

MASTER OF EDUCATION
GRADUATE STUDIES
SOUTHWESTERN COLLEGE
2001-02

Graduate Studies Office
Center for Teaching Excellence
Southwestern College
100 College Street
Winfield, Kansas 67156
(620) 229-6253

OUR VISION

*Southwestern College in Winfield, Kansas,
is a learning community
dedicated to*

- intellectual growth and
career preparation,*
- individual development and
Christian values,*
- lifetime learning and
responsible citizenship, and*
- leadership through service
in a world without boundaries.*

Welcome to Southwestern

Graduate Studies Mission

The Southwestern College graduate studies program is dedicated to:

—furthering intellectual growth and career enhancement through rigorous course work, meaningful discussion, and research-related projects;

—inviting personal enrichment of Christian values through the exchange of ideas in classes, workshops, seminars and retreats;

—inspiring the pursuit of lifelong learning and responsible citizenship through mentoring, modeling and conversation with peers and faculty;

—encouraging visionary leadership through service in a world without boundaries.

Graduate Studies

The Master of Education degree at Southwestern College was first introduced in 1986 to meet the needs of area teachers. Majors in curriculum and instruction and in special education are offered.

The major in curriculum and instruction is an interdisciplinary program, offering multiple perspectives on themes of teaching and learning experiences.

The major in special education prepares teachers to work with children and youth with disabilities.

Students attracted to Southwestern will be life-long learners who are interested in expanding their knowledge for leadership in the twenty-first century.

Southwestern graduate students are interested in generative questioning and inquiry, and count learning as a passionate, life-long pilgrimage.

Most Southwestern graduate students are professionals employed in education or other fields. To accommodate the needs of these students, graduate classes are scheduled evenings and weekends.

Accreditation

Southwestern College is accredited by The Higher Learning Commission and a member of the North Central Association, www.ncahigherlearningcommission.org, phone (312) 263-0456.

It is further accredited by the University Senate of the United Methodist Church, the National Association of Schools of Music (music), the National League for Nursing and the Kansas State Board of Nursing (nursing), and the Kansas State Department of Education (teacher education program). Southwestern students find credits taken here fully accepted in undergraduate and graduate schools across the nation.

College Facilities

Center for Teaching Excellence.

The Center for Teaching Excellence houses the graduate studies department and the undergraduate education program. The main building is comprised of office space and meeting rooms; a large classroom is adjacent to the center. The

majority of graduate classes are held in the Center for Teaching Excellence.

Professional Studies Center East. Southwestern's center at 2040 S. Rock Road in Wichita is home to the master's program for special education with some classes held on the Winfield campus.

Memorial Library. The library contains 65,000 volumes, 300 periodicals subscriptions, an On-Line Public Access Catalog (OPAC), and access to full-text databases.

Inter-institutional library exchanges provide additional resources. The Kansas Information Network union list shows materials available for loan within the state and the OCLC terminal shows materials available from 3,200 universities, colleges, and research libraries throughout the U.S.

Admission Requirements

Graduate programs in education are open to classroom teachers and other professional educators seeking the M.Ed. degree. Also welcome are non-degree seeking students who elect to take courses for personal and/or professional development.

All applicants must have completed an appropriate baccalaureate degree from an accredited institution. Degree-seeking applicants must have a minimum undergraduate cumulative grade point average of 3.0 on a 4-point scale. This gpa may be on the total undergraduate record or on the last 60 hours of the undergraduate program.

Students who apply to pursue the major in special education must meet these additional requirements:

—hold an undergraduate degree in elementary or secondary education

—have a valid teaching certificate for the level for which they are seeking special education certification

—have successfully completed a course in survey of exceptionalities

—submit GRE scores and date

—submit a written essay discussing why the applicant is seeking a career in special education

For transfer students, Southwestern College will recognize hours taken in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern degree.

Prospective degree-seeking students are invited to discuss their specific goals and interests with the director of graduate studies before applying for admission. Formal application is made through the admissions office. Admissions Office

Southwestern College
100 College Street
Winfield, Kansas 67156
(620) 229-6236
(800) 846-1543

Pathway Program

Students who elect to major in curriculum and instruction organize their work around the pathway mentor program. This program invites individual apprenticeship. Learners develop capacity for independent research with a personally selected mentor. The student/mentor relationship evolves into a collegial one through sharing the commitment to

accomplish the difficult but fulfilling craft of independent research through which the learner's work will reflect master quality by making an original contribution to the education milieu.

The pathway program promotes independent scholarship. Learners have many opportunities to engage in self-initiated independent study under the supervision of their mentor. The format could take a variety of forms; thesis, research project, internship, practicum, directed readings, apprenticeships.

Pathway Sequence

1. Initial Courses. Students must successfully complete 6 required courses and 3 elective courses (27 hours) before entering the pathway.

During these prerequisite courses, students identify future academic goals for their selected domain of study in the pathway experience. To facilitate the process, each required course includes class discussion, investigative reading, academic writing, research techniques, and portfolio development.

Required courses (18 hours):

Leadership for the Twenty-first Century

Current Educational Issues in a Pluralistic Society

Writing Across the Curriculum

Research Methodology

Field-Based Research Block 1

Field-Based Research Block 2

During the first 18-hour sequence students, under consistent direction of instructors, will identify graduate study goals and develop a tentative individualized pathway plan.

The student also completes 9 hours of elective courses.

2. Comprehensive Examination. Successful completion of a comprehensive written examination is required following completion of the six required courses and before initiating the pathway experience. A graduate cumulative 3.0 GPA is required before making application for the comprehensive written examination.

