator
- Keith Beucler, M.S., Associate Director, Information Technology
- Tina Bottsford, B.S., Coordinator of Guest Relations and Communication
- Kip Bowser, B.S., Director of Client Services
- Stephanie Campos, B.B.A., Financial Aid Counselor
- Rahneeka Hazelton, M.A., Assistant Vice President for Enrollment
- Alison Hill, M.A., Assistant Director, Records
- Connie Jenkins, B.S., Assistant Director of Admissions
- Timothy Kosaka, B.B.A., Director of Marketing & PR
- Jason Kowarsch, M.A., Registrar, Director of Records
- Russ Laughlin, M.Div., Vice President for Spiritual Development
- Charles Lewis, B.A., Director of Information Technology Services
- David Mendoza, B.S., Senior Software Engineer
- Manuel Molina, B.A., Student Account Advisor
- Moses Ndwiga, B.B.A., Accounting Clerk
- Renata Ocampo, M.A., Director, Center for Academic Success and Advising
- Ana Patterson, M.B.A., Special Assistant to the President
- Jerry Potter, M.B.A., Assistant Student Accounts Director
- Genelle Rogers, B.B.A., Human Resources Director
- Marcel Sargeant, Ph.D., Assistant Vice President for Academic Administration, Institutional Research and SWAUonline
- Jonathan Seitz, B.B.A., Director of Advancement
- James The, M.Ed., Vice President for Student Services
- Cristina Thomsen, M.A., M.S., Librarian

- Duane Valencia, M.B.A., Assistant Vice President for Student Financial Services
- Greg Wicklund, C.P.A., Assistant Vice President for Financial Administration
- Edna Yanez-Perez, M.B.A., Accountant
- Alondra Zavala, B.S., Assistant Director of Student Recruiting
- Josafat Zemleduch, B.A., Associate Financial Aid Director

Campus Services

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

Faculty

President Emeritus

Eric D. Anderson, Ph.D.

B.A., Andrews University, 1970; M.A., University of Chicago, 1972; Ph.D., University of Chicago, 1978

Emeriti Faculty

Clinton J. Anderson, M.A.

Librarian

Librarian B.A., Andrews University, 1963; M.A.T., Andrews University, 1976

John W. Boyd, D.A.

Music

Music B.A., Walla Walla College, 1969; M. M., Lewis & Clark College, 1974; D.A., University of Northern Colorado, 1998

Thomas G. Bunch, Ed.D.

Professor of Kinesiology/ Academic Vice President

B.S., Pacific Union College, 1966; M.A., California State, 1968; Ed.D., Brigham Young University, 1977

Arthur V. Chadwick, Ph.D.

Professor of Biology and Geology

B.A., La Sierra College, 1965; Ph.D., University of Miami, 1969. Additional graduate study at the University of California

Watson L. Chin, Ph.D.

Mathematics

B.A., Andrews University, 1963; M.A., Ohio State University, 1966; Ph.D., Illinois Institute of Technology, 1973

R. Edwin Connell, M.A.

Computer Science

B.A., Union College, 1964; M.A., Andrews University, 1972

Robert Cooper, M.S.

Librarian

B.S., Union College, 1952; M.S., University of Southern California, 1966

Laurice Durrant, Ed.D.

Nursing

B.S.N., Union College, 1951; M.S., Stanford University, 1965; Ed.D., Stanford University, 1971

Bonnie Gnad, Ph.D.

Nursing

B.S., Union College, 1964; M.S.N., Washington University, 1969; Ph.D., University of North Texas, 2004

Barbara Harsany, M.S.

Kinesiology

B.S., Walla Walla College, 1959; M.S., University of Southern California, 1962

William L. Kilgore, D.Min.

Religion

B.A., Columbia Union College, 1976; M.Div., Andrews University, 1980; D.Min., Southwestern Baptist Theological Seminary, 2003

Karl Konrad, Ph.D.

Chemistry

B.A., Andrews University, 1963; M.S., Illinois Institute of Technology, 1966; Ph.D., Illinois Institute of Technology, 1969

Judy Myers Laue, Ph.D.

English

B.A., Andrews University, 1976; M.A., Andrews University, 1977; Ph.D., University of Southern California, 1988

Richard L. McCluskey, Ph.D.

Biology

B.A., Andrews University, 1961; M.A., Walla Walla College, 1966; Ph.D., University of North Texas, 1972

Robert R. Mendenhall, Ph.D.

Communication

B.S., Pacific Union College, 1967; M.A., Texas Christian University, 1977; Ph.D., University of Texas at Austin, 1994

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Academic Vice President

B.S., Union College; 1958; M.S., Northern Illinois University, 1971; Ph.D., Texas Woman's University, 1980

Carol Sample, Ph.D.

English

B.A., Union College, 1947; M.A., East Tennessee State University, 1962; Ph.D., Texas Christian University, 1975. Additional graduate study at University of Maryland

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Education and Social Sciences

B.A., Atlantic Union College, 1958; M.A., Pacific Union College, 1959; Ph.D., University of Southern California, 1970; Ph.D., Texas Woman's University.

Catherine K. Turner, Ph.D.

Nursing

B.S., Columbia Union College, 1963; M.S.N., University of Tennessee, 1980; Ph.D., Andrews University, 1995

Arthur L. White, M.B.A.

