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In Mathematics:

215 Introduction to Statistics and Probability

**Minor in Psychology**

**Minor requirements:**

In Psychology:

112 General Psychology

One 200-level course

Two 300-level courses (not including 322)

Two 400-level (not including 459 or 460)

**Psychology Courses**

Department Code: PSYC

- 112 General Psychology.** An introduction to the scientific study of behavior and mental processes. Special attention is placed on the scientific method in the exploration of consciousness, learning, motivation, emotion, development, personality, mental disorders, biological factors, social-psychological phenomena, and cognitive processes. Lecture and laboratory. Credit 4 hours.
- 218 Developmental Psychology.** The development of behavior from infancy through adulthood. Emphasis is placed on learning and environmental factors in the socialization of children and adolescents. Prerequisite: PSYC 112. Cross-listed with Education. Credit 3 hours.
- 219 Social Psychology.** Social factors in behavior of individuals and groups, including attitudes, leadership, and personality and culture. Prerequisite: PSYC 112. Credit 3 hours.
- 242 Personality.** Contemporary approaches to the psychological study of personality. Prerequisite: PSYC 112. Credit 3 hours.
- 254-354-454 Research Project.** The Research Project is a two-semester course designed to give students an opportunity to design, execute, and present scientific research in psychology. Students are admitted to the course as either Primary Investigators who are in charge of the research projects or as Research Assistants who assist the Primary Investigators with various process tasks. Prerequisites: Permission of the Psychology Program Director and submission of required paperwork to the registrar's office. Credit 1 to 4 hours.
- 259-359-459 Practicum in Psychology.** A practicum can be designed to explore an area of the student's interest such as (but not limited to) assisting on research projects or working with an agency in the community. Prerequisites: Submission of required paperwork to the registrar's office. Credit 1 to 5 hours.
- 301 Human Sexuality.** Course covers the biological aspects of human sexuality, love, aberrant sexual behavior, abortion, contraception, parenthood, sexual orientation, and numerous other sexually related subjects. Credit 3 hours.
- 320 Abnormal Psychology.** An introduction to personality disorders. Emphasis on theories of pathology and treatment. Prerequisite: PSYC 112. Credit 3 hours.
- 321 Introduction to Clinical, Counseling, and Community Psychology.** A study of major theoretical formulations and practical applications in the history of clinical, counseling, and community psychology, from classical psychoanalysis to contemporary modes of treatment. Emphasis is placed on what clinical and counseling psychologists do, including methods of appraisal, professional roles, and psychotherapeutic approaches to treatment. Prerequisites: Two Psychology courses and junior standing. Credit 3 hours.
- 322 Educational Psychology.** A course designed specifically to study the behavior of individuals and groups in educational settings. Emphases are placed upon development, motivation, assessment, individual differences, teaching modalities and learning preferences. Attention is also given to character education and attitudes. Directed observation and participation in the public schools provide practical application of course theory. Twenty hours of observation/participation in a public school classroom required. Prerequisite: Admission to Teacher Education. Cross-listed with Education. Credit 3 hours.
- 325 Research Methods.** An introduction to the theory and methodology of psychological research with emphasis on experimental design, data collection, statistical analysis, and report writing. Each student will actively participate in all four phases of the research process. Lecture and laboratory. Prerequisite: PSYC 112 and MATH 215. Credit 4 hours.
- 328 Organizational Behavior.** Individual and work group behavior in organizations. Exercises in the dynamics of power, developing leadership, facilitating quality and change, and interpersonal communication skills will be emphasized. Course procedures include oral and written

communications, group interaction in class, and a major presentation. Cross-listed with Business. Credit 3 hours.

- 330 Biological Foundations of Psychology.** A study of the anatomy, physiology, and function of the nervous and endocrine systems and their relationship to psychological issues. Prerequisite: PSYC 112. Credit 3 hours.
- 333 Cognition.** The psychological study of attention, pattern recognition, memory, language, reasoning, problem solving, and creativity. Prerequisite: PSYC 112. Credit 3 hours.
- 335 Psychology of Sport.** A study of the psychology of motivation, attitudes, values, social mobility, and status as it relates to athletics. Cross-listed with Physical Education and Sport Studies. Credit 3 hours.
- 416 Psychological Assessment.** An examination of classic and current theories and methods of psychological assessment. Topics will include personality assessment, observation and behavioral techniques, interviewing, self-report inventories and questionnaires, projective techniques, and maximum performance assessment. Prerequisite: Two Psychology courses and junior standing. Credit 3 hours.
- 419 History and Systems of Psychology.** A study of the evolution of psychology as a science through an examination of philosophical and physiological antecedents, major systems and schools of thought, and contemporary approaches. Prerequisites: five psychology courses and junior standing. Credit 3 hours.
- 421 Emotion.** A survey of the major historical and contemporary theories of human emotion, including biological, developmental, cognitive, and social perspectives. Prerequisites: Two Psychology courses and junior standing. Credit 3 hours.
- 422 Learning.** A survey of current learning theories and research in learning. Prerequisites: Two Psychology courses and junior standing. Credit 3 hours.
- 430 Biological Psychology.** The application of anatomical and physiological principles to psychological issues such as sensation and perception, movement, learning and memory, drugs, brain damage, and psychological disorders. Prerequisites: PSYC 112 and either PSYC 330 or BIOL 221. Credit 3 hours.
- 460 Internship in Psychology.** Internships are offered in an area of the student's interest such as (but not limited to) working at a mental health center or as a youth attendant for juveniles held by the court system. Prerequisites: Junior standing and submission of required paperwork to the registrar's office. Credit 6 to 14 hours.

## Social Science

### Social Science Courses

Department Code: SOCS

- 101 Introduction to Leadership.** An introduction to leadership theory begins the class. Analysis of historical leaders, contemporary leaders, and self as leader follows. Students end the class with a learning experience designed to foster collaboration among a team of students and one that gives opportunity for that team to articulate a shared vision. Credit 3 hours.
- 206 Leadership and Ethical Worldviews.** Study of proactive thought, personal and group visioning, ethics, and areas of personal leadership self-assessment will be covered. Facilitating group process and giving and receiving constructive criticism will be emphasized during the class time. Prerequisite: SOCS 101. Credit 3 hours.
- 225 Rebuilding Community.** After developing the ability to self-assess, assess the needs of the community, and listen to the people in need, the student will learn the skills for effectively working to meet needs in the community (e.g., grant writing; organizing, recruiting, and motivating volunteers; developing a preventative plan; and serving on boards). Designed for students who are planning a career in the service sector. Credit 3 hours.
- 230 Applied Social Sciences.** This course gives students an opportunity to explore ideas from a multitude of academic areas: history, political science, leadership, philosophy, religion, and psychology. One central issue will be the focal point for the entire course. Examination and analysis of the issue will be developed from the material presented in each academic area. The course will be team taught. Credit 3 hours.
- 301 Global Culture.** A concentrated study of selected major countries and culture areas outside Western culture. Credit 3 hours.
- 302 Diversity.** Twofold emphasis: 1) increasing students' awareness of their own ethnocultural roots and the influence of these roots on their world views and interactions with others, and 2) increasing



students' understanding of and sensitivity to the experience of being an ethnic minority in the U.S. today. Credit 3 hours.

- 307 Leadership Research.** Readings, experiential learning activities and reflective writing will help students develop leadership knowledge in four areas: facilitation, conflict resolution, creativity, and written persuasion. After an introduction to all four areas, students will choose one area to study in depth. Prerequisite: SOCS 206. Credit 3 hours.
- 330 Service-Learning Travel.** Students will prepare for a cross-cultural experience by reading, participate in the experience by travel and service, and then reflect on the experience through writing. Credit 1 to 3 hours.
- 408 Leadership Practices.** Students will envision, design, implement, and evaluate a project as the project leader, in consultation with peers and faculty. All project leaders will meet weekly for consultation. Prerequisite: SOCS 307. Credit 3 hours.
- 460 Internship in Social Science.** Internships are offered for experiential learning in social science-related fields. Prerequisites: Permission of a supervising faculty member in the Social Science division and submission of required paperwork to the registrar's office. Credit 6 to 14 hours.

## Theatre Arts

Higher education has historically had, at its heart, an appreciation of theatre. It has encouraged theatre as a part of students' lives, taught both its literature and art, and worked to develop students' understanding of the need for theatrical expression of our humanness. Southwestern College's theatre arts department is designed to meet the needs of both students in general liberal arts education and majors within the department. The department gives the opportunity to all students to develop skills, confidence and poise in various performance situations. It aims to develop the students' potential through classroom and extracurricular learning experiences, gives a basic knowledge of the theatre and the work and joy that are part of its creation, and stresses the importance of the arts in our lives as they help us to understand ourselves, others and the world we share.

For majors in theatre arts, the department provides an academic program and co- and extra-curricular activities. These prepare students for further studies in graduate or professional schools, and for careers in education or in professional theatre. The major aims to develop individuals prepared to live responsibly with concern for others, and to be creative, self-expressive leaders and citizens.

The theatre arts major provides for emphases in general theatre arts, musical theatre, theatre arts education, theatre arts performance or in technical theatre.

The theatre arts minor is available for students who wish to major in another academic area, but who also want transcript recognition for serious academic study in theatre. The Goal and Career Development course is a requirement for at least one hour each semester that students are declared a major, for a minimum of four hours for graduation. Theatre arts majors must counsel with a departmental advisor to declare an area of emphasis by the beginning of the junior year.

### B.A., Interdisciplinary Major

Set up between Theatre Arts and other departments, major requirements will be developed from the student's need with faculty advisement.

### B.A., Major in Speech and Theatre Education

#### Major requirements:

In Theatre:

- 111 The Theatre Experience
- 115, 116, 215, 216, 315, 316, 415, 416 Goal and Career Development (minimum 2 hours, maximum 8 hours)
- 224 Stagecraft
- 226 Acting 1
- 234 The Expressive Voice
- 333 Theatre History 2
- 424 Directing 1
- 425 Directing 2

454 Senior Project

Completion of Theatre experience checklist

**Cognate requirements:**

In Communication:

- 110 Media Writing 1
- 203 Interpersonal Communication
- 208 Critical Thinking and Argumentation
- 215 Intercultural Communication
- 250 Media Law and Ethics
- 315 Persuasion
- 317 Advanced Presentational Speaking
- 401 Debate Question Analysis and Case Construction
- 410 Theories of Human Communication

Completion of Speech experience checklist

In Education:

- 438C Teaching and Directing Forensics and Debate in the Secondary Schools
- 438T Teaching and Directing Theatre in the Secondary Schools

In addition to course obligations in the communication and theatre content areas, students have additional Kansas teacher licensure requirements. Consult the Education section of this catalog for information about those specific requirements. The speech and theatre education major is listed in both the communication and theatre sections of the catalog. Please look in both major areas for course descriptions specific to the major.