3. Pathway (9 hours).

a. Pathway portfolio presentation/interview with mentor to design academic experience, requirements, and anticipated outcomes.

b. Pathway Experience course (6 hours). Design may include teaching assistantship, collaborative research, coauthoring, technological developments, etc.

c. Pathway Seminar course (3 hours). Academic forum for intellectual discourse among participants.

d. Pathway final project, e.g., thesis or comparable product, is presented in celebration to the college community.

Alternative to Pathway (9 hours). The following sequence may be elected instead of that shown above:

a. Interview with director of graduate studies to design alternate program, requirements, and anticipated outcomes.

b. Additional course work (3 hours) and advanced independent research (3 hours)

c. Pathway Seminar course (3 hours). Academic forum for intellectual discourse.

d. Final project, e.g., independent research, is presented in celebration to the college community.

4. Summative Examination and Exit Interview.

Academic Information

Degree Offered

Southwestern College confers a master of education degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

Completion of Degree

From the date of acceptance, students have five consecutive years to complete the degree. If an extension is necessary, an application in writing must be made to the director of graduate studies stating information pertinent to the request.

Selection of Catalog

In most cases, students will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, students may adhere to the ones listed in the catalog under which they first entered, or they may optionally select the newer catalog and follow those requirements.

Students who leave the master's program but reenroll having missed no more than two terms (counting fall, spring, and summer as terms) may follow the catalog under which they were previously enrolled.

Academic Advising

The director of graduate studies will act as advisor for all students prior to degree candidacy and selection of the pathway mentor. Once the mentor is selected and a course of study com-

mences, the mentor and director will act conjointly.

Degree Requirements

These are the requirements for a master's degree:

1. Complete the specific course requirements for a major field of study.
2. Complete a minimum of 36 credit hours.
3. Have an overall grade point average of 3.0 (B average).
4. Have Southwestern College graduate course credit of at least 30 hours.
5. Be elected to the degree by the faculty and by the Board of Trustees.

Transfer Students. Students may transfer hours earned in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern graduate degree.

Transfer students must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a B average for all work taken in the graduate program at Southwestern College.

2. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern graduate catalog.

Registration Information

Registration

There are three convenient methods to register for courses:

1. Telephone the college services counter at (620) 229-6251 and enroll in courses using your MasterCard, Visa, or Discover for payment.
2. Write the college services office specifying the courses you are enrolling in and enclose full payment by check.
3. Enroll in person at the college services counter, Christy Hall.

Charges and Fees

These charges are established for 2001-02:

Tuition (per credit hour):	
Graduate	\$220
Audit (no credit)	\$95
Special Fees:	
Transcript, per copy	\$5
faxed, per copy	\$10

Payment Plans. Normal financial arrangements call for students to pay in full, on or before registration.

Students enrolling in term-long courses may pay in installments, with a minimum of one-fourth due at registration. The balance is due in equal installments by the first of each of the subsequent three months.

Monthly finance charges will be assessed. For details, see the undergraduate catalog.

Every account must be paid in full at least two weeks before the last day of classes. Students who fail to meet this financial obligation will be withdrawn from classes, thus losing all college credit for the semester. Exceptions must be requested in advance from the Office of College Services. Students cannot register for a subsequent semester while a previous balance remains on the account.

Transcript service is available when a student's account is paid to date.

Cancellation of Charges

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 terms, tuition and fees for semester-long courses are cancelled according to the following schedule:

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

The schedule above describes cancellation policy for semester-long programs on the main campus. For Professional Studies programs, see separate announcements.

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 details, see the undergraduate catalog.

Financial Aid

Some graduate students are eligible for federal financial aid, primarily loans. For information, see the director of financial aid.

Majors and Course Offerings

Education

M.Ed., Major in Curriculum and Instruction

Major Requirements:

In Education:

- 501 Current Educational Issues in a Pluralistic Society
- 511 Research Methodology
- 530 Leadership for the Twenty-First Century
- 531 Field-Based Research Block 1
- 541 Field-Based Research Block 2

Nine additional hours (3 courses) in Education

In Humanities:

- 515 Writing Across the Curriculum

Pathway Experience:

These courses must follow completion of above requirements and total at least 9 hours

In Education:

- 565 Pathway Experience
- 567 Pathway Seminar

Or alternative pathway as designed with and approved by the director of graduate studies

M.Ed., Major in Special Education

Satisfactory completion of this program leads to Kansas teacher certification in mild disabilities.

Major Requirements:

In Education:

- 511 Research Methodology
- 522 Educational Strategies for Students with Behavior Disorders
- 523 Educational Strategies for Students with Academic Difficulties

524 Characteristics of Students with Mild Disabilities

525 Collaboration with Parents and Professionals

526 Classroom Management/Behavior Modification

535 Assessment Strategies

559 Practicum in Mild Disabilities

559 Practicum in LD, MR, BD

Nine hours selected from the following:

529 Legal Issues in Special Education

531 Field-Based Research Block 1

532 Technology in Special Education

533 Language Development and Disorders

534 Transitions in Education

Education Courses

Department Code: EDUC

501 Current Educational Issues in a Pluralistic Society. Examines historical, national, and regional educational issues. Analysis of issues and trends in terms of their application to current educational structures and implications for Kansas schools. Credit 3 hours.

511 (or SOCS 511) Research Methodology. Provides the essentials for conducting research, interpreting statistical principles, and quantification. Descriptive and inferential statistics will be surveyed as well as library techniques. Credit 3 hours.

522 Educational Strategies for Students with Behavior Disorders. The purpose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with behavior disorders, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with behavior disorders. Credit 2 hours.

523 Educational Strategies for Students with Academic Difficulties. The pur-

pose of this course is to study the theories, content, methods, and materials for delivery of instruction to students with academic problems, to utilize evaluation procedures to deliver individualized instruction to students, to modify curriculum materials, and to develop instructional materials for use with students with academic difficulties. Credit 2 hours.

