

# **Southwestern College**

## **Graduate Programs**

**Catalog for 2014-2015**

**Southwestern College**  
**Winfield, Kansas 67156-2499**  
**(620) 229-6000**  
**[www.sckans.edu](http://www.sckans.edu)**

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# Welcome to Southwestern

## Our Vision

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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.

## The Vision Interpreted

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Southwestern College in Winfield, Kansas, is a learning community...

- challenging each person to search for truth through consistent discipline of the mind.
- stimulating habits of careful reading and listening, clear speaking and writing, critical analysis and creative synthesis, individual thought and collaborative action.
- promoting rigorous intellectual competency within the context of vital interpersonal relationships.

Dedicated to intellectual growth and career preparation...

- emphasizing a broadly-based, value-centered liberal arts curriculum as the core of intellectual life, professional development and personal growth.
- integrating the core curriculum with career planning and preparation for a lifetime of service.
- building academic excellence and leadership potential.

Dedicated to individual development and Christian values...

- challenging each person to creative self-expression, aesthetic appreciation, freedom of thought, and responsible action.
- inviting students to explore ultimate reality; honoring the spiritual nature of human existence; affirming Christian values as central to an ethical, caring and inclusive community life.
- defining its historic commitment to community, freedom and diversity within a covenant relationship to the Great Plains Conference of the United Methodist Church.

Dedicated to lifetime learning and responsible citizenship...

- promoting responsible citizenship through active learning, professional growth and volunteer service.
- building wholeness, health and athletic abilities for lifetime physical fitness.
- encouraging lifelong intellectual and personal growth.

Dedicated to leadership through service in a world without boundaries...

- fostering opportunities for service in personal, family and professional life.
- recognizing the inherent worth of each person, the need for personal and social responsibility, the interdependence of all peoples, and the requirements of the age for justice and responsible living on the earth.
- inviting graduates to accept leadership roles in the emerging global community.

## Accreditation

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Southwestern College is accredited by The Higher Learning Commission, [www.ncahlc.org](http://www.ncahlc.org), (312) 263-0456.

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It is further accredited by the University Senate of the United Methodist Church, the National Association for the Education of Young Children (early childhood education), the National Association of Schools of Music (music), the National Council for Accreditation of Teacher Education and the Kansas State Department of Education (teacher education program), the Commission on Accreditation of Athletic Training Education (athletic training), and the Commission on Collegiate Nursing Education (One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791; [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)). Southwestern students find credits taken here fully accepted in undergraduate and graduate schools across the nation.

Southwestern College is in compliance with federal regulations on disclosure of Title II information.

### Notice of Nondiscrimination

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Southwestern College is committed to a policy of nondiscrimination on the basis of race, religion, color, gender, age, national origin, ancestry, marital status, military and veteran status, registered domestic partner status, medical condition, sexual orientation, gender identity, genetic characteristic, physical or mental disability, or any other legally protected characteristic 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.

### Privacy

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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/registrar](http://www.sckans.edu/registrar) on the college's website.

# Academic Information

## Graduate Programs

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### Master's Degree

- Master of Arts in Teaching (M.A.T.)
- Master of Business Administration (MBA)
- Master of Education (M.Ed.) in Curriculum and Instruction
- Master of Education (M.Ed.) in Early Childhood Education
- Master of Education (M.Ed.) in Special Education High Incidence Disabilities (Adaptive)
- Master of Education (M.Ed.) in Special Education Low Incidence Disabilities (Functional)

### Doctoral Degree

- Doctor of Education in Educational Leadership (Ed.D.)

Students should refer to the Education Catalog for detailed information about the graduate education programs.

## Academic Calendar

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The calendar for the academic year (fall, spring, summer semesters) can be found on the registrar's website at [www.sckans.edu/registrar](http://www.sckans.edu/registrar).