**B.A., Major in Theatre Arts**

**Major requirements:**

In Theatre:

- 111 The Theatre Experience
- 224 Stagecraft
- 226 Acting 1
- 333 Theatre History 2
- 454 Senior Project

At least four credits in Goal and Career Development

**Cognate requirements:**

In Psychology:

- 112 General Psychology

**All requirements of one emphasis area below:**

**Emphasis in General Theatre Studies**

**Requirements:**

In Theatre:

- 234 The Expressive Voice
- 332 Theatre History 1
- 424 Directing 1

Nine hours of departmental electives

**Emphasis in Musical Theatre**

**Requirements:**

In Theatre:

- 131 Dance: Jazz and Tap
- 132 Dance: Musical
- 133 Dance: Ballet
- 234 The Expressive Voice
- 332 Theatre History 1
- 336 Musical Theatre Performance
- 340 Musical Theatre History
- 170 or 270 or 370 or 470 Summer Theatre Workshop

**Cognate requirements:**

In Music:

- 111 Foundations in Music
- At least four semesters of private voice lessons
- Demonstration of piano proficiency

**Emphasis in Technical Theatre**

**Requirements:**

In Theatre:

- 227 Make-Up for the Stage
- 324 Arts Management
- 325 Design for the Stage
- 327 Costuming
- 332 Theatre History 1

**Cognate requirements:**

In Art:

- 123 Basic Drawing
- 215 Painting Studio

**Emphasis in Theatre Performance**

**Requirements:**

In Theatre:

- 131 Dance: Jazz and Tap
- 132 Dance: Musical
- 223 Creative Dramatics
- 234 The Expressive Voice
- 332 Theatre History 1
- 424 Directing 1
- 425 Directing 2 *or* 426 Acting 2

**Minor in Theatre Arts**

**Minor requirements:**

In Theatre:

- 111 The Theatre Experience
- 224 Stagecraft
- 226 Acting 1
- 234 The Expressive Voice
- 332 Theatre History 1 *or* 333 Theatre History 2
- 454 Senior Project

Four credits in Goal and Career Development

**Theatre Courses**

**Department Code: THTR**

- 111 The Theatre Experience.** Introduction to basic knowledge of the theatre, its origins, development, and the work and joy involved in the creative experience of theatre. Intended to increase the understanding of and appreciation for theatre by non-majors and majors. Laboratory with current productions. Credit 3 hours.
- 112-113-212-213-312-313-412-413 Improvisational Acting.** Theory and practice of improvisational acting. Theatre gaming used in process and performance toward development of original characters and scenes. Group managed as an ensemble. Credit 1 hour.
- 115-116-215-216-315-316-415-416 Goal and Career Development.** Required every semester for theatre majors. Students and instructor will design a project plan to meet the development level of the individual student. Jury at the end. Prerequisite: 2.0 GPA. Credit 1 to 3 hours
- 117-118-217-218-317-318-417-418 Interpretation Projects.** For individual development of goals and skills in oral interpretation of literature. Prerequisite: 2.0 GPA. Credit 1 to 3 hours.
- 121-122-221-222-321-322-421-422 Theatre Participation.** Recital experience in theatrical production. Requires work in a major technical aspect of a current production. A maximum of 8 hours may be counted toward degree. Prerequisite: 2.0 GPA. Graded S/U. Credit 1 to 2 hours.
- 131 Dance: Jazz and Tap.** Teaches basic dance movements and terminology, providing a foundation for musical theatre jazz and tap dance. Builds repertoire, providing students with audition and

performance techniques. For experienced dancers, it provides extended challenges and lays the foundation for choreography. Includes recital performance. Cross-listed with Physical Education and Sports Studies. Credit 1 hour. May be repeated for credit.

- 132 Dance: Musical.** Teaches basic dance movements and terminology, providing a foundation for musical theatre dance. Builds repertoire, providing students with audition and performance techniques. For experienced dancers, it provides extended challenges and lays the foundation for choreography. Includes recital performance. Cross-listed with Physical Education and Sports Studies. Credit 1 hour. May be repeated for credit.
- 133 Dance: Ballet.** Teaches basic dance movements and terminology, providing a foundation for all movement and dance. Builds repertoire, providing students with audition and performance techniques. For experienced dancers, it provides extended challenges and lays the foundation for choreography. Includes recital performance. Cross-listed with Physical Education and Sports Studies. Credit 1 hour. May be repeated for credit.
- 170-270-370-470 Summer Theatre Workshop.** Student participation as members of Southwestern's Horsefeathers and Applesauce Summer Dinner Theatre Program. Credit 1 to 6 hours. May be repeated, but only 6 hours may count toward graduation.
- 223 Creative Dramatics.** Designed for theatre performance and elementary education majors. Follows the philosophy that our world/reality is always changing. Improvisation, role playing, and other "theatrical games" for mutual understanding and trust. Credit 3 hours.
- 224 Stagecraft.** Theory and practice of technical phases of play production. Study and application of principles of construction and handling of stage scenery, lighting and sound equipment. Laboratory with current productions. Credit 3 hours.
- 226 Acting 1.** Theory and practice of acting. Study of dramatic literature and acting theory. Practice of character analysis, rehearsal and performance techniques. Credit 3 hours.
- 227 Make-Up for the Stage.** Basic principles and practices of theatre makeup; various assignments to develop skill in theatrical makeup. Laboratory with current productions. Credit 3 hours.
- 234 The Expressive Voice.** Development of optimal vocal production, with focus on mastery of standard American dialect and introduction to the use of other stage dialects, with application to the use of the voice in all styles of text performance. Credit 3 hours.
- 324 Arts Management.** An overview of the responsibilities of a director of an artistic organization. Management of personnel and facilities, programming, promotion, and budgeting will be studied in the classroom and in the field. Also includes visits to local arts organizations for firsthand experience. Credit 3 hours.
- 325 Design for the Stage.** Study of stage design as it relates to scenic elements, lighting and sound. Prerequisite: THTR 224. Credit 3 hours.
- 327 Costuming.** An examination of the history, development, basic principles of design and construction of stage costumes. Laboratory with current productions. Credit 3 hours.
- 331 Theatre Across the Disciplines 2.** This lab-intensive course stresses theatre involvement and methods across the disciplines. Emphasis is placed on communicating with and developing empathy for others in a variety of fields including the humanities, social sciences, and natural sciences. The course seeks to connect learning and sharing among all disciplines through theatre games, creative dramatics, and dramatic literature, and its performance across campus and in the surrounding community. As theatre entertains and teaches, it helps us build connections to understand ourselves and our world. Prerequisite: LAS 231. Credit 3 hours.
- 332 Theatre History 1.** Examines history of theatre from its origins through Classical, Medieval, Renaissance, Restoration and Romantic theatre. Reading of plays and study of theory, historical background, the physical theatre and its performers and their relationship to the culture and development of theatre. Credit 3 hours.
- 333 Theatre History 2.** Development of theatre and dramatic literature beginning with Realism. Reading of plays and study of theory, historical development, genres, styles, physical theatre, performers, and the cultural diversity of the modern drama and the theatrical experience. Credit 3 hours.
- 336 Musical Theatre Performance.** Develops skills in musical theatre performance, by developing of techniques for integration of acting, singing and dancing. Will work with variety of styles of musical theatre performance. Credit 3 hours.
- 340 Musical Theatre History.** Taught as a seminar reading course, providing history of the musical foundation from its roots to contemporary musical theatre, combined with readings of librettos of major works. Credit 3 hours.
- 424 Directing 1.** Theory and practice of directing. Play choice, analysis, and rehearsal techniques. Prerequisites: THTR 224, 226, COMM 202, or consent of the instructor. Credit 3 hours.

- 425 Directing 2.** A continuation of THTR 424. This course requires the production of a one-act play. Prerequisite: Consent of instructor. Credit 3 hours.
- 426 Acting 2.** Study of a variety of acting methods and styles. Preparation of a recital. Prerequisite: THTR 226 or consent of the instructor. Credit 3 hours.
- 454 Senior Project.** Project chosen by student and instructor in conference. Development of project to synthesize and integrate theatre knowledge and application. Prerequisite: Consent of instructor. Credit 1 to 3 hours.

# Graduate Studies

Southwestern College offers graduate programs both on its main campus and in professional studies settings. Most require either 36 or 39 hours for completion.

Graduate degrees earned on the main campus are fifth-year programs, intended to be completed immediately following completion of the bachelor's degree. Classes are scheduled on campus and most are offered during the day. Fifth-year students enroll in two courses each eight-week session, making it possible to complete the degree in one year of full-time study.

Professional studies graduate degrees are intended for working adults, and several of these degrees are offered entirely online. Classes generally last six weeks; master of education classes are offered in six- and 12-week sessions.

## **Master of Arts in Specialized Ministries (M.A.S.M.)**

Professional Studies (online)

The master of arts in specialized ministries program is designed with an emphasis on youth and young adult ministry. This nondenominational program develops key ministry leadership skills and prepares those who minister to and promote spirituality among young people to practically apply core academic and theological principles in contemporary church settings.

## **Master of Arts in Teaching (M.A.T.)**

Fifth-Year, Professional Studies (online)

The master of arts in teaching degree provides graduate-level courses toward Kansas teacher licensure for grades 6–12 for graduates who have received a baccalaureate degree in the following areas: biology, business administration, chemistry, English, social sciences, mathematics, physics, and speech/theatre. The program can enable licensure for grades K–12 for graduates who have received a baccalaureate degree in music or in physical education.

## **Master of Business Administration (MBA)**

Fifth-Year, Professional Studies (on ground, online)

The master of business administration program is taught by professional instructors with real world experience that will benefit students of all backgrounds. The curriculum stresses solid contemporary management concepts and techniques, in addition to theory. All undergraduate majors are eligible for admission to this degree.

## **Master of Education (M.Ed.)**

On-ground (with online components)

The master of education degree is designed to enhance and improve the skills and understandings of the teacher-practitioner and to provide a sound theoretical base for continued study. It is grounded in the core propositions of the National Board for Professional Teaching Standards. Majors are offered in curriculum and instruction and in special education.

## **Master of Science in Leadership (M.S.L.)**

Fifth-Year, Professional Studies (online)

The master of science in leadership couples real-world skills and understanding with theoretical frameworks and leadership models. Students learn relationship management and leadership skills to become more effective in any organization, whether military, corporate, government, health care, small business, education or non-profit. It is appropriate for all undergraduate majors.

## **Master of Science in Management (M.S.M.)**

Professional Studies (online)

The master of science in management program combines courses in business and leadership to provide a strong foundation for any person wishing to make a positive difference in a workplace, church, community or personal life. This program provides students necessary

business skills in areas such as project management, human resource management, finance, organizational ethics and statistical analysis.

**Master of Science in Security Administration (M.S.S.A.)**

Professional Studies (online)

Southwestern College's master of science in security administration program is designed to prepare mid- to upper-level managers in the security industry to take increasing levels of responsibilities and leadership positions. The program stresses problem solving, leadership, critical thinking, and application of theory-to-practice in addition to knowledge in security-related subject matter.

**For complete information regarding graduate programs, see the graduate catalogs online or contact:**

**For Fifth-Year programs:**

Admission Office  
Southwestern College  
100 College Street  
Winfield, Kansas 67156-2499  
Phone: (620) 229-6364 or (800) 846-1543 ext. 6364  
Fax: (620) 229-6344  
E-mail: marla.sexson@sckans.edu

**For Professional Studies programs:**

Graduate Admission  
Southwestern College  
2040 S. Rock Road  
Wichita, Kansas 67207-5350  
Phone: (316) 684-5335 or (888) 684-5335  
Fax: (316) 688-5218  
E-mail: graduate@sckans.edu

# Professional Studies

Especially designed to serve the needs of working adults, Professional Studies offers online courses worldwide and evening courses at centers in east Wichita, west Wichita, McConnell Air Force Base (Wichita), Fort Riley (Junction City), and in Midwest City, Oklahoma.

For complete information regarding enrollment and policies specific to the Professional Studies programs, see the online catalog or contact Professional Studies offices at:

2040 S. Rock Road  
Wichita, KS 67207-5350  
(316) 684-5335  
Fax: (316) 688-5218  
info@southwesterncollege.org

3460 North Ridge Rd., Suite 50  
Wichita, KS 67205  
(316) 946-1116  
Fax: (316) 946-1079  
wwichita@sckans.edu

106 Beech Science Center  
100 College St.  
Winfield, KS 67156-2499  
(620) 229-6977  
Fax: (620) 229-6112  
winfield@sckans.edu

McConnell AFB  
22MSS/DPE  
53474 Lawrence Ct.  
McConnell AFB, KS 67221  
(316) 681-1467  
Fax: (316) 681-2837  
mccconnell@sckans.edu

Fort Riley/Junction City  
Building 215, Custer Ave.  
Fort Riley, KS 66442  
(785) 784-9930  
fortriley@sckans.edu

1140 S. Douglas Blvd.  
Midwest City, OK 73130  
(405) 733-3301  
okc@sckans.edu



# Academic Policies

## Academic Integrity

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Southwestern College assumes the academic integrity of its learners. In cases where academic integrity is in question, the academic integrity definitions are as follows:

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, sabotage, and any act of aiding and abetting academic dishonesty.

Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," etc.

Fabrication is the falsification or invention of any information or citation in any academic exercise. Examples: making up a source, giving an incorrect citation, misquoting a source, etc.

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications to phrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

Dissimulation is the disguising or altering of one's own actions as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: fabricating excuses for such things as missing classes, postponing tests, handing in late papers; turning in a paper for one class that was originally written for another class (when original work is requested), etc.

Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material, which is necessary for academic work. Examples: hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, etc.

Forgery of academic documents is the unauthorized changing or construction of any academic document. Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc.

Sabotage is the damaging or impeding of the academic work of another student. Examples: ruining another student's lab work, destroying another student's term paper, etc.

Aiding and abetting academic dishonesty is knowingly facilitating any act defined in 1-7.

Examples of Academic Integrity violations also include completion of an application for any Southwestern academic program which omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

## Policies for Dealing with Academic Dishonesty

The instructor shall determine if the infraction is intentional or unintentional. Any violation of the policy not under the supervision of a faculty member will be handled by recommendation of the academic dean to the Academic Affairs Committee. On the first offense, violations of the academic integrity policy will result with:

1. A reprimand (written or verbal) for unintentional violations
2. A zero for the assignment (paper, exam or project) for intentional or flagrant violations

Unintentional infractions may be reported to the academic dean at the discretion of the faculty member. All infractions deemed by the faculty member to be intentional or flagrant must be reported in writing to the academic dean; the student will also be notified verbally or in writing. The academic dean shall keep a record of reported infractions and sanctions.

A second or any subsequent intentional or flagrant violation of any part of the academic integrity policy during a student's academic career at Southwestern is grounds for suspension and requires a conference with the academic dean to determine the outcome. Any student so

suspended has a right to an appeal. If a student wishes to appeal, the request should be made in writing and must be received in the academic dean's office within thirty days of the suspension announcement. The appeal will be heard by the Academic Affairs Committee and the committee's decision shall be final.

*Adapted and used by permission from Tabor College.*

## Assessment

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Southwestern College is committed to quality in higher education. It strives to meet the educational needs of society and of individual students. The student assessment program at Southwestern exists to evaluate the effectiveness of the college experience in assisting students' movement toward the outcomes identified as flowing from the mission of the college. To that end aggregate data are collected from students at the beginning of the fall semester and at the end of the spring semester. The process and product of student assessment focuses on the centrality of the teaching mission of higher education, and on the institution's ability to self-correct in ways meaningful to the educational experience of students.

Students enrolled at Southwestern are expected to participate in the student assessment program. The information resulting from the assessment process will not be used in any way other than for institutional improvement and individual student advising. Students may be privy to their individual scores and may use them in ways they deem helpful.

## General Academic Policies

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**Attendance Policy.** Students are expected to attend all classes as scheduled. Students who are absent are accountable for missed material and are responsible for arranging make-up work. Absences exceeding three times the number of class meetings per week are considered unacceptable. Tardies may be counted as absences. The college supports attendance policies that are more restrictive, if such policies have been stated in the course syllabus.

**Courses to Carry Credit Indicated.** All courses must carry the credit indicated in the catalog except by action of the academic affairs committee.

**Course Numbering System.** Courses are numbered by level:

Freshman	100
Sophomore	200
Junior	300
Senior	400

**Full-time Course Load.** A normal full-time load is 12-16 credit hours. Students taking 19 or more hours must have the approval of the academic dean. Full-time students who successfully complete each semester's work and meet all major requirements may expect to graduate after four years of study.

**Part-time Course Load.** Students carrying fewer than 12 hours are classified as part-time students.

**Student Classification.** Students are classified on the basis of the number of accumulated earned hours according to the following schedule:

Freshman	1 to 24 semester hours
Sophomore	25 to 49 semester hours
Junior	50 to 84 semester hours
Senior	85 semester hours and above

## Registration

**Add/Drop Policy.** Prior to the first day of the semester, students may add a class with advisor approval, either online or by submitting the appropriate form to the registrar's office. Once the semester begins, students must obtain written permission from the advisor and instructor to add

a course during the rest of the add/drop period. Students wishing to drop a class at any time during the registration period must get written permission from their advisor and submit it to the registrar's office. After the last day of the add/drop period, students wanting to drop a class must go through the official withdrawal process (see Official Withdrawal from Courses).

**Audit of Classes.** Auditing consists of attending a class regularly without participation in class work or receiving college credit. Auditors must receive permission from the instructor and submit a completed Special Studies Request form to the registrar's office before enrolling in the class. Students auditing a course must pay an audit fee. Some laboratory classes may not be audited; others may depend upon payment of laboratory and special fees.

**Course Selection Guidelines.** Students are strongly encouraged to meet with their advisor during the course selection period. Advisor approval is required to complete course selection. Juniors and seniors are advised to complete their course selection during the first two days of a course selection period to ensure that their major course requirements will be met. In addition, students must either pay their student account in full or make payment arrangements with college services by the last day of the add/drop period in order to finalize their enrollment at Southwestern College.

**Waitlist Policy.** Waitlists are tracked by the student information system. Once space becomes available in a course, students who are first on the waitlist are automatically notified via e-mail to their official school e-mail address. Students are given 48 hours to respond; if they do not respond, they are dropped from the waitlist. Exceptions to this policy may be made in the case of graduating seniors and transfer students.

**Main Campus and Professional Studies.** Students enrolled in main campus programs are not eligible to enroll in courses offered through the Professional Studies program.

## Grades

**Academic Bankruptcy.** Individuals who have accumulated a grade point average of less than 2.0 at Southwestern College may petition the academic dean and the Academic Affairs Committee to have their prior Southwestern College Academic record "forgiven." To qualify, the petitioner cannot have been enrolled as a full time degree candidate at Southwestern College for a period of two years. A request is to be judged by the Academic Affairs Committee in terms of the student's readiness for academic success. A student may receive academic forgiveness only once. When granted, the student's prior record of academic work completed at Southwestern College will be sealed. The new academic record will indicate "Academic Forgiveness Granted" and the effective date. The student may then resume study under no academic restrictions.

This policy applies only to the usage of student academic records within Southwestern College. This would include the use of student GPA in determination of graduation requirements, suspensions and probations, and internal financial aid stipulations. Although a student's prior academic record will be marked as "Academic Forgiveness Granted," outside agencies and other academic institutions may choose to ignore this distinction and require copies of all Southwestern College academic work for their purposes. A student transferring from Southwestern to another institution must follow the receiving institution policy.

*Taken from: Washburn, KU, WSU, Kansas Wesleyan University catalogs.*

**Appeal of Grade.** Any grade change or appeal for a grade change must be requested within 30 days after the beginning of the fall or spring semester following the semester in which the grade is given. If a student believes the grade recorded by an instructor is inconsistent with the documentary evidence, an informal discussion with the faculty member is required as the first step of an appeal. If satisfactory resolution is not achieved at this level, the student may then seek resolution with the program director/department chair in which the course is taught. The final step would be to submit a written request for an appeal of a grade to the academic dean (or assistant dean). After receiving the written request, the dean will meet with the student to verify an attempt at resolution of the issue through the negotiation process and/or in mediation with the student and faculty. If it is determined that resolution has not occurred, the dean will request written documentation with rationale from both the student and the instructor regarding the

grade assigned. The dean will also schedule a hearing with the appeals committee. The appeals committee will be made up of the academic dean (or assistant dean), dean of students (or assistant dean of students), and the chair of the Academic Affairs Committee. The committee has the right to interview the student, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. This committee will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the dean's office.

This process is followed in appealing sanctions placed on a student as a result of the academic integrity policy as well.

**Failure to Meet Course Requirements.** If a student exceeds the permitted number of class absences or otherwise fails to do the work of a course, an instructor can inform that student in writing that it will be impossible for the student to pass the course and an "F" will be the result when grades are turned in. The instructor may wish to suggest to the student that further attendance or completion of class work will not change this outcome.

If this notice comes prior to the official last day to withdraw from a course, the student may withdraw and receive a grade of "WD." After that date the grade will be "F."

A copy of the notification letter will be sent to the academic dean. Any exemption from this policy must be discussed with the instructor personally, and the final judgment is the instructor's.

**Grading System.** The college grading system defines the following marks as graded hours and assigns the grade points shown per credit hour:

- A = Superior work (A+ or A, 4 points; A-, 3.67)
- B = Above average work (B+, 3.33; B, 3; B-, 2.67)
- C = Average work (C+, 2.33; C, 2; C-, 1.67)
- D = Minimally acceptable work for receiving credit (D+, 1.33; D, 1; D-, 0.67)
- F = Failure (0 points)

These additional marks are also used but do not designate graded hours and do not impact calculation of a GPA:

- WD = Withdrawal from a course
- AW = Administrative withdrawal from a course
- I = Incomplete work
- S = Satisfactory work (equivalent to a C- or better)
- U = Unsatisfactory work

For the purpose of grade point average calculation, transfer grades which are given with a "+" or "-" will be calculated as simply the letter grade (e.g., grades of B-, B, and B+ will all be credited with 3.0 grade points per credit).

**Incompletes.** A student may request a temporary grade of incomplete when the work of the student has been generally satisfactory, but for reasons beyond the student's control it has not been possible to complete certain assignments made by the instructor. If the instructor agrees to the student's request, the student and teacher must jointly complete and file with the registrar a form describing the work remaining in the course and a plan for its completion.

If an incomplete is given, the deadline for finishing the course work is 30 days after the beginning of the semester (fall, spring, summer) following the semester in which the incomplete is given, or an earlier deadline as agreed to by the student and teacher. A grade of "F" will automatically be entered as a final grade if the remaining work is not completed by the deadline.

Extension of the deadline may be allowed by special permission of the academic dean in cases of illness or other conditions beyond the student's control. Requests for extensions of deadlines must be initiated by the student and endorsed by the instructor involved in order to be considered. During the period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

An instructor may not give an incomplete unless the student has requested it. If the signed incomplete form is not submitted to the registrar's office by the end of the grading period for that semester, a grade of "F" will be recorded.

**Repeating Course Work.** If a student repeats a course, both the original and repeat grade will be recorded on the official transcript, but only the repeat grade will be used in calculating earned hours and grade point averages, regardless of whether that grade is higher or lower than the original grade. Courses shown in the catalog as repeatable for credit do not fall under this rule.

**Satisfactory/Unsatisfactory Grading.** In any semester, a student may choose one elective (not a departmental requirement or a required cognate course) to be graded as “S” or “U.” This choice is to be made at the time of registration and may not be changed after the published last day for enrollment.

## Withdrawal

**Administrative Withdrawal.** The administration may elect to register the “AW” mark for courses in progress under limited circumstances associated with medical emergencies, disciplinary action, or exigent circumstances preventing the student from requesting a withdrawal or an incomplete.

**Official Withdrawal from Courses.** Any student may withdraw from a course in the fall or spring semester at any time until the close of the ninth week and receive a grade of “WD,” which does not influence the grade point average. During a summer semester, each day of class counts as equivalent to a week in a regular semester. Withdrawals are done at the registrar’s office. Failure to withdraw in a timely manner may result in an “F” showing on the transcript if the student does not fulfill the course requirements in a satisfactory manner. For classes that last one week or less, regardless of semester, no cancellation is possible once the class begins.

**Withdrawal from College.** Any student wishing to withdraw entirely from the college during a semester should give official notice at the college services counter by the deadline to withdraw from a course. Withdrawal protects the academic record in that the designation of “WD” is recorded for any course in progress at the time of the student’s departure from the college. Students who leave without completing the withdrawal process risk receiving “Fs” for courses in progress and jeopardize any partial refunds of tuition and board in accordance with the information shown in this catalog under “Charges and Fees.”

## Probation/Suspension

**Academic Probation.** When the semester grade point average falls below 2.0, or the cumulative grade point average falls below 2.0 but above the standards of the suspension index, a student is placed on academic probation and will receive notification from the academic dean. Any student placed on academic probation will be restricted to 13 credit hours and will be evaluated by the associate academic vice president for advising and student success, who will work with the student to devise a contractual plan of improvement. This plan will include enrollment in Essential Skills and monitoring by the associate academic vice president for advising and student success. Any student placed on academic probation is subject to the conditions prescribed by the Academic Affairs Committee.