- 524 Characteristics of Students with Mild Disabilities.** Designed to provide an overview of the fields of behavior disorders, learning disabilities, and mental retardation for present and future teachers, school psychologists, administrators, counselors, and other professionals preparing to work with students with mild disabilities. Emphasis on causes, identification, classification, characteristics, and recent trends and issues. Credit 4 hours.
- 525 Collaboration with Parents and Professionals.** Study of the basic principles, tools, and techniques of counseling, conferencing, and consulting related to the parents and professionals working with exceptional children. Credit 3 hours.
- 526 Classroom Management/Behavior Modification.** A study of behavior of children and youth with emphasis on the diagnosis and modification of problematic behaviors. Credit 3 hours.
- 529 Legal Issues in Special Education.** The focus of this course is on the legal and professional issues in special education. It will include an in-depth study of special education laws and their impact on programs for exceptional children and youth. Credit 3 hours.
- 530 Leadership for the Twenty-First Century.** Provides current leadership theory and evidential argument practices congruent with the qualitative changes taking place in leadership/management/education today. Proactive processes, e.g., TQM, will be addressed in terms of change theory. Intra-personal and interpersonal factors, as well as strategies for change, will be studied. Credit 3 hours.

- 531, 541 Field-Based Research Block 1, 2.** A cohort experience where students develop and implement action research projects with area schools and service organizations. Special emphases will be placed on issues related to curriculum and student outcomes. The importance of building meaningful school and organization partnerships will be explored. All students majoring in curriculum and instruction are required to complete 531 and 541. Credit 3 hours each.
- 532 Technology in Special Education.** This course will provide an overview of the technology available for students with special needs. Included will be low-tech devices, augmentative devices, and using technology to adapt instruction. Credit 3 hours.
- 533 Language Development and Disorders.** This course is designed to provide an introduction to language disorders. Designed for classroom teachers, it provides an overview of language development and language disorders, the development of literacy, the relationship between language disorders and learning disabilities, and language as it affects academic areas. Credit 3 hours.
- 534 Transitions in Education.** The focus of this course is on the theoretical constructs and practical considerations in programming for students with disabilities from the preschool through the secondary and post-secondary level. Credit 3 hours.
- 535 Assessment Strategies.** Focus on the use of observation techniques and the administration and interpretation of test instruments including screening tests, formal and informal tests, norm and criterion-referenced tests, and diagnostic and achievement tests. Individual assessment of developmental skills, academic achievement, adaptive behavior and processes will be included. Tests will be evaluated for their usefulness in diagnosis, placement, and intervention in special education and remedial programs. Credit 4 hours.

- 559 Practicum in Mild Disabilities.** This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with mild disabilities. Credit 3 hours.
- 559 Practicum in LD, MR, or BD.** This is a field-based course relating theory to application. Students will be placed in settings where they will obtain experiences working with students with learning disabilities, mental retardation, or behavior disorders. Credit 3 hours.
- 565 Pathway Experience.** With the assistance of an advisor and a mentor, the student designs a comprehensive study of one subject area. Design might include a teaching assistantship, collaborative research, coauthoring a manuscript, or examination of technological developments. Credit 3-9 hours; may be repeated to total of nine hours.
- 567 Pathway Seminar.** Students working on a pathway experience join this academic forum for intellectual discourse among participants. Credit 3 hours.

Elective Courses in Education

Elective courses vary in response to student interest and faculty resource availability. The following electives have been offered recently.

- 504 Educational Theory in the Classroom.** This course will emphasize the application of learning theories in the classroom. A variety of theories regarding brain-based research will be explored including multiple intelligences and emotional intelligence. Extensive opportunities will be provided to develop classroom activities and strategies that utilize these theories. Credit 3 hours.
- 509 (or PSYC 509) Advanced Educational Psychology.** Provides comprehensive summaries of the major contemporary theories of personality. Relevant research and general evaluation of the theories will also be included. The theories will be placed in the general context of psychology and educa-

tional pedagogy for purposes of application in educational settings. A further intent is that the course will provide intra-personal and interpersonal understandings. Credit 3 hours.

- 554 Walnut Valley Writers Workshop.** Provides hands-on experiences for teachers using writing as a tool for learning and creating. Writing instruction for all grades will be enhanced by integrating authentic writing contexts into all disciplines. Credit 3 hours.
- 554 Multi-Cultural Literature.** Compares literature of many countries and explores possibilities for curricular integration. Credit 3 hours.
- 554 Infusing Basic Reading Skills Throughout the Curriculum.** Helps teachers learn fundamental reading skills and how to use them throughout the curriculum. Word attack, vocabulary, comprehension, assessment techniques, and study skills will be addressed. Credit 3 hours.
- 554 Creative Drama in the Classroom.** Invites participation in designing creative experiences for students. Credit 1 hour.
- 554 Teaching Critical and Creative Thinking in Content Reading.** Explores teaching critical reading skills in all content subjects. Using a variety of graphic organizers/concept maps, participants will learn strategies for teaching sequence, comparison/contrast, cause/effect, prediction, and design activities using their own curriculum for their classroom. Expository and narrative texts will be used. Credit 1 hour.

Humanities Course

Department Code: HUM

- 515 Writing Across the Curriculum.** Prepares teachers for implementing writing activities across various disciplines. The writing process, collaborative writing, peer assessment, revision, and strategies for promoting writing in the classroom will be studied and practiced. Credit 3 hours.

Academic Policies

Academic Integrity

Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The following definitions make clear the policy of the college.

1. 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.

2. 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.

3. 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 and rephrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. Dissimulation is the disguising or altering one's own actions so as to de-

ceive another about the real nature 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.

