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## 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 2011-12:

	Term	Year
Tuition	\$10,765	\$21,530
Activity Fund	75	150
Board (all meals)	1,706	3,412
Room (base rate, double room)	1,455	2,910
Laundry Fee (housed students)	60	120
<b>TOTAL</b>	<b>\$14,061</b>	<b>\$28,122</b>
Average cost of books and supplies	\$500	\$1,000

Tuition costs are firm. Room rates are higher for suites, private rooms, and apartments. Full-time 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, with the exception of the following courses, which can be taken without incurring an overload fee: Phi Beta Lambda, Discussion, Experience courses, small and large music ensembles, Discipleship, and Theatre Participation courses. A portion of tuition supports the student center and health services, 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 terms are classified as part-time students and pay tuition at the part-time rate per credit hour.

### Special Tuition Charges

The following special charges may apply to undergraduate programs on campus. For graduate programs or programs offered by Professional Studies, refer to their corresponding catalogs. Each charge is shown per credit hour.

Advanced placement scholar (HS)	65
Audit (no college credit)	95
CCCC special	95
Continuing education	365
Overload (above 16 hours)	365
Part-time (under 12 hours)	897
Summer school	365
Validation of Credit	100

### Special Fees

Application fee	25
Arts course fee	50
Ceramics class fee	75
Education background check fee	20
Enrollment maintenance fee <i>(study abroad and domestic)</i>	175

<i>studyprograms per semester)</i>	
Leadership course fee	20
Laptop computer fee per semester	493
<i>(when elected by part-time student)</i>	
Nursing program fee	250
Payment plan fee	30
Practice teaching fee	150
Prior learning evaluation	850
Private music fee	175
Replace ID card	10
Room deposit ( <i>housed students</i> )	150
Science lab fee	50
Transcript fee, per copy	7
Transcript fee, per copy ( <i>faxed</i> )	10
Transcript evaluation fee ( <i>foreign credentials only</i> )	50

### Special Tuition Programs

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, practica, 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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### Payment Policy

**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 who have not completed the financial aid process) must make a payment arrangement. A \$30 per semester nonrefundable fee will be assessed and a down payment will be required.

**Failure to make Payment Arrangement:** Failure to pay in full or arrange for a payment plan by the final day for adding and dropping classes may result in all classes being dropped. Failure to make any payment as agreed in a payment plan may result in mandatory administrative withdrawal from courses in which the student debtor is currently enrolled. Disagreement with an administrative decision may be presented for appeal through the Financial Appeals process (see Financial Appeals section).

## Payments

**Statements:** Billing statements will be available online through Self-Service by the first of the month for any student with a balance due. Statements will reflect anticipated financial aid until the time of disbursement of funds to the student's account. The balance due will be based on all charges less anticipated aid. Any miscellaneous charges will be included in the monthly billing and will be due and payable upon receipt of the statement.

**Payment Methods:** Payments to Southwestern College may be paid online through Self-Service by ACH/electronic check, Visa, MasterCard, American Express or Discover. Students may also pay through College Services in person, by mail or by phone.

**Returned Checks:** A \$25 fee will be assessed for each check returned by the college's 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 and will be subject to the conditions in the Past Due Accounts section.

**Refunds:** Refunds will be credited first to the balance due on account in accordance with the published refund policy. Financial Aid refund checks will only be issued after funds are disbursed to the student's account. They will be processed on a weekly basis.

**Cashiering Services:** In addition to making payments, students may cash checks for up to \$100 a day at the billing office.

**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.

## Payment Plans

**Standard Payment Plan:** For those who are unable to pay their tuition in full prior to class start date, Southwestern offers a payment plan option. A \$30 per semester non-refundable fee will be assessed for all payment plans. The standard payment plan allows payment over five months in the semester (August–December for fall; January–May for spring; and June–July for summer). Failure to pay according to the payment plan agreement will result in a stop on the student account until it has been brought to a current status. Missed or late payments will be subject to a finance charge based on the unpaid balance for the semester.

**Direct Company Billing:** If a student's organization has authorized Southwestern College for direct billing to the organization, a voucher or letter authorizing the direct billing must be submitted to the billing office at Southwestern College, 100 College Street, Winfield, KS 67156. Students will be responsible for paying the Third-Party Billing fee if not paid by their sponsor. The letter should be printed on company letterhead and must specify the following:

- Name of the agency
- Appropriate contact person
- Student name
- Course and/or fees that have been pre-approved for payment.