**Academic Suspension.** Students who fall below the standards listed in the suspension index chart below are not making progress toward the degree and therefore will be suspended from the college. Additionally, students who complete a semester with an “F” average will be suspended. Any student who is academically suspended has a right to an appeal. A request for appeal should be made by the student in writing and must be presented to the academic dean by the date specified in the notification letter, usually within two weeks of the date of suspension. Supporting material should be submitted by the student prior to the appeals hearing. The appeal will be heard by the Academic Affairs Committee, and the committee’s decision shall be final.

Students who are suspended may petition the Academic Affairs Committee for readmission after one semester, provided they have raised their cumulative grade point average above the standards listed in the suspension index below:

Total Hours Attempted	Suspension if Cumulative GPA Below
1-12	1.40
13-24	1.50
25-29	1.60
30-34	1.70
35-39	1.80
40-44	1.90
45-above	2.0

## Non-Course Credit

**Credit for Prior Learning.** It is recognized that many persons have accumulated non-college experiences that can be translated into college credit. Degree candidates may apply for evaluation of experiential credit during their graduation year at Southwestern.

A student who wishes to apply for such credit is invited to prepare a summary of those experiences in writing, strictly following guidelines outlined in a document available from the academic dean's office.

Students enrolled in the Professional Studies program should confer with center staff regarding application procedures.

The dean, in consultation with the student's advisor, uses various methods of evaluation to assess the student's competence level and grants elective credit hours accordingly.

Examples of work and other experiences that may be considered for credit are in-service education, continuing education in any form, occupational experience, professional attainment, and travel that can be shown to have resulted in personal growth and learning.

Credits awarded by Southwestern College for prior learning are graded satisfactory (S). They count toward graduation but do not assist in fulfilling the requirement for a minimum of 30 hours in Southwestern courses.

A fee will be assessed for evaluation of prior learning. It must be paid at the time an application is submitted for evaluation.

**Validation of Credits by Examination.** Course credit may be earned by special internal examination and added to the student's record. The examination may be administered to any regularly-enrolled student by a faculty member designated by the academic dean. A transcript validation fee applies to all courses locally validated.

A student may present scores earned on examinations administered by outside agencies approved by the Academic Affairs Committee. Credit from this source may include the College Level Examination Program, Advanced Placement program, Dantes, and evaluations provided by the American Council on Education of military service and other educational programs. Up to 30 hours of credit may be validated by external examination. Credit by examination awarded by other accredited colleges is accepted as transfer credit.

Credits earned by validation are graded satisfactory (S). They count toward graduation and, when initially entered by Southwestern or another baccalaureate degree-granting institution, toward the minimum 60 hours required from baccalaureate-degree-granting institutions. They do not assist in fulfilling the requirement for a minimum of 30 hours in Southwestern courses.

## Academic Honors

**Dean's Honor Roll.** The Dean's Honor Roll recognizes scholastic achievement of full-time undergraduate students during a single semester. Based on the grades for the current semester, students who earn 12 or more hours with a grade point average of 3.70 or higher are placed on the Dean's Honor Roll. The registrar shall exclude from the published Dean's Honor Roll any student taking an "incomplete" for a course in the calculated semester.

**Departmental Honors.** Departmental honors are awarded to graduates with a grade point average of 3.50 or higher in their major coursework and who have successfully completed study of a specific subject in accordance with the following guidelines. The student must submit a copy of the proposal to both the Academic Affairs Committee and the registrar's office no later than the last day of classes in the closing semester of his/her junior year. The project proposal will include the general area of study, the research question/statement and rationale, a list of the student's committee members, and a preliminary project time schedule. The committee should include a Southwestern College supervising faculty member, a Southwestern College faculty member serving as the student's advocate, a person not affiliated with Southwestern College who can offer expertise in the area of study, and additional members as expertise suggests (e.g., a statistician). The submitted proposal must also include a letter of support from the supervising faculty member. The project will be completed and presented to the project committee prior to the deadline for senior grades. The committee will decide if the project merits "pass with honors," "pass without honors," or "no pass." The supervising faculty member will then notify in writing the academic dean, the chair of the academic affairs committee, and the registrar of the committee's decision. Students desiring publication of their award in the Honors Convocation program must have completed all requirements for departmental honors including the presentation to the project committee prior to April 1 of the spring semester of the student's senior year. These requirements are intended to be minimum standard for departmental honors for the entire campus. However, each department may choose to add further requirements in accord with the needs of that academic discipline.

**Graduation with Honors.** General honors are awarded to those members of the graduating class who throughout their college career have attained a high average of scholastic achievement in their work. Seniors with a grade point average of 3.85 or higher will graduate *summa cum laude* ("with highest honors"); a 3.70 will be required for *magna cum laude* ("with high honors"), and 3.50 for *cum laude* ("with honors"). For students who have transferred hours to Southwestern, both the resident GPA and the cumulative GPA must meet the standard.

**Junior Marshals.** Junior marshals lead the processions of graduates at honors convocation and at commencement. They are selected by the following procedure:

1. All those full-time students who are enrolled in campus-based programs and have earned between 79 and 110 hours (inclusive), of which at least thirty are graded hours earned at Southwestern, at the time of the spring honors convocation shall be considered for the honor.
2. The two persons meeting the above criteria and having the highest cumulative grade point averages shall be named junior marshals.
3. In the event that there are more than two persons with identical highest grade point averages, all those persons shall be named junior marshals.
4. In the event that one person has the highest grade point average and there are two or more persons with the second highest grade point average, all those persons shall be named junior marshals.

**Masterbuilders.** Six graduating seniors who best typify the spirit of Southwestern are selected annually by the following process. The registrar prepares a list of graduating seniors who are enrolled in campus-based programs, excluding persons who have previously been elected Masterbuilder. Each Student Government Association member nominates six seniors from the list. Any senior receiving a nomination is included on a list submitted to the faculty. Each faculty member votes for six seniors from this list. Any senior receiving one or more votes from the faculty is included on a list submitted to the student body. In an election conducted by the Student Government Association, each student may then vote for six seniors. The six graduating seniors receiving the highest number of votes are named Masterbuilders. The formal announcement of these seniors is made at the spring honors convocation.











## Application Procedure

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### First-Time Freshmen and Transfer Students

To be admitted to Southwestern College, the student should take these steps:

1. If possible, visit the campus to become acquainted with the college community and to discuss the admission process with an admission counselor.
2. Complete an admission application form and return it to the college with a \$20 processing fee and a written essay.
3. Have the official transcripts of all high school and/or college credit sent to the Southwestern College Office of Admission. High school transcripts should include class rank (if applicable), grade point average, and grading scale whenever possible.
4. Take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) and have the scores forwarded to the admission office. Students should take the ACT or SAT prior to the spring semester of their senior year to take full advantage of Southwestern scholarship opportunities. The ACT code number for Southwestern College is 1464 and the SAT code number is 6670.
5. Upon acceptance for admission, the student is requested to submit a tuition deposit of \$100 which will allow the student to pre-enroll for classes. The deposit will also allow students living on campus to receive their room assignment. This deposit is refundable through May 1 for the fall semester and through December 1 for spring semester. The deposit will be credited to tuition charges when the student enrolls.

**Deadlines.** New students wishing to enroll full-time at Southwestern College in the fall semester should have a complete application file in the Office of Admission by August 1. New students wishing to enroll full-time at Southwestern College in the spring semester must have a complete application file in the Office of Admission one week prior to the start of spring classes.

A complete application file includes:

1. application form
2. application fee
3. other requirements as listed under each student category.

Students accepted for fall semester are reminded that all paperwork for financial aid, housing, and health forms should be turned in by August 1. To receive priority housing assignments, the housing form and admission deposit must be received by May 1.

### International Students

#### (does not pertain to the Institute of Chinese Program)

To be admitted to Southwestern College, international students are required to take these steps:

1. Complete an admission application form online at <http://www.sckans.edu/admissions/apply/index.html>. Students may also complete a paper international application and return it to the college.
2. Submit a written essay, in English, that addresses your background. This may include your academic achievements, personal accomplishments, and interest in studying in the United States.
3. Applicants who will be entering Southwestern College as a freshman must have official transcripts of all high school credit submitted. The transcript should include class rank, grade point average, and grading scale whenever possible. All transcripts must include evidence of graduation. If evidence is not placed on the transcript, an official document from the high school must verify graduation in writing.
4. Applicants who have attended college, whether in the United States or abroad, must have official college transcripts and record of any degree awarded sent to Southwestern College Office of Admissions. All foreign credentials not listed in English should have an accompanying literal translation.

5. Applicants from countries where English is not the first language must take the Test of English as a Foreign Language (TOEFL) and have the scores forwarded to the Office of Admission. The TOEFL code number for Southwestern College is 6670. If applying for English proficiency through other means, forward documentation such as transcripts accompanied by an explanation to the Office of Admission for review.
6. Forward three letters of recommendation, translated into English, from teachers or professors who are familiar with the student's academic ability.
7. Complete the certification of finances form documenting amounts of financial support from sources other than Southwestern College. If sponsored by the student's home government, send a certified letter indicating amount of support and billing information.
8. Remit a \$1,150 deposit.
9. Upon acceptance for admission and the receipt of the \$1,150 deposit, the student will be forwarded a Form I-20. This should be presented to the student's local United States consular officer to obtain a student F-1 visa. If for some reason the student is unable to obtain a visa, \$900 of the deposit will be refunded. A portion (\$150) of the deposit is used to pay the Student and Exchange Visitor Program (SEVIS) I-901 fee required of all new international students entering the U.S. on an F-1 visa for the first time. This fee is nonrefundable.

**Deadlines.** International students wishing to enroll full-time at Southwestern College in the fall semester must have a complete application file in the Office of Admission by July 1. To enroll full-time at Southwestern College in the spring semester, the student must have a complete application file in the Office of Admission by December 1.

A complete application file includes:

1. Application form
2. Other requirements as listed under the international student category.

Students accepted for fall term must turn in all housing and health forms by August 1. To receive priority housing assignments, the housing form must be received by May 1.

### **Candidates for the Institute of Chinese Program**

To be admitted to Southwestern College, Institute of Chinese candidates are required to take these steps:

1. Complete an admission application form online at <http://www.sckans.edu/admissions/apply/index.html>. You may also complete a paper international application and return it to the college.
2. Submit a written essay, in English, that addresses your background. This may include your academic achievements, personal accomplishments, and interest in studying in the United States.
3. Applicants who will be entering Southwestern College as freshmen must have official transcripts of all high school credit submitted. The transcript should include class rank, grade point average, and grading scale whenever possible. All transcripts must include evidence of graduation. If evidence is not placed on the transcript, an official document from the high school must verify graduation in writing.
4. Applicants, who have attended college, whether in the United States or abroad, must have official college transcripts and record of any degree awarded sent to Southwestern College Office of Admissions. All foreign credentials not listed in English should have an accompanying literal translation.
5. Applicants from countries where English is not the first language must take the Test of English as a Foreign Language (TOEFL) and have the scores forwarded to the Office of Admission. The TOEFL code number for Southwestern College is 6670. If applying for English proficiency through other means, forward documentation such as transcripts accompanied by an explanation to the Office of Admission for review.
6. Forward three letters of recommendation, translated into English, from teachers or professors who are familiar with the student's academic ability.

7. Complete the certification of finances form documenting amounts of financial support from sources other than Southwestern College. If sponsored by the student's home government, send a certified letter indicating amount of support and billing information.
8. Remit a \$325 deposit.
9. Upon acceptance for admission and the receipt of the \$325 deposit, the student will be forwarded a Form I-20. This should be presented to the student's local United States consular officer to obtain a student F-1 visa. The deposit is used to pay the Student and Exchange Visitor Program (SEVIS) I-901 fee required of all new international students entering the U.S. on an F-1 visa for the first time. This fee is nonrefundable.
10. Upon receipt of the F-1 visa, \$725 must be submitted to Southwestern College to finalize the application process. The \$725 is non-refundable.