## Catalogs

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Courses and policies in this catalog are subject to change through the processes set forth in the institutional policies manual. Normally, policy revisions are undertaken in the following year after due notification has been served. There may be cases, however, when a policy is changed and implemented in the same year. A curriculum or policy change could be applied to matriculated students and, as such, the catalog should not be construed as a contract between the college and the students.

### 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 re-enroll having missed no more than two semesters (counting fall, spring, and summer as semesters) may follow the catalog under which they were previously enrolled.

## Graduate Studies Council

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The Graduate Studies Council is the ruling body for the graduate program. Its responsibilities include, but are not limited to: approving new graduate programs and/or changes to existing programs; developing graduate program policies; establishing academic and conduct standards; reviewing student progress toward candidacy and the degree; deciding on issues related to probation, suspension or expulsion; processing student complaints including grade appeals; and recommending students to the faculty for graduation. In the master of education program, some of these matters are reviewed first by the Teacher Education Committee before being sent to the Graduate Studies Council.

# Academic Policies

## Academic Integrity

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

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

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

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

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

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

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

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

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

Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

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

## Policies for Dealing with Academic Dishonesty

Violations of the academic integrity policy will result in one or more of the following: A zero for the assignment (paper, exam or project), an "F" for the course, a disciplinary hearing of two or more college administrators with possible suspension from the institution.

All infractions must be reported in writing to the appropriate academic administrator. The student will also be notified. The appropriate academic administrator's office shall keep a record of reported infractions and sanctions.

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 appropriate academic administrator's office by a date determined in consultation with the Graduate Studies Council. Any violation of the policy not under the supervision of a faculty member will be handled by recommendation of the appropriate academic administrator to the Graduate Studies Council.

## General Academic Policies

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**Academic Forgiveness.** Individuals who have accumulated a grade point average of less than 2.00 at Southwestern College may petition the appropriate academic administrator and the Graduate Studies Council to have their prior Southwestern College academic record “forgiven.” To qualify, the petitioner cannot have been enrolled as a degree candidate at Southwestern College for a period of two years. A request is to be judged by the Graduate Studies Council in terms of the student’s readiness for academic success. A student may receive academic forgiveness only once. When granted, the student’s prior record of academic work completed at Southwestern College will be sealed. The new academic record will indicate “Academic Forgiveness Granted” and the effective date. The student may then resume study under no academic restrictions.

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

**Academic Probation.** After completing six credit hours of graduate program coursework, a student must have a minimum GPA of 3.0, no grade below a “C” (2.0), and positive recommendations by faculty or the student will be placed on academic probation. The student will receive notification from the appropriate academic administrator. Any student placed on probation is subject to the conditions prescribed by the Graduate Studies Council.

**Academic Suspension and Expulsion.** Students who fail to make minimum progress toward the degree and who fail to maintain defined academic standards set by the Graduate Studies Council may be suspended from the college. After completing 12 credit hours of graduate program coursework, a student must have a minimum GPA of 3.0 with no grade below a “C” (2.0) or the student will be suspended from the graduate program.

Students may expect to have their academic status reviewed more frequently, if the appropriate academic administrator so requests.

Students who violate professional standards of conduct may also be subject to suspension or expulsion.

Southwestern College reserves the right to suspend or expel a student from graduate study for the good of the program and the college, regardless of any published criteria.

Any student who is suspended has a right to an appeal. A request for appeal should be made by the student in writing and must be presented to the appropriate academic administrator within two weeks of the date of suspension. Supporting material should be submitted by the student prior to the appeals meeting. The appeal will be heard by the Graduate Studies Council and the Council’s decision will be final.

An application for re-admittance to graduate school after a suspension and/or the two week appeal period may be submitted after three semesters from the date of the suspension. The request for re-admittance should be made to the appropriate academic administrator with supporting material. The re-admittance request will be heard by the Graduate Studies Council and the Council’s decision will be final.