5. 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 noncirculating 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.

6. 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. Examples 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 fabrication information.

7. 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.

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

Policies for Dealing with Academic Dishonesty

The instructor shall determine if the infraction is intentional or unintentional. Violations of the academic integrity policy will result on the first offense 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 to be intentional must be reported in writing to the academic dean; the student will also be notified. The academic dean shall keep a record of reported infractions and sanctions.

Any subsequent intentional violation of the policy by that student during her/his academic career at Southwestern will result in a disciplinary hearing before the academic affairs committee and possible suspension from the institution. Any student so suspended has a right to an appeal, following the appeal process stated elsewhere in the catalog.

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.

Adapted and used by permission from Tabor College.

Student Responsibility

Graduate students at Southwestern College have the following responsibilities:

1. Contact the director of graduate studies for academic advising.
2. Complete all graduation requirements in a timely manner.
3. Submit comprehensive examination intent forms, Pathway forms, and intent to graduate forms in a timely manner.
4. Maintain consistent communication for completion of various forms throughout various stages of the program.
5. Attendance and participation in course work and Pathway mentor/student-designed programs.
6. Maintain a representative portfolio for presentation to the graduate faculty.

General Academic Policies

Privacy. Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress. A full statement of policy and students' rights is posted at www.sckans.edu/info on the college's Web site.

Notice of Nondiscrimination. Southwestern College is committed to a policy of nondiscrimination on the basis of race, gender, color, age, sexual orientation, re-

ligion, 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 vice president for business affairs and human resources, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6000.

Course Authorization. Courses carrying graduate credit are listed in this catalog. Additional elective courses developed by the graduate studies program are announced in other publications. Only courses numbered in the 500s carry graduate education credit; only students formally admitted to the graduate program may enroll in these courses.

Course Load. Nine semester hours is the maximum load for a student in fall or spring terms and 12 hours in summer. Any exceptions must have the approval of the director of graduate studies. The college defines full-time enroll-

ment as twelve or more hours per semester.

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

A = Exemplary attendance, superior academic achievement, and professional communication skills (A+ or A, 4 points; A-, 3.67)

B = Completion of all assigned work with above average quality (B+, 3.33; B, 3; B-, 2.67)

C = Completion of assigned work with acceptable performance (C+, 2.33; C, 2; C-, 1.67)

D = Inadequate demonstration of acceptable quality work (D+, 1.33; D, 1; D-, 0.67)

F = Unacceptable attendance, participation, and/or written work (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

I = Incomplete work

S = Satisfactory work

U = Unsatisfactory work

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 thirty days after the beginning of the fall or spring term following the term 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 affairs committee 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 by the academic affairs committee. During the period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

Change of Registration (Drop/Add).

A change of registration is not official until a student obtains a drop/add form from the college services counter, has it signed by the advisor, and returns it to the counter for processing.

Withdrawal from Courses. A student may withdraw from a course in the fall or spring term until the close of the ninth week and receive a grade of WD (withdrawn). This grade does not influence the grade point average. Withdrawals after the close of the ninth week will result in a grade of F.

Withdrawal from College. Any student wishing to withdraw from the college during a term must give official no-

tice at the college services counter. Failure to give notice may damage the student's permanent record. When a student officially withdraws, charges are cancelled according to the information shown in this catalog under "Charges and Fees."

Independent Study. Independent study is available to serve a student's interest in pursuing study in an area not offered in any established course. Approval forms are available in the graduate studies office. The form requires course parameters, rationale, and outcomes and must be completed before course work begins. The following requirements govern enrollment in independent study courses:

1. Written consent of the instructor before enrollment.
2. Content of the course cannot be the same as a course offered at a regularly scheduled time (exceptions must have the written approval of the director of graduate studies before enrollment).
3. Contact hours between student and instructor must be sufficient over the duration of the independent study to ensure appropriate content commensurate with the amount of graduate credit earned in a regular course offering.
4. A maximum of six hours graduate credit may be taken by independent study (excluding apprenticeship, thesis, or other activity required to complete the mentor portion of the degree).

Course Numbering System. The following numbers are reserved for the type of courses indicated.

- 551— independent study
- 552— readings

- 553—problems
- 554—topics
- 555—mini-courses
- 558—special literature study
- 559—practicum
- 560—internship
- 561—seminar
- 570—field experience

Validation of Credits by Examination. This option is available only in the Southwestern undergraduate program.

Credit for Prior Learning. This option is available only in the Southwestern undergraduate program.

Waiver of Specific Course Requirements. Students who believe they already have attained the outcomes of a required course may petition the director of graduate studies to have that requirement waived. Normally, confirmation of this attainment is made by examination. A waived course permits selection of an elective course to replace the hours needed; it does not reduce the hours required to graduate.

Faculty and Administration

Administration

David A. Nichols, Ph.D., Dean of Faculty.

Victoria White, Ph.D., Director of Graduate Studies.

Graduate Faculty

Michelle Boucher. Associate Professor of Education. Chair, Liberal Arts and Sciences Division. Director of Integrative Studies. B.A., Southwestern College; M.Ed., Southwestern Oklahoma State University.

Martha Butler. Professor of Nursing. Director of Nursing Program. Director of Nursing Program, Professional Studies. B.S.N., M.N., Wichita State University; Ph.D., Texas Woman's University.

Troy Boucher. Professor of English. Chair, English Program. Writing-Across-the-Disciplines Coordinator. B.A., Southwestern Oklahoma State University; M.A., Northwestern Oklahoma State University; M.F.A., Wichita State University.

Daniel F. Daniel. Professor of English. Director of Integrative Studies. B.A., Berea College; M.A., University of Chicago; Ph.D., University of Wisconsin; post-doctoral studies, University of Kansas.