Business Administration

B.S., Walla Walla College, 1956; M.B.A., University of Washington, 1957. Additional graduate study at University of Washington

Lloyd A. Willis, Ph.D.

Religion

B.A., Pacific Union College, Avondale Campus, 1961; M.A., Andrews University, 1970; Ph.D., Andrews University, 1982

Andrew Woolley III, Ph.D.

English

B.A., Southern Missionary College, 1973; M.A., Andrews University, 1974; Ph.D., University of Tennessee, 1978

Teaching Faculty

Michael, Agee, M.A.

Associate Professor of Communication, 2010

B.S., Southwestern Adventist College, 1981; M.A., University of Texas at Arlington, 2014

Jean Alway, M.S.N.

Associate Professor of Nursing, 1995

B.S., Loma Linda University, 1975; M.S.N., University of New Mexico, 1992

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Assistant Professor of Education, 2019

B.A., Texas A&M, 2003; M.Ed., Tarleton State University, 2011

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Professor of Religion, 2014

B.A., SDA Theological Seminary, Brazil, 1988; M.A., Andrews University, 1994; Ph.D., Andrews University, 1999

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Assistant Professor of Nursing, 2017

B.S.N., Adventist College of Nursing, Brazil, 1989; M.S.N., Andrews University, 1994

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Professor of Education, 2012

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

Elizabeth Bowser, M.A.

Assistant Professor of History, 2006

B.A., Pacific Union College, 1994; M.A., University of California at Riverside, 2000

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

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B.S., La Sierra University, 1981; M.A., La Sierra University, 1989

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Professor of English, 1999

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

Jonathan Duarte, Ph.D.

Associate Professor of Mathematics, 2014

B.S., Cagayan de Oro College, Philippines, 1999; M.S., Illinois State University, 2003; Ph.D., Illinois State University, 2010

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

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B.A., Walla Walla College, 1989; M.L.S., Indiana University of Library and Information Science, 1993; M.A., University of Notre Dame, 1994

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Scott Cain, J.D.

Alex Falcon, M.B.A.

Brad Masters,

Judy Miles, M.A.

Licci Zemleduch M.B.A.

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Christopher Combest, M.L.A.

David Pollock, M.A.
John Williams, M.A.

Computer Science

Keith Beucler, M.S.

Education/Psychology

Jeremy Carter, Psy.D.
Raul Clarke, Ph.D.
Ken Jones, Psy.D.
Zaira Rico, MFT
Jessica Virgil, M.S.

Mathematics

Jennifer Smith, M.Ed.

Music and Art

Dorla Aparicio, M.M.
Joy Chadwick, B.F.A.
Marcela Wall, M.S.A.

History, Social Science

Randall Butler, Ph.D.
Karen Kaiser, Ph.D.
Chloe Northrop, Ph.D.

Modern Language

Junyu Zhang, M.S.

Kinesiology

Embedzayi Madhiri, M.A.
Kim Vanhooose, B.S.

Physical Sciences

Anthony Ololo, M.S.

Religion

Michael Gibson, M.Div.
Russ Laughlin, M.Div.
Theodore Stewart, M.Div.

Academic Departments

First name listed is chair.

Department of Biological Sciences

- Arthur Schwarz, Ph.D.
- Erin A. Maloney, Ph.D.
- Jared Wood, Ph.D.

Department of Business Administration

- Aaron Moses, Ph.D
- Satyanarayana Ramella, Ph.D.
- Chanda Santo, M.B.A.

Department of Communication

- Michael Agee, M.A.
- Paul B. Kim, M.F.A.
- Glendal P. Robinson, Ph.D.

Department of Computer Science

- Daryl D. Thomas, Ph.D.
- Miguel Espinosa, M.Ed.

Department of Education & Psychology

- Cheryl The, Ph.D.
- Heather Archer Wilson M.Ed
- Michael England, Ed.D.
- Lynette Frantzen, Ph.D.
- Keila Santos-Crespo, Ph.D.

Department of English

- Renard Doneskey, Ph.D.
- Kristin Denslow, Ph.D.
- Jayne Doneskey, M.A.

Department of History & Social Sciences, including Modern Languages

- R. Steven Jones, Ph.D.

- Elizabeth Bowser, M.A.

Department of Kinesiology

- Paulino Santos, Ed.D.
- Chad Hutchinson, M.S.Ed.
- Vesa Naukkarinen, Ph.D.

Department of Mathematics & Physical Sciences

- Nicholas Madhiri, Ph.D.
- Jonathan Duarte, Ph.D.
- Ryan Loga, Ph.D.
- Gerald Springer, Ph.D.

Department of Music

- Devon Howard, D.M.A.
- Rogerio Nunes, M.Mus.
- Jonathan Wall, M.Mus.

Department of Nursing

- Kerrie Kimbrow, D.N.P.
- Jean Alway, M.S.N.
- Marcia Azevedo, M.S.N.
- Lakicia Foster, D.N.P.
- Terri Gibson, D.N.P.
- Joyce Melius, Ed.D.
- Ron Mitchell, Ph.D.
- Rima Seaman, Ed.D.

Department of Religion

- Joaquim Azevedo, Ph.D.
- Michael Campbell, Ph.D.
- Jorge Rico, Ph.D.
- Buster Swoopes, Jr. M.Div.