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

**Appeal of Grade.** Any grade change or appeal for a grade change must be requested within 30 days after the end of the course in which the grade is given. If a student believes the grade recorded by an instructor is inconsistent with the documentary evidence, an informal discussion

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with the faculty member is required as the first step of an appeal. If satisfactory resolution is not achieved at this level, the student may then seek resolution with the appropriate academic administrator, who will render a decision. If the student disputes this decision, the final step would be to submit a written request for an appeal of a grade to the Graduate Studies Council.

The Council has the right to interview the student, the faculty member(s), and other pertinent individuals in an effort to reach a just resolution of this issue. The Graduate Studies Council will render the final decision on the appeal. Notification of the grade appeal findings will be forthcoming from the appropriate academic administrator's office.

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

**Attendance Policy.** Regular attendance in class (on ground or online) is required. Failure to attend class may affect a student's grade for the course.

**Audit of Classes.** This option is currently available only in Southwestern College undergraduate programs.

**Cancellation of Courses.** Southwestern College reserves the right to cancel any course with an enrollment that falls below the minimum enrollment established by the appropriate academic administrator.

**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 appropriate academic administrator stating information pertinent to the request.

Regardless of the point at which a student completes coursework for a degree at Southwestern College, degrees are conferred in May, August, and December. Students are considered May, August, or December graduates. Students who complete requirements in May and August may participate in the May Commencement ceremonies. Students who complete requirements in December may participate in Commencement ceremonies the following May.

Students must complete and return an Application for Degree to the registrar's office by the first day of the month preceding graduation to be considered for graduation.

**Course Load.** Full time is nine (9) hours per semester (fall, spring, summer). Three-quarter time is six (6) hours, while part time is four and a half (4.5) hours per semester.

### **Degree Requirements.**

1. Complete the specific program requirements for the master's program.
2. Have an overall grade point average of 3.0 (B average), with no single grade below a "C" (2.0).
3. Have Southwestern College graduate course credit of at least 30 hours, or special permission from the appropriate academic administrator for fewer credit hours.
4. Complete the Application for Degree by the stated deadline.
5. Be elected to the degree by the faculty and by the Board of Trustees.

**Failure to Meet Course Requirements.** If a student exceeds the permitted number of class absences or otherwise fails to do the work of a course making normal evaluation of academic performance impossible, an instructor can inform that student in writing that it will be impossible for the student to pass the course and a "WF" will be the result when grades are turned in. The instructor may wish to suggest to the student that further attendance or completion of class work will not change this outcome. If this notice comes prior to the official last day to withdraw from a course, the student may withdraw and receive a grade of "WD." After that date, the grade will be "WF."

A copy of the notification letter will be sent to the appropriate academic administrator. Any exemption from this policy must be discussed with the instructor personally, and the instructor has the final judgment.

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

- A = Superior work (A+ or A, 4.0; A-, 3.67)
- B = Above average work (B+, 3.33; B, 3.0; B-, 2.67)

C =	Average work (C+, 2.33; C, 2.0)
C- =	Below graduation standards (1.67)
D =	Below Graduation Standards (D+, 1.33; D, 1.0; D-, 0.67)
F =	Failure (0 points)
WF =	Withdrawal Failure (0 points)

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

DEF =	Deferred (Applies only to EDUC901, EDUC902, EDUC904)
WD =	Withdrawal from a course
AW =	Administrative withdrawal from a course
I =	Incomplete 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 30 days after the beginning of the semester (fall, spring, summer) following the semester in which the incomplete is given, or an earlier deadline as agreed to by the student and teacher. A grade of "F" will automatically be entered as a final grade if the remaining work is not completed by the deadline.

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

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

**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 from the respective program offices. The form requires course parameters, rationale, and outcomes, and must be completed before coursework begins. The following requirements govern enrollment in independent study courses:

1. Written consent of both the instructor and the program director must be obtained 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 an academic administrator 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.

**Registration Change (Add/Drop)** Students may enroll online or in person at the registrar's office. Students wishing to drop a class at any time during the registration period must give written notice to the registrar's office or the appropriate graduate program office. After the last day of the add/drop period, students wishing to drop a class must give written notice to the registrar's office to go through the official withdrawal process (see Withdrawal from Courses).