Marvin Estes. Superintendent, Winfield USD 465. B.A., Southwestern College; M.Ed., Ed.S., Wichita State University.

Cindy Goertz. Life Skills/Reading Discovery School Coordinator. B.A., Southwestern College; Reading Specialist, Wichita State University; M.Ed. Southwestern College.

Marsha D. Granberry, 2001. Assistant Professor of Education. Coordinator of Secondary Education Program. B.M.E., M.M.E., Wichita State University.

Shawn S. Neises, 2000. Assistant Professor of Education. Director, Early Childhood Education Program. B.S., Pittsburg State University; M.Ed., Wichita State University.

David A. Nichols. Dean of Faculty. Professor of Management. B.Mus., Southwestern College; M.Mus., Northwestern University; M.A., Roosevelt University; Ph.D., College of William and Mary.

Philip R. Schmidt. Professor of History. B.A., Ottawa University; M.A. and Ph.D., University of Kansas.

Brian J. Stone, 2001. Associate Professor of Education. Director, Master of Education Program in Special Education. B.A., Columbia College; M.Ed., Brigham Young University; Ph.D., Ball State University.

Victoria A. White. Associate Professor of Education. Director of Teacher Edu-

cation Program. Director of Master of Education Program. B.A., M.A., Ph.D., Wichita State University.

Faculty Mentors

Richard A. Bicker. Interests: Math, Science, School Administration. Assistant Professor of Education. A.A., Concordia Junior College; B.S.Ed., M.A., Concordia Teachers College.

Troy Boucher. Interests: Critical Thinking, Writing, Classroom Design and Teaching Models, Response. Centered Pedagogy, Film in the Secondary Classroom, Literature in the Secondary Classroom. Professor of English. B.A., Southwestern Oklahoma State University; M.A., Northwestern Oklahoma State University; M.F.A., Wichita State University.

Martha Butler. Interests: Research and Theory Development (relevance of theory to professionalism), Leadership and Management, Interactive Learning, Empowerment Issues. Associate Professor of Nursing. B.S.N., M.N., Wichita State University; Ph. D., Texas Women's University.

Daniel F. Daniel. Interests: Curriculum Integration, Creativity, Russian Literature, History: Mathematics, Physics, Entrepreneurship. Professor of English. B.A., Berea College; M.A., University of Chicago; Ph.D., University of Wisconsin; post-doctoral studies, University of Kansas.

Gary H. King. Interests: Computers, Systems, Management, Accounting, Word Processing, Data Base Management. Pro-

fessor of Computer Science. B.A., Southwestern College; M.B.A., City University; Ph.D., Union Graduate School; C.D.P.

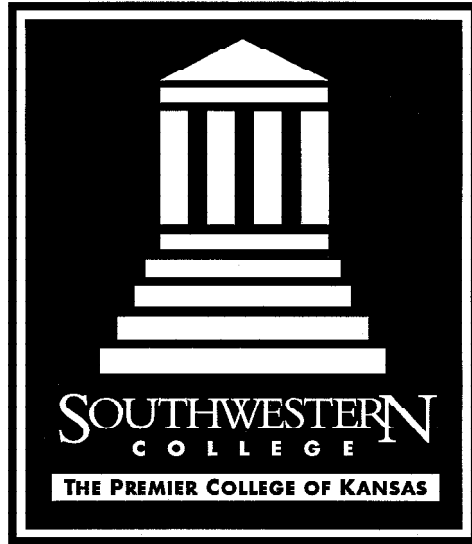
Philip R. Schmidt. Interests: Meta-Learning and History. Professor of History. B.A., Ottawa University; M.A. and Ph.D., University of Kansas.

Sharon Shetlar. Interests: Qualitative Research Methods/ Existential Philosophy, Curriculum Development, Caring as Theory and Ethic, Student and Program Assessment, Ethical and Legal Decision Making. Professor of Nursing. B.S.N., St. Mary of the Plains College; M.S., University of Oklahoma; D.N.Sc., University of San Diego.

William L. Stephens. Interests: Athletic Administration. Associate Professor of Health, Physical Education and Recreation. Golf Coach. B.A., Southwestern College; M.S., Pittsburg State University.

Michael D. Wilder. Interests: Research Methods, Career Preparation, Music in society/culture, art/music appreciation. Professor of Music. Chair, Division of Performing Arts. B.Mus., Iowa State University; M.Mus. and Ph.D., University of Michigan.

Stephen K. Wilke. Interests: Children, Marital and Family Therapy, Rural and Community Psychology, Consultation/Training, Church role in mental health. Vice President for Enrollment Management, Planning, and New Programs. Associate Professor of Psychology. B.A., Southwestern College; M.A. and Ph.D., California School of Professional Psychology.



MASTER OF BUSINESS ADMINISTRATION
GRADUATE STUDIES
SOUTHWESTERN COLLEGE
2001-02

MBA Program Office
Southwestern College
2040 South Rock Road
Wichita, Kansas 67207
(316) 684-5335, ext. 101

OUR VISION

*Southwestern College in Winfield, Kansas,
is a learning community
dedicated to*

- intellectual growth and
career preparation,*
- individual development and
Christian values,*
- lifetime learning and
responsible citizenship, and*
- leadership through service
in a world without boundaries.*

Welcome to Southwestern

Master of Business Administration Program

Southwestern College's MBA program is a 36-hour degree program for working adults. Courses are eight weeks long and meet one evening a week for four hours, generally from 6:00-10:00. Classes are held at the Wichita East Professional Studies Center, 2040 South Rock Road, and on the main campus in Winfield. The degree may be completed in two years of continuous part-time study.