**Deadlines.** Chinese students wishing to enroll full-time at Southwestern College in the fall semester must have a complete application file in the Office of Admission by August 1. To enroll full-time at Southwestern College in the spring semester, the student must have a complete application file in the Office of Admission by December 1.

A complete application file includes:

1. Application form
2. Other requirements as listed under the international student category.

Students accepted for fall term must turn in all housing and health forms by August 15. To receive priority housing assignments, the housing form must be received by July 15.

For Chinese students wishing to enroll at mid-term (October), the application file must be completed by September 1. Students accepted for the mid-term start must turn in all housing and health forms by September 1.

## For More Information

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For admissions forms or more information write, call, fax, or e-mail:

Office of Admission

Southwestern College

100 College St.

Winfield, KS 67156-2499

Phone: (620) 229-6236 or (800) 846-1543 ext. 6236

Fax: (620) 229-6344

E-mail: [scadmit@sckans.edu](mailto:scadmit@sckans.edu)

# Student Life

The student life office at Southwestern supports the total mission of the school. Each part of the student life department works together in an attempt to care and support each student in a holistic way.

## Campus Life

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The Office of Campus Life is an integral component of student life that includes Student Government Association and Student Foundation. Campus life is dedicated to the intellectual, physical, spiritual, and social growth of students. To complement the academic experience, a wide variety of campus activities are available. Educational, diversity, recreational, and social activities are sponsored by student organizations and the college. Artist and lecture series bring to the campus a wide variety of cultural and informative programs. Many of the performers and speakers are of international prominence and serve to enrich the Southwestern and Winfield communities.

The office provides a number of opportunities for students to become involved in the college from the day of admittance to the day of Commencement. With more than 20 active student organizations, numerous traditional events, special involvement programs, and entertainment activities, each student has ample opportunity to become involved in campus life. For more information, contact the Office of Campus Life at ext. 6168.

## Campus Ministry

Southwestern College is related by covenant to the United Methodist Church. At the same time, the presence of students and faculty affiliated with other denominations lends diversity and richness to campus life.

Numerous opportunities exist for students, faculty, and staff to share in worship, community service, and Christian fellowship. Campus religious activities include weekly chapel, mission trips, worship team, Bible studies, and lectures.

In accordance with its Wesleyan heritage, Southwestern promotes intellectual growth alongside personal spiritual development. The Christian faith community seeks to provide an active and visible presence on campus.

## Career Planning

The Office of Career Planning offers services to all main-campus students. Assistance with resume writing, interviewing, and career strategizing is available on an individual basis and in workshops. The career planning resource library contains books that provide resume tips, interest assessments, as well as information on many specific career titles. Information about job openings, graduate schools, internships, and study abroad programs are also housed in the career planning library. Education majors may establish credential files through The Dole Center for Teacher Education. The credential file is a permanent record that includes a summary of professional experience, academic qualifications, and recommendations. Students wishing to establish a credential file pay an initial fee plus established fees for sending credentials in future years.

## College Regulations

All students are expected to follow the rules and regulations of Southwestern College including those published in the catalog and posted on the Web at [sckans.edu/policy](http://sckans.edu/policy). Enrollment in the college will be interpreted by the college as the student's acceptance of the college rules and regulations. Therefore, all students have a responsibility to be familiar with the documents mentioned above and any others which may be promulgated. Actions or behavior inconsistent with the Christian and academic traditions of the institution or unacceptable to the established community standards may result in suspension or expulsion. Enrollment at

Southwestern College is interpreted by the institution to have both academic and social/behavioral implications. Students will be responsible, respect community rules (both campus and municipal), and recognize the rights of others.

### **Disability Services**

Southwestern College is committed to pursuing an equal educational opportunity and full participation for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Southwestern College does not exclude otherwise qualified people with disabilities, solely by reason of the disability, from participation in Southwestern College programs and activities, nor are people with disabilities denied the benefits of these programs or subjected to discrimination.

### **Health Promotion**

Health screenings are scheduled periodically, and health consultations are available from the college nurse during office hours.

### **Learning Center**

The Learning Center facilitates the academic success of Southwestern students by offering supplemental instructive support, such as providing peer tutoring, computer assisted learning, workshops/seminars, and supplemental learning, as well as serving as a reporting center for academic difficulty.

### **Mental Health Services**

College students face a variety of social, personal, and academic problems. To help with this aspect of student development, Southwestern College partners with external contractors to provide counseling and educational programming.

### **Residential Campus**

All full-time students are required to live on campus except those who are married, veterans, 20 years old or older and have reached junior status, or live with their parents or legal guardians.

One large dining room, a snack bar, book store, and mail center, located in the Student Center, serve all Southwestern students.

Students who live on campus are required to purchase a meal plan except for those residing in Honor or Warren apartments. Students living in Warren or Honor may purchase flex meal dollars instead of a meal plan.

Rooms for new students are assigned by the director of housing during the summer. The college reserves the right to make changes in room assignments and living accommodations.

One- and two-bedroom apartments are available as well as residence halls with suites consisting of two rooms and a common bathroom. One residence hall offers a private bath for each room. All residences are air conditioned and have connections for satellite television and wireless Internet.

### **Activity Program**

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Student organizations are formed to meet the social, academic, and service needs of the students. These give the incentive and opportunity for student leadership and interaction. More than 20 social and service organizations are registered on campus. Many of these are related to specific academic areas such as science, education, radio, and social science. The purpose of student organizations is to increase campus enjoyment for the student and for enriching the total educational experience.

### **Academic and Honorary Societies**

Southwestern has active chapters in three national honor societies. Membership in these organizations is in recognition of good scholarship and effective participation in the respective fields. Beta Beta Beta is for biology majors. Pi Kappa Delta is a national debate fraternity. Pi Gamma Mu is an international honor fraternity for students of social science.



Each year, those seniors who have been academically outstanding in college are honored by being named members of the Order of the Mound. Ten percent of the graduating class may be named. Transfer students must complete at least 60 semester hours on campus in order to receive consideration.

The Masterbuilder Award is the highest honor students can confer upon a senior. Seniors who best typify “the spirit of Southwestern” are chosen in a process that involves nomination by SGA, affirmation by the faculty, and a general student election prior to Commencement.

### **Athletics**

The athletic program at Southwestern is a part of the educational program. As such, its purposes are: (1) to improve the participants as persons by inculcating the ideals of good sportsmanship, good health, disciplined living, and team play, (2) to enrich the total experience of the entire student body, (3) to provide recreation, and (4) to provide laboratory experience for those planning professional work in physical education and recreation. The total athletic program should raise the morale, spirit, and tone of the campus life. To those ends the college maintains programs in club sports, intramural, and intercollegiate athletics. Southwestern College, whose athletic teams bear the name “Builders,” competes in the Kansas Collegiate Athletic Conference in basketball, football, golf, soccer, tennis, cross country, track, volleyball, and softball.

### **Debate and Forensics**

Debate has a long tradition at Southwestern. The college was a charter member of Pi Kappa Delta—the national debate fraternity—and the first intercollegiate tournament was hosted on this campus in the late 1920s.

### **Music**

The Southwestern music department sponsors several organizations that are open to participation from the general campus community. These include the South Kansas Symphony at Southwestern College, SC Concert Band, SC Jazz Band, SC Big Band, A Cappella Choir, and several small vocal and instrumental ensembles. Any student may study voice or any instrument. Lessons are given privately or as a class at all levels of proficiency.

### **Publications**

Southwestern College supports two student-managed publications: *The Collegian*, the campus newspaper (published weekly), and *The Moundbuilder*, the college yearbook. Interested students are encouraged to become involved on the staffs of these two publications.

### **Radio/TV Station**

The college owns and operates a 10-watt FM radio station, KSWC, in conjunction with the communication program. KSWC is designed to provide informative and entertaining listening for Southwestern students and the Winfield community. The college also produces student-run television programs for cable and internet broadcast.

### **Service Learning**

Service learning provides a collaborative cycle of study, action, and reflection for learning immersed in the mission of Southwestern College.

Unique and complementary programs make up service learning at Southwestern:

**Discipleship Southwestern.** Discipleship Southwestern gives students the opportunity to study the Bible in a supportive group of fellow travelers and in a systematic way. Discipleship teams gain real confidence in knowing the Scriptures and applying them to daily life.

But the Christian faith is more than a series of devotional practices—worship on Sundays, Sunday school, youth group, etc. Christians realize that faith means service—giving time and physical effort to meet the needs of others. Discipleship Southwestern challenges students to make service a normal part of their lifestyle.

**Green Team.** The Green Team is a four-year environmental program that began in the fall of 2008. The team will be expected to recycle and conserve resources on the campus and in Winfield as well as come up with innovative ideas to lead the college toward renewable energy sources. It will seek to reduce the college's carbon dioxide emissions, and explore such issues as wind generation and other green initiatives. Southwestern is one of nearly 500 colleges across the nation that are involved in the American College and University Presidents Climate Commitment and have agreed to reduce their greenhouse emission gases by 80 percent by mid-century.

**Leadership Southwestern.** The Leadership Southwestern program is looking for students with academic strength, leadership experience, and a desire to answer the call to lead. Students selected for the leadership team will have the opportunity to learn and practice, and practice and learn.

Leadership classes involve the use of high-level communication skills and hard work which help students do quality work on their leadership projects. Leadership projects require students to perform at a level that exceeds their current ways of getting things done, making leadership classes essential. Team experiences and trips give members a creative arena for learning, making friends, broadening their world view, and being in service to others.

### **Student Foundation**

The Student Foundation is responsible to the student body to direct and plan programs that provide a wide range of connection opportunities for students. Specifically, programs of the Student Foundation encourage enthusiasm and support for Southwestern College and are directed toward three major areas: traditions, activities, and student recruitment.

### **Student Government Association**

The objective of student government is to involve the student directly in addressing campus concerns and policy. The Student Government Association is the main student governing body and concerns itself with all phases of campus life. Representatives from the student body, appointed by the SGA, hold positions on a wide variety of committees throughout the institution. SGA maintains its own budget and allocates fees to worthwhile campus projects.

### **Theatre**

Three auditoriums—a proscenium stage, an arena theatre, and a recital hall—allow for a variety of productions at Southwestern. Since its organization in 1919, Campus Players has demanded proficiency in acting and production from its members. Numerous productions ranging from the classic to the modern provide ample opportunity for participation. An academic approach to dramatic theory and literature complements the practical approach to production techniques. Students may also participate in oral interpretation with opportunities to participate in interpreters theatre and competitions.

# Charges and Fees

## Charges

Each student is charged tuition which covers approximately 45 percent of the cost of educational services provided by the college. The balance of the cost is met by income from endowment and by gifts from alumni, trustees, churches, and friends of the college who are willing to help support the kind of education Southwestern provides. A substantial financial aid program also assists and encourages students.

Full-time undergraduate students on campus are assessed these charges for 2009-10:

	Semester	Year
Tuition	\$9,765	\$19,530
Activity Fund	75	150
Board (all meals)	1,582	3,164
Room (base rate, double room)	1,358	2,716
Laundry Fee (housed students)	60	120
TOTAL	12,840	25,680
Average cost of books and supplies	\$400	\$800

Tuition costs are firm. Fees, board, and room may vary because of economic conditions. Room rates are higher for suites, private rooms, and apartments.

All charges assessed by the college (tuition, fees, board, room) are due and payable at the beginning of the semester of enrollment.

Tuition includes 12 to 16 hours in undergraduate, campus-based courses. When a full-time student is enrolled in more than 16 hours, an overload charge is made for the additional hours.

A portion of tuition supports the student center and the health service, each of which is available to full-time students without further charge. Additional fees are charged for student activities, special programs, overload hours, music lessons, and labs.

Students taking fewer than 12 hours in the fall or spring semesters are classified as part-time students and pay tuition at the rate shown below. Summer tuition is assessed based on total credit hours taken.