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

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

**Withdrawal from Courses.** A student may withdraw from a course at any time two weeks prior to a course end date and receive a grade of "WD," which does not influence the grade point average. Failure to withdraw in a timely manner may result in an "F" showing on the transcript if the student does not fulfill the course requirements in a satisfactory manner. For classes that last one week or less, regardless of semester, no cancellation is possible once the class begins.

# Student Services

**Advisors.** Prospective students are invited to discuss their specific goals and interests with the directors of the respective graduate programs before applying for admission.

For program specific information, please refer to the advising section of the relevant degree.

**Library.** Students are expected to make use of the Southwestern College Deets Library, where useful resources are held. Students can also access reference materials and e-books through the Internet.

**Complaint Policy.** Southwestern College tries to be sensitive to student concerns. Students should first attempt to resolve conflicts directly with the instructor. If such an attempt fails, the student should report the complaint to the program director. If the student is not satisfied, a written complaint may be filed in the appropriate academic administrator or appropriate academic administrator's office. The academic administrator will review the complaint and attempt to resolve the issues among the parties. If unable to do so, the academic administrator will refer the complaint to the Graduate Studies Council, whose decision is final.

**Policy for Students with Disabilities.** Southwestern College seeks to make reasonable accommodations for students with disabilities in order to provide the same educational opportunities for all students.

Students with disabilities need to provide documentation of their disabilities to both the program director and the appropriate academic administrator. Students will meet with appropriate personnel (e.g., program director, academic administrator, academic advisor, faculty) to discuss appropriate accommodations.

Southwestern College does not provide assessment testing, although referrals can be made by the dean of students' office. Students are responsible for all expenses related to testing.

#### *Responsibilities of Students with Disabilities*

- The student is responsible for informing instructors of his/her specific needs and providing documentation.
- Students may choose not to tell instructors of their disabilities.
- Students with disabilities are still expected to meet all academic requirements for their courses. All accommodations will be for the purpose of helping the student meet these requirements.
- It is highly recommended that students with disabilities keep their instructors informed on whether the accommodations are meeting their needs.

#### *Responsibilities of Faculty*

- The faculty needs to comply with accommodations agreed upon in consultation with students, their advisors, and appropriate administrative personnel.
- The faculty has the right to request documentation of disabilities prior to making accommodations.
- Students with disabilities are still expected to meet all academic requirements for their courses. All accommodations will be for the purpose of helping the student meet these requirements.
- All information about disabilities is to remain confidential by federal law.

# Charges and Fees

## Charges

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The following charges apply to main campus graduate programs:

Tuition (MBA)	606	per credit hour
Tuition (M.Ed. and M.A.T.)	442	per credit hour
Tuition (Ed.D.)	383	per credit hour
Payment plan fee (per semester)	30	
Education background check fee (EDUC 606)	20	
Education background check fee (EDUC 601)	40	
Transcript fee	7	per copy
faxed	10	per copy
Transcript evaluation (foreign credentials only)	50	
Replace ID card	10	
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Board (all meals)	1,873	per semester
Room (base rate, double room)	1,550	per semester
Books (average cost)	500	per semester

## 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.

**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 Student Accounts 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 refunds 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 Student Accounts 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 May–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 Student Accounts at [Accounts@sckans.edu](mailto:Accounts@sckans.edu) or to 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
- Invoice mailing address
- Student name
- Courses 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 60 days from the end 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. Letters and vouchers can be submitted to Student Accounts at [Accounts@sckans.edu](mailto:Accounts@sckans.edu) or 100 College Street, Winfield, KS 67156. 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:

- **Active Duty and Reserve Air Force:** After registering for courses with Southwestern College, all active duty and reserve Air Force 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 Student Accounts at [Accounts@sckans.edu](mailto:Accounts@sckans.edu).
- **Navy, Marines, Coast Guard and DOD:** After registering for courses with Southwestern College, all Navy, Marines, Coast Guard, 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 [Accounts@sckans.edu](mailto:Accounts@sckans.edu).