Accreditation

Southwestern College is accredited by The Higher Learning Commission and a member of the North Central Association, www.ncahigherlearningcommission.org, phone (312) 263-0456.

It is further accredited by the University Senate of the United Methodist Church, the National Association of Schools of Music (music), the National League for Nursing and the Kansas State Board of Nursing (nursing), and the Kansas State Department of Education (teacher education program). Southwestern students find credits taken here fully accepted in undergraduate and graduate schools across the nation.

Admission

Admission to the MBA program is competitive. Applicants are required to submit an MBA application form, two letters of reference (at least one from a

current or former employer), a personal essay, and official transcripts of all college-level work.

Applicants must have a baccalaureate degree from an accredited institution of higher learning. The degree need not be in a business field; however, admission preference may be given to applicants with substantial business course work or work experience.

Some applicants may be granted *conditional admission*. In such cases, the MBA director will identify certain undergraduate course work to be successfully completed before formal acceptance into the MBA program.

For transfer students, Southwestern College may recognize hours taken in other accredited graduate programs at the discretion of the MBA director. A maximum of six credit hours (with grades of A or B) may be applied to the Southwestern degree.

Prospective students are invited to discuss their specific goals and interests with the MBA director before applying for admission. There is a formal application packet, which may be obtained from:

MBA Program Office
Southwestern College
2040 South Rock Road
Wichita, Kansas 67207
(316) 684-5335, ext. 101

Academic Information

Degree Offered

Southwestern College confers a master of business administration degree. Students seeking the degree must fulfill all requirements as listed in this catalog.

Completion of Degree

From the date of acceptance, students have five consecutive years to complete the degree. If an extension is necessary, an application in writing must be made to the MBA director stating information pertinent to the request.

Selection of Catalog

In most cases, students will meet graduation requirements stated in the catalog under which they first enter the program. When graduation requirements change, students may adhere to the ones listed in the catalog under which they first entered, or they may optionally select the newer catalog and follow those requirements.

Students who leave the master's program but reenroll having missed no more than two terms (counting fall, spring, and summer as terms) may follow the catalog under which they were previously enrolled.

Academic Advising

All MBA students will be assigned an advisor, who will be one of the members of Southwestern College's full-time business faculty.

Degree Requirements

These are the requirements for a master's degree:

1. Complete the specific program requirements for the master's program.
2. Complete a minimum of 36 credit hours.
3. Have an overall grade point average of 3.0 (B average).
4. Have Southwestern College graduate course credit of at least 30 hours.
5. Be elected to the degree by the faculty and by the Board of Trustees.

Transfer Students. Students may be able to transfer hours earned in other accredited graduate programs if the grade point average of those total hours is 3.0 or higher. A maximum of six semester hours (with grades of A or B) may be applied to the Southwestern graduate degree. The decision to accept transfer credit will be made by the MBA director.

Transfer students must also meet these requirements:

1. Regardless of grade points earned in graduate study at other institutions, have at least a B average for all work taken in the graduate program at Southwestern College.
2. Accept the judgment of school administrators in substituting transfer credits for courses in the Southwestern graduate catalog.

Program Requirements

Master of Business Administration Degree

Core requirements (27 credit hours):

In Management:
 605 Managerial Economics
 610 e-Commerce
 615 Financial Analysis and Management
 620 Marketing Management
 625 Financial and Managerial Accounting
 630 Human Resource Management
 635 Organizational Behavior
 640 Operations Management
 710 Strategic Management
 All requirements of one emphasis area (below)

Emphasis in General Management

In Management:
 Three 3-hour elective courses of the student's choosing.

Emphasis in Operations Management

In Management:
 Three 3-hour elective courses of the student's choosing in the field of Operations Management. Courses that count toward this emphasis have an indication of this in their descriptions and in their syllabi. Additionally certain sections of 754 (an individually-completed applied management project), 755 (Topics in Management), or other elective courses may count, at the discretion of the MBA director.

Registration

The MBA program schedules two consecutive eight-week sessions within each traditional school term. The terms are fall (beginning in late August), spring (January), and summer (May). Students may take one course each session.

Registration is open during a two-week period before the beginning of each term. During registration, students enroll for the two courses they will be taking.

For example, in mid-August a student might enroll in Mgmt 635 Organizational Behavior and Mgmt 605 Managerial Economics. The first course, 635, begins in late August and continues for eight weeks to mid-October (session one). The second course, 605, begins in mid-October and finishes in mid-December (session two).

Specific dates, times, and places are announced for each enrollment period.

Charges and Fees

These charges are established for 2001-02:

Tuition (per credit hour):	
Graduate (MBA)	\$320
Special Fees:	
Transcript, per copy	\$5
faxed, per copy	\$10

Payment. Normal financial arrangements call for students to pay in full, on or before registration.

Students enrolling in at least six hours for a term may pay in installments, with a minimum of one-fourth due at registration. The balance of the account is due in equal installments by the first of each of the subsequent three months. (October, November, and December for the fall term, and February, March, and April for the spring term.) Monthly finance charges will be assessed.

Students enrolling in just one course may pay a minimum of one-half the to-

tal at registration. The remainder is due before the fourth class begins.

Every account must be paid in full at least two weeks before the end of a term. Students who fail to meet this financial obligation may be withdrawn from classes. Exceptions must be requested in advance from the Office of College Services. Students cannot register for a subsequent semester while a previous balance remains on the account.

A monthly finance charge of 1.5% (annual rate, 18%) with a minimum of \$1 is assessed on the unpaid balance of an account.