### Special Tuition Charges

The following special charges apply to undergraduate programs on campus. For graduate programs or programs offered by Professional Studies, see separate announcements. Each charge is shown per credit hour.

Advanced placement scholar (HS)	65
Audit (no college credit)	95
CCCC special	95
Overload (above 16 hours)	331
Part-time (under 12 hours)	814
Summer school	331
Validation of credit	100

## Special Fees

Ceramics class fee	75
Enrollment maintenance ( <i>study abroad, per semester</i> )	150
Laptop computer fee per semester ( <i>when elected by part-time student</i> )	493
Nursing program fee	250
Practice teaching fee	150
Prior learning evaluation	850
Private music fee	175
Replace ID card	10
Room deposit (housed students)	150
Science lab fee	50
Transcript fee, per copy	7
Transcript fee, per copy (faxed)	10
Transcript evaluation fee ( <i>foreign credentials only</i> )	50

## Special Tuition Programs

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Some students may qualify for special programs offered at reduced tuition rates. These rates are subject to specific restrictions. Enrollment must be in regularly scheduled undergraduate classes (not independent studies, practicums, or similarly-styled courses) offered on the main campus. Special-rate students are welcome provided space is available and course prerequisites are met, and provided a sufficient number of regular students are enrolled. Appropriate fees may be charged where applicable. Special rates do not apply to summer semester courses. Individuals qualifying for special rates include the following.

**Advanced Placement Scholars.** High school seniors may enroll in up to six hours each semester if permission is granted by the high school principal or counselor.

**Cowley County Community College Students.** Full-time students at Cowley County Community College may concurrently enroll in one Southwestern course if permission is granted by the CCCC academic dean.

**Senior Citizens.** Residents of Cowley County who are 65 years or older may take courses free of tuition charges provided space is available and course prerequisites are met.

## Payment of Accounts

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**Student's Payment Obligation:** All tuition and fees are due and payable before the first day of classes. In order to finalize registration, payment arrangements must be made before classes begin. Any student unable to make payment in full before the first day of classes (including those students whose financial aid has not arrived) must make a payment arrangement. A \$25 per semester nonrefundable service fee will be assessed and a down payment may be required.

Payments to Southwestern College may be paid by personal check, cash (or equivalent), Visa, MasterCard, American Express, or Discover. A fee in the amount of \$25 will be assessed for each check that is returned by our bank and not paid for any reason. If a check returned for non-sufficient funds was intended as a payment on account, it will be considered a non-payment. Credit card payments may be made online. In-person payments can be made at College Services which is located on the main floor of the Christy Administration Building. In addition to making payments, students may cash checks for up to \$100 a day.

A person who has outstanding indebtedness to the college will not be allowed to register for additional classes, receive a transcript or record, have academic credits certified, or receive a diploma until the indebtedness has been satisfactorily cleared. Failure to make any payment as

agreed may result in mandatory administrative withdrawal from courses in which the student debtor is currently enrolled. Any registered student who does not officially withdraw in writing is financially liable for all tuition and associated fees.

If a student does not make full payment of tuition, fees, and other college bills and their account is sent to a collection agency, they will be responsible for all collection costs, including agency fees, attorney fees and court costs, plus whatever amounts the student owes the college. In addition, non-payment or a default judgment against the student's account may be reported to a credit bureau and reflected in their credit report.

Refunds will be credited first to the balance due on account in accordance with the published refund policy.

**Finance Charges:** A monthly finance charge of 1.5 percent (annual rate, 18 percent) is assessed on the unpaid balance of an account. The finance charge will be waived if on-time payment is received based on an agreed-to payment plan.

**Change-of-Address:** To facilitate accurate record keeping, it is necessary to keep the college apprised of current name, address and social security information. Change of address notification can be handled online, in-person, or through written correspondence.

## Cancellation of Charges

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Students who officially withdraw from college may be eligible for some cancellation of charges. To withdraw, give notice in person at the college services counter.

In fall or spring semesters, tuition, fees, room, and board are cancelled according to the following schedule:

<b>Period</b>	<b>Amount Cancelled</b>
First 8 class days	90%
To end of 2nd week	80%
To end of 4th week	70%
To end of 6th week	60%
To end of 8th week	50%
To last day to withdraw	40%
Later	No cancellation

During a summer semester, each day of class counts as equivalent to a week in regular semester. For classes that last one week or less, regardless of semester, no cancellation is possible once the class begins.

Students who move out of residence halls during the semester but do not withdraw from classes are eligible for a pro-rata cancellation of board charges if they elect to discontinue a meal plan. No cancellation is made for residence hall charges.

The schedule above describes cancellation policy for programs on the main campus. For Professional Studies programs, see the Professional Studies catalog.

## Cancellation of Financial Aid

Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment.

For federal aid, a calculation is made of "earned" and "unearned" aid based on the days of attendance. Unearned aid is returned first to loans (in this order: unsubsidized, subsidized, Perkins, PLUS), then to a Pell grant, SEOG, and other Title IV programs.

For Southwestern aid, the amount returned is the same percentage as the amount of charges cancelled.

For state and other aid, all funds are usable until the student's account balance reaches zero. Any excess is returned.

## Refunds

After calculation of charges cancelled and financial aid cancelled, any excess remaining on the account is refundable to the student.

## Change from Full-Time to Part-Time Status

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Students who enroll for full-time study but then officially drop one or more courses during the enrollment period are eligible for a cancellation if the number of hours dropped changes the student's enrollment status to part-time. If the student elects to continue using the school-issued laptop, the \$493 laptop fee will be charged. No adjustment is made for students who withdraw from some but not all courses after the enrollment period has ended; these students continue to be classified as full-time students.

## Room Deposits

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All resident students are required to make and maintain a \$150 room deposit. Against this deposit damages will be charged as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus, at which time a refund may be requested. When no refund is requested within one year, the account is cleared.

If a student requests a room for a forthcoming semester and then cancels that reservation, a penalty of \$50, \$100, or \$150 may be assessed against the room deposit. The \$50 penalty is charged for cancellations occurring later than June 15 for fall semester and January 1 for spring semester. The \$100 penalty is charged for cancellations occurring later than July 31 for fall semester. After residence halls open for fall or spring semester, a \$150 penalty is charged students who cancel their reservations before moving in. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

# Financial Aid

The financial aid program assists students who want to attend Southwestern College but would find it difficult to do so without financial aid. Southwestern also recognizes students with superior ability and academic achievement by awarding scholarships regardless of financial need. A full description of all Southwestern College financial aid programs and regulations can be found on the financial aid Web site [www.sckans.edu/financialaid](http://www.sckans.edu/financialaid).

A comprehensive assistance program of scholarships, grants, campus employment, and loans is available through funds from Southwestern College, the State of Kansas, and the federal government. If a student demonstrates financial need, an award will be offered which combines these types of aid. Financial need is defined as the difference between the total cost to attend Southwestern College and the amount the student and family can pay, based upon family income and assets.

## How to Apply for Financial Aid

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Before financial aid can be awarded, students must have been granted admission to Southwestern. These steps should be followed to apply for financial aid:

1. The student should complete the confidential Free Application for Federal Student Aid (FAFSA), indicating Southwestern College on the form. Application forms may be obtained from school counselors or the Office of Financial Aid. Priority application receipt date for financial aid for all returning students is April 1.
2. To guarantee Southwestern financial aid, all returning students' financial aid files must be completed by April 1.

A complete file consists of results from the FAFSA and student data form. If a student's application is selected for verification, income tax forms, W-2s, and a verification worksheet will be required. If the family knows there will be no eligibility for federal or state grants and will not need student loans, the student may sign the federal aid waiver on the data form in lieu of completing the FAFSA.

## Financial Aid Regulations

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The following regulations govern all scholarships and grants:

1. Scholarships and college grants are awarded on the basis of accomplishment and participation.
2. Scholarships and grants are renewable each year provided the student completes their annual financial aid file by the April 1 deadline.
3. Southwestern College must adjust the financial aid awards of students who withdraw prior to the end of the semester or who drop to less than full-time status during an enrollment period. Awards are adjusted according to the college's policies on cancellations and refunds.
4. For students receiving state or federal aid, Southwestern College is required by law not to offer institutional aid that would exceed the financial need of the student.
5. One-half of any financial aid awarded is credited to the student's account each regular semester.
6. Students who lose institutional scholarships or grants as a result of their cumulative grade point average may request reconsideration of that award at the end of the semester in which the cumulative grade point average has improved to a satisfactory level.
7. Southwestern scholarships and grants are available only to full-time students whose GPA is 2.0 or better.
8. Institutional aid for undergraduate students may not exceed 10 semesters.

9. Students in the professional studies and graduate programs are not eligible for institutional aid.

**Satisfactory Academic Progress.** Southwestern College is required by federal regulations to establish satisfactory academic progress for financial aid recipients. These standards ensure that only those students demonstrating satisfactory progress toward the completion of their educational programs will continue to receive financial aid. Southwestern College's policy measures a student's performance in the following three areas: 1) successful completion of courses (credit hours) 2) cumulative grade point average (GPA), and 3) maximum time to degree.

**Consortium Agreements.** Occasionally, it is in the student's best interest to round out their semester schedule using coursework from one or more different colleges. Under certain circumstances and on a case-by-case basis, Southwestern can enter into a consortium agreement with these other colleges so that the student's enrollment at all colleges is considered to establish the student's status as a full-time student. Students interested in this option should speak with their academic advisor and then notify the financial aid office of their plans. In such cases, proration of institutional financial aid may apply.

**Completion of Courses.** At the end of each fall and spring semester, student progress will be measured by comparing the number of attempted credit hours with the number of earned credit hours (i.e., receipt of a grade of A, B, C, D, or S). In any given year, students must have earned at least 70 percent of the credits they attempted to remain in good standing. The following letter grades do not count toward attempted hours, but do count toward the completion of earned hours: AU-Audit, F – Failure, I – Incomplete, WD – Withdrawal.

**Grade Point Average.** Students whose work is below the levels shown in the academic suspension chart are failing to make minimum progress toward their degree (see Academic Policies).

**Maximum Time Allowed to Complete a Degree.** Undergraduate students are eligible to receive federal and state financial aid up to 186 attempted credit hours. Graduate students are eligible to receive federal and state financial aid up to 54 attempted credit hours. Once a student has exceeded the maximum attempted hours, all financial aid will be suspended for subsequent semesters.

**Financial Aid Probation/Suspension.** At the end of the fall and spring semesters, all aid recipients will be evaluated for satisfactory academic progress. Financial aid recipients who do not meet one of the three requirements for progress will be placed on financial aid probation for one semester. A student on financial aid probation is still eligible to receive financial aid for the next semester of attendance. However, if the student does not meet the conditions imposed upon them during the probationary period, the student will be placed on financial aid suspension. Suspension prevents the student from receiving any federal, state or institutional financial assistance for future semesters until such time as the student again meets all three satisfactory academic progress standards.

**Conditions for Reinstatement.** Students may appeal their financial aid suspension by submitting an appeal form to the financial aid office for consideration by the enrollment management team. Appeal forms may be picked up from the financial aid office in person or via e-mail.

Some circumstances, such as medical problems, illness, death in the family, relocation, or employment changes can be considered for an appeal. The committee will review the appeal and contact the student by a specified date. The committee's decision is considered final and may not be appealed further.

This policy does not preclude a student from enrolling in subsequent semesters. Students may have their financial aid reinstated and may be removed from suspension or probationary status once all satisfactory academic progress standards and/or probationary conditions are met.



## Southwestern Grants and Scholarships

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Southwestern College offers a variety of grants and scholarships to full-time, undergraduate students attending classes on the main campus who qualify. Students may receive a combination of academic, activity, and any of the other grants for which they are eligible. Students choosing to live off campus will have their Southwestern aid reduced.

### Academic Scholarships

Southwestern College awards are based on a combination of a student's academic record, ACT or SAT scores, demonstrated leadership, and the student's financial need. The amount of these awards varies. A 2.00 cumulative GPA is required for renewal.