**Company Reimbursement:** For tuition reimbursed by an employer, the student must provide the billing office a copy of their employer's tuition reimbursement letter or voucher authorizing tuition and fee reimbursement. Payment will be deferred for 90 days upon the start date of the semester on tuition and fees covered by the employer. Payment for all tuition and fees not covered by the employer is due by the first day of class. A \$30 nonrefundable fee will be assessed unless the full amount of tuition and fees is paid in full by the first day of class. The letter should be printed on company letterhead and must specify the following:

- Name of the agency
- Appropriate contact person
- Student name
- Course and/or fees that have been pre-approved for payment.

**Military TA:**

- **All Active Duty Airmen:** After registering for courses with Southwestern College, all Active Duty Airman who wish to use Tuition Assistance (TA) as payment for their course(s) and fee(s) will need to log in to the AI Portal and request their Tuition Assistance. Once the student has been notified that Tuition Assistance has been approved, they will then need to submit a completed TA form to the financial aid office.
- **All Navy and DOD:** After registering for courses with Southwestern College, all Navy and DOD students who wish to use Tuition Assistance (TA) as payment for their course(s) and fee(s) will need to submit their approved TA form to the financial aid office.

**VA Educational Benefits:** Veterans attending Southwestern College are encouraged to contact the financial aid office in person or by phone with questions they may have pertaining to the processing of their VA educational benefits or military activation assistance while at Southwestern College. The financial aid office is primarily responsible for the administration of veteran's benefits programs and the necessary enrollment certifications.

**Past Due Accounts**

**Prior Balances:** 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. Prior balances must be paid before setting up a new payment plan. Registration for the current semester will not be complete until all outstanding indebtedness has been cleared.

**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.

**Final Payment Notices:** Any account with a balance at the end of a semester will receive a final notice letter. If payment is not paid upon receiving a final notice, the account is subject to being sent to collections.

**Collections:** 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.

**Financial Appeals Process**

Students may appeal the payment policy requirements, and seek special permission to enroll and access college services and programs, by presenting information regarding the reason for their inability to pay their bill in full. As part of the appeal process, the student must present a plan for paying his or her bill in full. The student may ask family or campus personnel to provide additional information. The appeal must be filed with the business office before the official add or drop date each semester. The appeal will be assessed by the Financial Obligation Appeal Committee, whose membership includes an administrator from each of the following areas of the college: academic affairs, student life and financial aid. The Financial Obligation Appeal Committee will determine whether an appeal is to be approved and may set conditions after approving an appeal for the involved student's continued enrollment at the college. The Committee will communicate its decision to the business office, which will notify the student.

**Cancellation of Charges**


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Any registered student who does not officially withdraw in writing is financially liable for all tuition and associated fees. Students who officially withdraw from the college may be eligible for some cancellation of charges. To withdraw, students should give notice in person at the registrar's office by the deadline to withdraw from a course.

**Fall or Spring Semester:** Tuition, fees, room, and board are cancelled according to the following schedule:

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

**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.

### 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.

**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.

**Southwestern Aid:** The amount returned is the same percentage as the amount of charges cancelled.

**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 or graduates.

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 website [www.sckans.edu/finaid](http://www.sckans.edu/finaid).

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. Depending on individual eligibility, awards will be offered which combine one or more of these types of aid.

## How to Apply for Financial Aid

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Students must be granted admission to Southwestern before receiving an official offer of financial aid. These additional steps should be followed:

1. Complete the confidential Free Application for Federal Student Aid (FAFSA), using Southwestern College's school code. The form is located online at: [www.fafsa.gov](http://www.fafsa.gov). Priority application receipt date for financial aid for all returning students is April 1.
2. To guarantee full renewal of Southwestern College institutional scholarships, the student's FAFSA must be submitted by April 1.
3. Complete the institution's student information form or student data form. If a family is not interested in applying for federal or state grants, loans or work study, the student may waive the FAFSA requirement on this form in lieu of completing the FAFSA by the priority deadline.
4. If the student's FAFSA is selected for verification, complete and submit a verification worksheet with supporting documents if required.

## Financial Aid Regulations

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The following regulations govern Southwestern College scholarships and grants:

1. Southwestern College scholarships and grants are awarded on the basis of accomplishment and participation.
2. Southwestern College scholarships and grants are renewable each year provided the student completes their annual FAFSA or FAFSA waiver by the April 1 deadline.
3. Southwestern College adjusts Southwestern College scholarships and grants 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 main campus Southwestern College institutional aid.

**Consortium Agreements.** ~~Error! Bookmark not defined.~~ 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.

**Satisfactory Academic Progress.** Southwestern College is required by federal regulation to monitor 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 four areas: 1) successful completion of courses (credit hours) 2) cumulative grade point average (GPA), 3) maximum time to degree, and 4) overall pace toward degree.