Cancellation of Charges

Students who officially withdraw from a course may be eligible for some cancellation of its tuition charge. To withdraw, give notice to the MBA program office in writing or by telephone. Cancellations are calculated from the date notice is received, not the date of the

last class attended. If a student gives notice before a course begins, all tuition is cancelled. Thereafter, a percentage of tuition is cancelled. For classes lasting six to nine weeks, 90% is cancelled when notice is given within two days following the first class, 50% for notice through the second class, and 25% for notice through the third class. For classes lasting ten weeks or longer, 90% is cancelled when notice is given during the first eight days, 50% for notice through the fourth week, and 25% for notice through the seventh week.

Transcripts

Transcripts are available when a student's account is paid to date. Credits are recorded on transcripts at the end of each session of classes.

Financial Aid

Some graduate students are eligible for federal financial aid, primarily loans. For information, see the financial aid coordinator at the Wichita East center or inquire at the financial aid office on the main campus.

Course Descriptions

Management Courses Department Code: MGMT

Core Courses

- 605 Managerial Economics.** An exploration of the major concepts of macro- and micro-economics as they affect business managers. Macroeconomics topics will include an examination of major economic theories; the workings of the monetary and banking system, including the Federal Reserve system; the nature of economic cycles; and the impact of inflation, interest rate changes, and government economic policy. Microeconomics topics will include production and cost structure, product and resource markets, pricing models, and measures of economic competition. This course assumes prior undergraduate economics course work. Credit 3 hours.
- 610 e-Commerce.** Conveys the principles of e-Commerce. This involves leveraging the Internet resources into a redefinition of what it means to market products and services in a world awash with communication channels that literally reach the world in an instant and with great efficiency. Credit 3 hours.
- 615 Financial Analysis and Management.** Covers a broad range of financial topics of interest to managers of large and small businesses. Included are debt and equity issuance; the stock market and business valuation methods; mergers & acquisitions; risk management; project finance; and basic financial derivatives. The emphasis will be on practical understanding of financial concepts. Students will be expected to perform hands-on modeling projects in Excel. This course will assume prior familiarity with spreadsheet software such as Excel or Lotus. Credit 3 hours.
- 620 Marketing Management.** Explores various marketing concepts of importance to managers, including product development and brand management, price determination, distribution strategy, and advertising/promotion management. The emphasis will be on strategic implications of these topics, rather than the theories themselves. Students will be required to exhibit mastery of the topics through the development of a complete, case-based integrated marketing strategy. Credit 3 hours.
- 625 Financial and Managerial Accounting.** Concentrates on reading and understanding complex financial statements; budgeting and the accounting cycle; cost accounting; tax issues; and current trends in accounting of importance to the manager. Students will be required to exhibit mastery over the subject matter through written examinations and appropriate outside-of-class projects. Credit 3 hours.
- 630 Human Resource Management.** Explores human resource issues faced by managers of large and small businesses. Covered will be employee selection and recruitment, training and employee development, performance appraisal, compensation, termination, and labor-management relations. Also discussed will be implications of the global business environment, EEOC and diversity issues, and other current topics. Special emphasis will be placed on employment law as it affects managers. Credit 3 hours.
- 635 Organizational Behavior.** An examination of the complex organizational dynamics of large and small firms. Discussed will be organizational culture, motivational theories, personality styles, leadership techniques, change management, and other topics of importance to managers. Credit 3 hours.

640 Operations Management. Presents best practices for systems that produce goods and services. Simulations will be used to demonstrate the payoffs of using world class operating policies, methods, and procedures. Subject areas covered will include capacity and facility planning, scheduling, distribution, production control, quality systems management, and demand forecasting. Credit 3 hours.

710 Strategic Management. A case-based capstone course in the MBA curriculum. Students will be expected to synthesize material learned in previous MBA courses. The course will concentrate on written cases, in-class discussion and debate, and team-based problem identification/proposed solutions. The course will include a significant written analysis component, as well as in-class presentations. Prerequisites: successful completion of all other core courses. Credit 3 hours.

Elective Courses

Elective courses vary in response to student interest and faculty resource availability. The following electives are anticipated.

671 Writing & Presentation Skills for Leaders. Focuses on improving writing and presentation skills of students through focused lectures and exercises, as well as numerous iterative writing and speaking assignments. Major writing topics will include proper tone and style, organization, and format of written business communication. Students will also make numerous presentations, which will be videotaped and critiqued by the class and instructor. Through numerous individual and group presentations, students will gain poise and confidence in all types of speaking, from small, informal discussions to larger, formal business presentations. Credit 3 hours.

672 Ethical and Legal Issues. Explores the increasingly complex ethical and legal considerations affecting all businesses.

Included will be legal issues such as product liability, competitive restrictions, and patent law, as well as in-depth discussions of environmental responsibility and other important ethical issues. The use of actual published cases, as well as the experiences of class participants, will be used to illustrate concepts. Credit 3 hours.

674 Global Business & Competitiveness.

The impact of foreign developments on the long range planning of the firm will be examined. Emphasis will be placed on emerging business opportunities, business practices, government policies, exchange rates and hedging, and regional trading blocs. Management of facilities in foreign countries, technology transfer/advancements, and sales offset agreements will be discussed. Can be counted as operations management elective. Credit 3 hours.

680 Process Management & Optimization.

Examines processes integrated into systems with a focus on determining the most critical processes in a system and then improving/optimizing these processes. Both service and manufacturing organizations will be considered. A number of enabling concepts and methodologies will be presented including theory of constraints, value chains, and six sigma improvement techniques. Other advanced topics such as lean manufacturing and benchmarking will also be discussed. Can be counted as operations management elective. Credit 3 hours.

682 High Performance Work Organizations.

High Performance Work Organizations integrate a number of initiatives including involving the work force in decision making, building flexible organizations to meet the ever-changing demands of the marketplace, an incentive structure that rewards productivity and contributions of employees, and other progressive initiatives. This course will examine how to plan, implement, and integrate these initiatives to achieve highly successful organizations. Can be counted as operations management elective. Credit 3 hours.