### Special Academic Scholarships

Southwestern College's most prestigious scholarships are those awarded on the basis of special nomination or competition. These scholarships are renewable for a total of 10 semesters, as long as the student is continuously enrolled each fall and spring semester, and maintains a cumulative GPA of at least 3.2.

**Phi Theta Kappa Scholarships:** These scholarships of \$5,500 are awarded to transfer students who are members of Phi Theta Kappa. Recipients must live on campus to receive the full scholarship.

**Presidential Scholarships:** These scholarships are awarded to incoming freshmen who have at least a 3.75 cumulative GPA and at least a 26 composite on their ACT score or its equivalent on the SAT. The award is for \$7,000 and is available to students who apply to the college by March 1. Recipients must live on campus to receive the full scholarship award.

### Premier Scholarships

The three following scholarships are awarded to incoming freshmen following competitions held each spring. The amount of the award is \$12,000 and is offered in lieu of any other Southwestern grant or scholarship. Recipients must live on campus to receive a premier scholarship and must be endorsed by the selection committee for renewal.

**Beech Scholarship:** The Beech Scholarship is awarded to a student who has achieved personal and academic excellence in high school, has attained a minimum 3.75 GPA in high school and an ACT composite score of at least 26, and will pursue a degree in any professional or liberal arts field.

**Mastin Scholarship:** The Mastin Scholarship is awarded to a student who demonstrates academic achievement in the sciences, has an ACT composite score of at least 27, and will pursue a degree in any of the natural sciences or mathematics.

**McNeish Scholarship:** The McNeish Scholarship is awarded to a student who has achieved excellence in the performing arts, has attained a minimum 3.5 GPA in high school and an ACT composite score of at least 24, and will pursue a degree in any of the performing arts.

### Grants

**Management Grants:** Students selected as SHARP Ambassadors or elected or appointed to positions of responsibility in campus organizations such as Student Foundation, SGA, or the newspaper or yearbook staffs, receive grants in recognition of these responsibilities.

**Roy L. Smith Church Matching Scholarships:** This is a matching scholarship program between Southwestern College and any local church. Southwestern College will contribute on a matching basis up to \$1,000 per year (\$500 each semester) to the education of any Southwestern student sponsored by a local church. The assignment of this scholarship is made without regard to the religious denomination of the participating church and is renewable. To receive the matching funds, the funds from the local church must be received in the Office of Financial Aid by September 1.

**Trustee Grants:** When an employee has worked full time at Southwestern for at least two years, trustee grants to cover a substantial part of tuition are available for that employee's spouse and unmarried dependent children if they enroll as undergraduate students at the college.

## Federal Aid

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### Federal Grants

**Federal Pell Grants:** This federal program provides nonrepayable grants of up to \$4,731 to students who are eligible as determined by the Free Application for Federal Student Aid. The result of the application is used by the financial aid office to determine the amount of the Federal Pell Grant to be awarded. Students wishing to apply for any other federal aid programs are required to apply for a Pell Grant first.

**Federal Supplemental Educational Opportunity Grants (FSEOG):** This federal grant program provides funds for students with the highest financial need. Priority is given to students who are eligible for a Federal Pell Grant. The minimum grant award is \$100; the maximum possible is \$4,000.

**Federal Academic Competitiveness Grant (ACG):** This federal grant program provides funds for students who have taken a rigorous high school program of study. To receive the grant, students must also qualify for Pell Grant. During the student's first year of college, the grant is for \$700. The grant is renewable provided the student receives a 3.0 cumulative GPA during their first year. During the student's second year, the grant is worth \$1,300.

**Federal Science and Mathematics Access to Retain Talent Grant (SMART):** This federal grant program provides funds for eligible students in their third and fourth years of college who are majoring in physical, life or computer science, engineering, mathematics, technology, or a critical foreign language. To receive the \$4,000 grant, students must also qualify for Pell Grant and maintain at least a 3.0 cumulative GPA.

**Teacher Assistance for College and Higher Education (TEACH):** This federal grant program is offered to students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low-income families. The grant provides full-time undergraduates and graduates with up to \$4,000 per year. Students interested in this grant must be admitted to the teacher education program, meet the academic requirements, and sign an annual Agreement to Serve with the Federal Government. Should the student not fulfill their part of the contract in the Agreement to Serve, the grant will turn into a Federal Unsubsidized Direct Loan.

### Federal Loans

The federal program offers a variety of student loans. The student is under full obligation to repay the loans.

**Federal Subsidized Stafford/Direct Loans:** Subsidized loans are for students demonstrating financial need. The federal government pays the interest for the student while the student is enrolled and during the six month grace period after graduation. Maximums vary, according to the student's grade level.

**Federal Unsubsidized Stafford/Direct Loans:** Unsubsidized loans are available to students who do not demonstrate financial need. It is the same as the Subsidized Stafford Loan except the student is responsible for the interest while enrolled and during the six month grace period.

**Federal Perkins Loans:** The Perkins Loan is intended for the students with the highest need. It is subsidized by the federal government while the student is enrolled and during the nine month grace period after graduation.

**Federal Parent Loan for Undergraduate Students (PLUS):** The PLUS loan is for the parents of a dependent student who may need additional resources. Repayment begins immediately after the disbursement of the loan.

## State of Kansas

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The State of Kansas offers several scholarships to Kansas residents. They include the Kansas Comprehensive Grant, the Kansas State Scholarship, the Kansas Minority Scholarship, the Kansas Teachers Scholarship, and the Kansas Nursing Scholarship. Each scholarship has its own criteria and application procedures. Ask the financial aid office for current information.

## Additional Aid

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**United Methodist Church Scholarships:** Several scholarships are available through the United Methodist Church for students who are members. Information and applications are available in the Financial Aid Office.

**United Methodist Student Loans:** These loans are available to students who are members, and have been for at least one year, of a United Methodist Church. Information and applications are available in the financial aid office.

**Civic and Business Scholarships:** In many local communities there are scholarships provided each year by various civic and business organizations to children, citizens, and employees.

**Veterans Administration:** VA benefits are available to students who are in the reserves, who are veterans, or who are dependents of veterans. Information is available in the financial aid office or from your local Veterans Administration office.

**Internet Resources:** Southwestern receives notifications of several different scholarships from time to time. This information is kept updated on the school's Web site. Southwestern provides an internet link to fastweb.com which provides a scholarship search along with general financial aid information. Other helpful, informational Web sites include [www.ed.gov/studentaid](http://www.ed.gov/studentaid); [www.nasfaa.org](http://www.nasfaa.org); [www.finaid.org](http://www.finaid.org).

**State Assistance:** Students from states other than Kansas should contact the financial aid office for their state. It can be the case that state assistance is available and can be transferred. Contact the financial aid office for information.

**BIA:** The Bureau of Indian Affairs provides grants for students who are at least one-fourth American Indian, Eskimo, or Aleut as defined by the bureau. The amount of the grant is based on financial need and availability of funds from the area agency. Students must submit a BIA application for financial aid and supportive documents. Close contact should be kept with the BIA agency to insure that the student has completed everything required. A student who is a member of a tribe should also contact the tribal office for any scholarships available.

## Student Employment

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Student employment is available through the Federal College Work Study program to students who demonstrate financial need and wish to work part time. Other student employment is available on a limited basis to students who do not qualify for Federal College Work Study.

## Aid for Study Abroad

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### International Travel

Southwestern College students may be able to continue receiving some forms of financial aid while studying abroad. State and federal scholarships, grants, and loans are normally available for legitimate study away from campus. Southwestern scholarships can also be continued with limitations. Students considering study abroad are encouraged to begin by examining the Builders Abroad website (<http://www.sckans.edu/student-services/builders-abroad/>) for instructions and deadlines on how to apply.

The Southwestern College scholarship limitations are these: Southwestern scholarships and grants are only available to five students each semester who have their programs approved by the dean's office at least one semester prior to the study abroad experience. In choosing the five students, financial need will be taken into consideration. For those five students, Southwestern academic and need-based aid will be reduced as if the student were moving off campus. Mastin, Beech, and McNeish scholarships are reduced to \$5,000. Scholarships awarded for on-campus activity participation (Moundbuilder, leadership, sports, etc.) will be discontinued for the period that the student is studying abroad. Additionally, if a student is receiving scholarships from the school being visited, or from programs established to encourage study abroad, Southwestern reserves the right to adjust its aid based on the amount being received from those sources.

#### **Domestic Travel**

Southwestern students are normally able to continue receiving some forms of financial aid while studying in the semester long programs of the Chicago Urban Life center. State and federal scholarships, grants, and loans are normally available for this program. Southwestern scholarships can also be continued with limitations. Students considering spending a semester or summer at the Chicago Urban Life Center are encouraged to begin by examining the Builders Abroad website (<http://www.sckans.edu/student-services/builders-abroad/>) for instructions and deadlines on how to apply.

The Southwestern scholarship limitations are these: Southwestern scholarships and grants are available to two students each semester who have their programs approved by the Chicago Urban Life faculty coordinator by November 1 for the spring semester and April 1 for the fall semester. In choosing the two students, financial need will be taken into consideration. For those two students, Southwestern academic and need-based aid will be reduced as if the student were moving off-campus. Mastin, Beech and McNeish scholarships are reduced to \$5,000. Scholarships awarded for on-campus activity participation (Moundbuilder, leadership, sports, etc.) will be discontinued for the period that the student is studying in Chicago. Additionally, if a student is receiving scholarships from the school being visited, or from programs established to encourage study abroad, Southwestern reserves the right to adjust its aid based on the amount being received from those sources.

## **Aid for International Students**

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Southwestern offers two scholarship programs for international students.

**Bishop's Scholarships:** Bishop's Scholarships are in the amount of \$7,000-\$9,000 annually depending on a student's financial need. These are renewable for up to four years as long as the student maintains a GPA of 2.0 or better. Each year the director of admission awards up to five Bishop's Scholarships. Persons seeking this scholarship must submit a letter of recommendation from the Methodist bishop of their country or from Southwestern College's bishop in residence. Final selection and approval for this scholarship is made by the director of admission. Recommended students must show a TOEFL score of 550 or better. Recipients must live on campus and will not be eligible for further Southwestern financial aid.

**International Student Scholarships:** International Student Scholarships are for \$4,500 annually and are renewable for up to four years, as long as the student maintains a GPA of 2.0 or better. Students wishing to receive this scholarship must show a TOEFL score of at least 550 on the written test or a score of at least 80 on the TOEFL ibt before admission. These scholarships are offered in lieu of an academic scholarship. International students who participate in Southwestern's activity areas may also receive grants from those programs, or receive other grants for which they are eligible. The international grant does not require students to live on campus.

## For More Information

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For application forms or more information concerning any of the financial aid programs described in this section, please write or call:

Office of Financial Aid

Southwestern College

100 College

Winfield, Kansas 67156-2499

Phone: (620) 229-6215 or (800) 846-1543 ext. 6215

E-mail: [finaid@sckans.edu](mailto:finaid@sckans.edu)

# Campus Facilities

## **Beech Science Center**

Beech Science Center and Mabee Laboratory Complex includes an undergraduate research lab, two introductory biology labs, a cellular biology lab, general and organic chemistry labs, introductory and advanced physics labs, a lecture hall, conference room, library, science education room, and offices for faculty and the science center receptionist. The building, completed in 1998, is west of and linked to Mossman Hall.

## **Christy Administration Building**

Christy Administration Building houses most of the college's administrative offices; English, foreign language, speech, computer science, digital arts, and communication departments; classrooms; 700-seat Richardson Auditorium; Helen Graham Little Theatre; campus radio and television studios, and the computer information center.

## **Darbeth Fine Arts Center**

Music, theatre, and art are housed in this complex that includes Messenger Recital Hall, studios, President's Gallery, rehearsal halls, classrooms, offices, and practice rooms. Chapel is held in Messenger Recital Hall.

## **Dixon Operations Center**

This 1977 building houses offices, workshops, and storage for the plant operations staff as well as a dispatching center for the custodial crew and campus security.