- 1) **Successful Completion of Courses.** At the end of the fall, spring, and summer semesters, student progress is 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 semester, 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 earned hours, but do count toward the completion of attempted hours: AU- Audit, F – Failure, I – Incomplete, WD – Withdrawal, WF – Withdraw Failure.
- 2) **Cumulative Grade Point Average.** Students whose work is below levels described in the academic suspension policy are failing to make minimum progress toward their degree (see Academic Policies).
- 3) **Maximum Time to 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.
- 4) **Overall Pace toward Degree.** At the end of the fall, spring and summer semesters, student progress is measured by comparing the number of cumulative attempted hours with the number of cumulative earned hours (i.e., receipt of a grade of A, B, C, D, or S). Students must have earned at least 70 percent of the overall credits they have attempted to remain in good standing. The following letter grades do not count toward earned hours, but do count toward the completion of attempted hours: AU- Audit, F-Failure, I-Incomplete, WD – Withdrawal, WF – Withdraw Failure.

**Financial Aid Warning/Suspension/Probation.** At the end of the fall, spring, and summer semesters, all aid recipients will be evaluated for satisfactory academic progress. Financial aid recipients who do not meet one of the four requirements for progress will be placed on financial aid warning for one semester. A student on financial aid warning is eligible to receive financial aid for the next semester of attendance. If the student does not meet one of the four conditions during the warning 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 four satisfactory academic progress standards. Students on suspension have the option to appeal the decision.

**Conditions for Appeal/Reinstatement.** Students may appeal their financial aid suspension by submitting an appeal form to the financial aid office for consideration by a committee of student services officials. Appeal forms are available from the financial aid office.

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 reasonable date. Students who are approved will be placed on probation and required to submit to a prescribed academic plan. Students must meet the goals on the academic plan to be removed from probation. The appeal committee's decision is considered final and may not be appealed further.

Students who choose to pay for their expenses using private resources may continue to enroll in subsequent semesters without appealing. 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 2.0 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 2.0.

**Phi Theta Kappa Scholarships:** These scholarships of \$6,000 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 \$7,500 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 non-repayable grants of up to \$5,550 to students who are eligible as determined by the Free Application for Federal Student Aid (FAFSA). 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 amount of the grant varies depending on funding.

**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 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 Direct Loans:** Unsubsidized loans are available to students who do not demonstrate financial need. It is the same as the Subsidized 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 a 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 website. Southwestern provides an internet link to [fastweb.com](http://fastweb.com) which provides a scholarship search along with general financial aid information. Other helpful, informational websites include [www.studentaid.ed.gov](http://www.studentaid.ed.gov); [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 may 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 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; 550-seat Richardson Fine Arts Center; 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.

## **Dole Center for Teacher Education**

The home of Southwestern's teacher education program, this facility is located across College Street from the main campus.

## **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 100,000 e-books and more than 35,000 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 50,000 academic volumes, leisure reading magazines, both scholarly and popular fiction books, and a media collection of more than 5,000 DVDs and CDs.

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.

## **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, campus printing and 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.

### **Richard L. Jantz Stadium**

Dedicated in the fall of 2010, newly-constructed Richard L. Jantz Stadium includes an artificial turf field for football and soccer, as well as facilities for track and field. Construction was made possible by the Great Performances Capital Campaign for Southwestern College. 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.

# Rosters

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## Faculty

---

**Michelle Adler, 2009.** Assistant Professor of Teacher Education. B.S., Emporia State University; M.Ed., Wichita State University.

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**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.

**Tracy H. Frederick, 1998.** Professor of Speech. B.A., East Central University; M.A., Wichita State University; Ph.D., Regent University.

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**George Gangwere, 1980.** Professor of Physics. B.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.
- Claudia G. Geer, 1995.** Professor of Psychology. Chair, Psychology Department. B.A., M.A., California State University, Long Beach; Ph.D., University of California, Davis.
- Pamela E. Green, 2005.** Associate Professor of Education. B.S., Kansas State University; M.S., Oklahoma State University; Ph.D., University of Kansas.
- Michael Harper, 2007.** Assistant Professor of Philosophy. B.S., Indiana State University. M.A., Biola University.
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- John Scaggs, 2007.** Professor of English. B.A., M.A., University College Dublin; Ph.D., University of Limerick.
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**Stephen M. Woodburn, 2003.** Associate Professor of History. B.A., Wheaton College, M.A., Ph.D., Miami University in Ohio.

**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 Educational 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:

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- 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)

## **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 a student should object to the use of their photograph, they have the right to withhold its release by submitting a FERPA non-disclosure form to the registrar's office.

## **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 effective the beginning of the academic year of this catalog.

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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