- 754 Applied Management Project.** An applied management project of the student's choosing. Students may choose a project that expands upon specific interest areas covered in the MBA course work. The project may be work-related, although the expectation is that the project will not simply be work the student would have completed in the normal course of duty. Students are encouraged (though not required) to perform *pro bono* work for an appropriate not-for-profit agency, church group, or other civic organization. Depending upon the nature of the project, a formal paper or presentation may be required at the discretion of the MBA program director. Credit 3 hours.
- 755 Topics in Management.** An exploration of a current topic of importance to managers.

Academic Policies

Academic Integrity

Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The following definitions make clear the policy of the college.

1. 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.

2. 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.

3. 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 and rephrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

4. 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.

5. 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 noncirculating 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.

6. 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.

Examples 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.

7. 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.

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

Policies for Dealing with Academic Dishonesty

The instructor shall determine if the infraction is intentional or unintentional. Violations of the academic integrity policy will result on the first offense 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 must be reported in writing to the academic dean; the student will also be notified. The academic dean shall keep a record of reported infractions and sanctions.

Any subsequent intentional violation of the policy by that student during her/his academic career at Southwestern will result in a disciplinary hearing before the academic affairs committee and possible suspension from the institution. 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 by the date determined by the dean

in consultation with the academic affairs committee.

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.

Adapted and used by permission from Tabor College.

General Academic Policies

Privacy. Southwestern College has interpreted the Family Educational Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) to restrict the release of confidential information relating to students. This information includes the student's academic record, test scores, and academic progress. A full statement of policy and students' rights is posted at www.sckans.edu/info on the college's Web site.

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 vice president for business affairs and human resources, Southwestern College, 100 College, Winfield, KS 67156, telephone (620) 229-6000.

Course Authorization. Courses carrying MBA graduate credit are listed in this catalog. Additional elective courses may be developed and announced in other publications. Only students formally admitted to the MBA program may enroll in these graduate courses.

Course Load. Three credit hours is the maximum load for a student in any 8-week session. Exceptions must have the approval of the MBA director. The college defines full-time enrollment as twelve or more hours per semester.

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

A = Exemplary attendance, superior academic achievement, and professional communication skills (A+ or A, 4 points; A-, 3.67)

B = Completion of all assigned work with above average quality (B+, 3.33; B, 3; B-, 2.67)

C = Completion of assigned work with acceptable performance (C+, 2.33; C, 2; C-, 1.67)

D = Inadequate demonstration of acceptable quality work (D+, 1.33; D, 1; D-, 0.67)

F = Unacceptable attendance, participation, and/or written work (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

I = Incomplete work

S = Satisfactory work

U = Unsatisfactory work

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 sixty days after the session 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 affairs committee 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 by the academic affairs committee. During the

period in which a student holds an incomplete, the grade point average will be calculated without counting the incomplete.

Change of Registration (Drop/Add).

A change of registration is not official until a student gives written notice to the MBA program office.

Withdrawal from Courses. A student may withdraw from a course and receive a grade of WD (withdrawn) until 60 percent of the course has elapsed (through the fifth class of an eight-week session). This grade does not influence the grade point average. Withdrawals after the deadline will result in a grade of F.

Independent Study. Independent study is available to serve a student's interest in pursuing study in an area not offered in any established course. Approval forms are available in the MBA program office. The form requires course parameters, rationale, and outcomes and must be completed before course work begins. The following requirements govern enrollment in independent study courses:

1. Written consent of the instructor before enrollment.
2. Content of the course cannot be the same as a course offered at a regularly scheduled time (exceptions must have the written approval of the MBA program director before enrollment).
3. Contact hours between student and instructor must be sufficient over the duration of the independent study to ensure appropriate content commensurate with the amount of graduate credit earned in a regular course offering.

4. A maximum of six hours graduate credit may be taken by independent study.

Validation of Credits by Examination. This option is available only in the Southwestern undergraduate program.

Credit for Prior Learning. This option is available only in the Southwestern undergraduate program.

Waiver of Specific Course Requirements. Students who believe they already have attained the outcomes of a required course may petition the MBA program director to have that requirement waived. The director may ask that confirmation of this attainment be made by examination. A waived course permits selection of an elective course to replace the hours needed; it does not reduce the hours required to graduate.

Faculty and Administration

Administration

David A. Nichols, Ph.D., Dean of Faculty.

Scott Dalrymple, Ph.D, Director, MBA Program

Graduate Faculty

Barbara A. Corvette, 2001. Associate Professor of Business. B.Sc., University of Louisville; M.B.A., J.D., George Washington University; Ph.D., Fielding Institute; CPA. Interests: Organizational Behavior, Human Resource Management.

Scott Dalrymple, 1999. Assistant Professor of Business. Beech Professor of Business Administration. Director, Master of Business Administration Program.

Chair, Business Division. B.A., SUNY College at Geneseo; M.A., M.B.A., Ph.D., University at Buffalo. Interests: Marketing, Strategy, Leadership, Business Communication, Business History.

M. Munir Hassan, 2000. Assistant Professor of Finance. B.S., Dhaka University; M.B.A., Ph.D., University of Nebraska-Lincoln. Interests: Finance, Economics, Operations Management.

Gary King, 1977. Professor of Computer Science. B.A., Southwestern College; M.B.A., City University; Ph.D., Union Graduate School, C.D.P. Interests: Computers, Systems, Management, Accounting.

Karen Schoenebeck, 2001. Assistant Professor of Accounting. B.S., University of Wisconsin-LaCrosse; M.B.A., University of Minnesota; CPA. Interests: Financial and Managerial Accounting.