## **Dole Center for Teacher Education**

The home of Southwestern's teacher education program, this facility is located across College Street from the main campus. It includes offices, a classroom, and a resource room in the main facility, and a preschool laboratory (Little Builders Preschool) in an adjoining mobile building.

## **Frank A. White Physical Education Building**

Constructed in 1968, this building houses the Jim Farney Center (fitness and weight room), a swimming pool, offices, and classrooms.

## **Harold and Mary Ellen Deets Library**

The Deets Library is composed of both a physical facility and a virtual library. The virtual library contains over 12,000 electronic books and more than 19,000 full text journal subscriptions. The virtual library is linked to the library Web page and is accessible to all members of the Southwestern College community. Off campus access to the virtual library requires log-in with a Southwestern College ID number, but on-campus access is automatic.

The physical library is located on the main campus in Winfield and contains 60,000 academic volumes, leisure reading magazines, and a media collection of 5,000 DVDs, CDs, and VHS tapes.

A lively inter-institutional library exchange with over 3,200 universities, colleges, and research libraries throughout the US provides access to millions of additional books, media, and journals. All items, both electronic and physical, are listed in the "World Cat" database, our local online card catalog (OPAC), and the Kansas Libraries card catalog.

Conference room facilities for meetings are available. Also located in the library are graduate classrooms, Education Library, and meeting rooms.

## **Mossman Hall**

Remodeled in 2002, Mossman houses the social science, business, nursing, philosophy and religion, leadership, and service learning programs. Educational spaces include labs, classrooms, and study areas. Faculty offices for the departments are also included.

### **Professional Studies Centers**

Southwestern's degree completion programs are housed on campus and off campus in five locations in two states.

### **Residence Halls**

Living options include four residence halls and four apartment buildings on campus. Sutton, Wallingford, Broadhurst, and Cole halls are traditional residence halls. Shriwise, Honor, Reid, and Warren Avenue apartments house from one to four students in each unit. All campus housing is air conditioned and provides phone, cable, and computer network hookups for each student, as well as wireless internet access.

### **Roy L. Smith Student Center**

The student center has a cafeteria and snack bar, the bookstore, campus mail center, offices for student organizations, and meeting rooms.

### **Ruth Warren Abbott Laboratories (Greenhouses)**

Built in 1971 to serve as a classroom for courses in floriculture, the original greenhouse was expanded in 1996.

### **Sonner Stadium**

These facilities for football and track include seating for 3,000 spectators. Monypeny Track, Kahler Field, and Caywood Special Events Area are a part of this complex. A soccer field is located east of the stadium, as is the football practice field. The Hower/Cooper Tennis Courts are nearby, adjacent to Sutton Center.

### **Stewart Field House**

The home of countless basketball and volleyball games since 1924, Stewart is the college's second oldest building and the oldest fieldhouse west of the Mississippi still used for its original purpose. The facility houses an indoor arena, athletic offices, locker rooms, and concession stand. A renovation completed in 1998 provided a new entry to the south, the replacement of all windows (including a memorial stained glass window), a new arena floor and bleachers, and renovated locker rooms.

### **Welcome Center (Strohl House)**

Located at the foot of the 77 Steps, the welcome center houses the Office of Admission and also is used for receptions and other festive events.

### **Wroten Hall**

Wroten includes a large classroom/multipurpose room and offices of the Institute for Discipleship.

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**Richard E. Barnes, 1967.** Associate Professor of Management and Economics. B.A., University of Texas at Arlington; M.A., Texas Christian University.

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**Melinda Current, 2004.** Assistant Professor of Nursing. B.S. Southwestern College; M.S.N., Wichita State University.

**William D. DeArmond, Jr., 1978.** Professor of Mass Communications and Film. B.A., M.A., Western Kentucky University; Ph.D., Southern Illinois University.

**John Dupuy, 2005.** Assistant Professor of Accounting and Finance. Chair, Business Division. B.B.A., Lamar University; C.P.A.

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**George Gangwere, 1980.** Professor of Physics. [SW1].S., Southwest Missouri State University; M.S., Kansas State University; Ph.D., Oklahoma State University.

**David B. Gardner, 2003.** Associate Professor of Music. Director of Choirs. B.A., Seattle Pacific University; M.A., Western Conservative Baptist Seminary; D.M.A., University of Arizona.

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**John Thomas Jacobs, 2002.** Professor of Computer Science and Communications. Chair, Computer Science and Communication Division. B.A., M.F.A., University of Iowa.

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**Stephen K. Wilke, 1990.** Vice President for Planning and New Programs. Director of the Institute for Discipleship. Associate Professor of Psychology. B.A. Southwestern College; M.A., Ph.D. California School of Professional Psychology.

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**Saeed Yazdani, 2007.** Associate Professor of Business. B.A., University of Texas at Dallas; M.S., Bowie State University; Ph.D., Argosy University.

## Staff

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A searchable directory of Southwestern College staff can be found on the Web at [www.sckans.edu/directory](http://www.sckans.edu/directory).

# Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education record. Under the terms of FERPA, Southwestern College is permitted to disclose directory information about a student without a student's consent, although a student may restrict the release of directory information by completing the Non-Disclosure Form available online and in the registrar's office. The college has established the following as directory information: name; local, home, parent, and e-mail addresses; local, home, and parent telephone numbers; major(s) and minor(s); degrees, awards, and honors received; dates of attendance; enrollment status (full-time, part-time); previous education institution attended; date of birth; class type (main campus, professional studies, online); academic (class) level; height and weight of athletic team member; extracurricular activities; and video and photograph.

Under FERPA, a student has the right to the following:

- to inspect and review his or her education records (does not include parents' financial information) within 45 days of the day the college receives a request for access;
- to request amendment of education records that he or she believes are inaccurate or misleading;
- to have some control over the disclosure of personally identifiable information from education records, except to the extent that FERPA authorizes disclosure without consent;
- to file with the U.S. Department of Education a complaint concerning alleged failures by the college to comply with the requirements of FERPA.

## For More Information

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For FERPA forms or more information concerning college policies, please write, fax, or call:

Office of the Registrar  
Southwestern College  
100 College St.  
Winfield, KS 67156-2499  
Phone: (620) 229-6268 or (800) 846-1543  
Fax: (620) 229-6384  
[www.sckans.edu/registrar](http://www.sckans.edu/registrar)

# Appendix A: Title II Compliance

Southwestern College is in compliance with federal regulations on disbursement of Title II information. The Title II report may be accessed at [www.sckans.edu/education](http://www.sckans.edu/education) or requested from:

Vickie Henderson  
 Center for Teacher Education  
 Southwestern College  
 100 College St.  
 Winfield, KS 67156  
 Phone: (620) 229-6253 or (800) 846-1543 Ext. 6253  
 E-mail: [vickie.henderson@sckans.edu](mailto:vickie.henderson@sckans.edu)

## Performance of Completers, Teacher Preparation Program

<b>Section 1. Pass Rates</b>					
<b>Single-Assessment Institution-Level Pass-Rate Data Regular Teacher Preparation Program</b>					
Institution Name: Southwestern College					
Academic year: 2007-2008					
Number of program completers: 51					
<b>Type of Assessment</b>	<b>Assessment Code Number</b>	<b>Number taking assessment</b>	<b>Number passing assessment</b>	<b>Institutional pass rate</b>	<b>State-wide pass rate</b>
<i>Professional Knowledge</i>	PLT				
Assessment 1	521 PLT 0-8	2			
Assessment 2	522 PLT K-6	37	33	89%	98%
Assessment 3	524 PLT 7-12	3			96%
<i>Academic Content Areas</i>					
Elem Ed Curr Instruc Assessment	011	31	26	84%	96%
Education of Young Children	021	1			100%
Mathematics: Content Knowledge	061	1			96%
English Content Knowledge	041	3			94%
Middle School Math Knowledge	069	5			96%
Social Studies Content Knowledge	081	1			92%
<i>Other Content Area</i>					
Music	113	2			96%

*The number of program completers found, matched and used in the passing rate calculation will not equal the sum of the column labeled "number Taking Assessment" since a completer can take more than one assessment. There must be at least 10 test takers for pass rates to be reported.*

<b>Aggregate and Summary Institution-Level Pass-Rate Data Regular Teacher Preparation Program</b>				
Institution Name: Southwestern College				
Academic year: 2007-2008				
Number of program completers: 51				
<b>Type of Assessment</b>	<b>Number taking assessment</b>	<b>Number passing assessment</b>	<b>Institutional pass rate</b>	<b>State-wide pass rate</b>
Aggregate – Professional Knowledge	50	44	88%	97%
Aggregate – Academic Content Areas (Math, English, 94%Biology, etc.)	47	38	81%	95%
Aggregate – Other Content Area (Career/Technical, Health Edu, etc.)	7			94%
<b>Summary Totals and Pass Rates</b>	51	41	80%	94%

<b>Section 2. Program Information</b>	
323	Total number of students enrolled during 2007-2008
57	Total number of program completers 2007-2008
15	Number of students in the alternate teacher preparation program at your institution.
57	How many students (in the regular program and any alternative route programs) were in programs of supervised teaching during academic year 2005-2006?
5	Appointed full-time faculty in professional education: an individual who works full time in a school, college, or department of education, and spends at least part of the time in supervision of teacher preparation students.
0	Appointed full-time faculty in professional education and full-time in the institution: any full-time faculty member in the institution who also may be supervising or teaching in the teacher preparation program.
2	Appointed part-time faculty in professional education, not otherwise employed by the institution: may be part-time university faculty or pre-K-12 teachers who supervise prospective teachers. The numbers do not include K-12 teachers who simply receive a stipend for supervising student teachers. Rather, this third category is intended to reflect the growing trend among institutions of higher education to appoint K-12 teachers as clinical faculty, with the rights and responsibilities of the institution's regular faculty.
7	Total number of supervising faculty for the teacher preparation program during 2005-2006.
8.14	The student/faculty ratio (divide the total # of students by total supervising faculty)
40	The average number of hours per week required of student participation in supervised student teaching.
14	The total number of weeks of required supervised student teaching.
560	The total number of supervised student teaching hours required.
YES	Is your teacher preparation program currently approved or accredited by the state?
YES	Is your teacher preparation program currently accredited by the National Council for the Accreditation of Teacher Education (NCATE)?

YES	Is your institution currently accredited by the North Central Association of Colleges and Schools?
	Please list any additional accrediting sources: Little Builders Pre-School has been accredited by the national Association of the Education of Young Children (NAEYC) Southwestern College's music department is accredited by the National Association of Schools of Music (NASM)
NO	Is your teacher preparation program currently under designation as "low-performing" by the state (as per section 208 (a) of the HEA of 1998)?



## Photos

Southwestern College and its representatives on occasion take photographs for the college's use in print and electronic publications. This serves as public notice of the college's intent to do so and as a release to the college of permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by filling out a form at the college services counter.

## Notice of Nondiscrimination

Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, religion, national origin, ethnic origin, or physical disability, veteran (including Vietnam era) status, or other non-merit reasons, in hiring, admissions, and educational programs or activities, all as required by applicable laws and regulations. The college also practices affirmative action in hiring. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning the Civil Rights Act of 1960, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans with Disabilities Act of 1990, and other related federal, state, and local legislation, executive orders, regulations, and guidelines has been delegated to the director of human resources, Lonnie Boyd, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6141. Persons with questions or concerns regarding this policy may contact Lonnie Boyd, director of human resources, or Martha Butler, professor of nursing.

## Disclaimer and Compliance Statements

While Southwestern College reserves the right to make changes in its calendar, policies, regulations, fees, prices, and curriculum, the information in this catalog accurately reflects policy and states progress requirements for graduation.

The college complies with the provisions of the Family Education Rights and Privacy Act of 1974. This act, as it applies to institutions of higher learning, ensures that students have access to certain records that pertain to them and that unauthorized persons do not have access to such records. A full statement of Southwestern policy regarding the implementation of the act is available upon request to the registrar. Southwestern College's policy of nondiscrimination is in conformity with applicable federal laws and regulations.

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