**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 for Master's and Doctoral Students

Any student who does not officially withdraw in writing is financially liable for all tuition and associated fees. Students who officially withdraw from a course may be eligible for some cancellation of charges. To withdraw, give notice in writing to the appropriate graduate program office or the registrar's office.

Tuition and fees for master's and doctoral courses are cancelled according to the following schedule:

*For courses lasting 2 weeks or less:*

<b>Period</b>	<b>Amount Cancelled</b>
To end of 1 <sup>st</sup> day	100%
To end of 2 <sup>nd</sup> day	50%
To end of 3 <sup>rd</sup> day	25%
Later	No cancellation

*For courses lasting six weeks:*

<b>Period</b>	<b>Amount Cancelled</b>
To end of 1 <sup>st</sup> week	100%

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To end of 2 <sup>nd</sup> week	70%
Later	No cancellation
<i>For courses lasting 8 weeks:</i>	
<b>Period</b>	<b>Amount Cancelled</b>
To end of 1 <sup>st</sup> week	100%
To end of 2 <sup>nd</sup> week	50%
To end of 4 <sup>th</sup> week	25%
Later	No cancellation
<i>For courses lasting 12 weeks or longer:</i>	
<b>Period</b>	<b>Amount Cancelled</b>
To end of 1 <sup>st</sup> week	100%
To end of 3 <sup>rd</sup> week	50%
To end of 6 <sup>th</sup> week	25%
Later	No cancellation

### 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 later than June 1 for the fall semester and January 1 for the spring semester, a \$150 penalty is charged against the room deposit. After residence halls open for the term, a \$300 penalty may be charged to 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 and Fellowships

## Financial Aid

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

## Cancellation of Financial Aid

Withdrawing students who have received financial aid are required to return a portion of their aid to those sources that assisted in enrollment. For federal aid, a calculation is made of “earned” and “unearned” aid based on the days of attendance. Unearned aid is returned first to loans (in this order: unsubsidized, subsidized, Perkins, PLUS). For details, inquire at the financial aid office or visit the financial aid website ([www.sckans.edu/finaid](http://www.sckans.edu/finaid)).

## Refunds

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

## Graduate Fellowships

Three graduate programs (business, leadership, and education) have one graduate fellowship each. They are awarded on a competitive basis. Tuition waivers depend on the terms of the fellowship. Please obtain information about these fellowships directly from the department or program to which you are seeking admission.

## 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 are awarded on application for the scholarship.
2. Financial aid awarded is divided evenly to the student’s account each regular semester depending on the number of terms enrolled each academic year.
3. Students in the Professional Studies and graduate programs are not eligible for main campus Southwestern College institutional aid.

**Consortium Agreements.** Occasionally, it is in the student’s best interest to round out their semester schedule using coursework from one or more different colleges. Under certain circumstances and on a case-by-case basis, Southwestern can enter into a consortium agreement with these other colleges so that the student’s enrollment at all colleges is considered to establish

the student's status as a full-time student. Students interested in this option should speak with their academic advisor and then notify the financial aid office of their plans.

**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 term, 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.** 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, S, or DEF). 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, U – Unsatisfactory.

**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.

# Business

## Master of Business Administration (MBA)

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Southwestern College's Fifth-Year MBA program is a 36-hour degree program that will benefit students of all backgrounds. The program is taught by faculty with real-world business experience and provides relevant knowledge and concepts for today's companies – not just theory. The Fifth-Year MBA program schedules two consecutive eight-week sessions in the fall and spring semesters, and one eight-week session in the summer semester.

### Admission With Full Standing

All applicants must have completed a baccalaureate degree from a regionally accredited institution with a minimum undergraduate cumulative grade point average (GPA) of 3.0 on a 4.0 scale.

### Conditional Admission

Some applicants may be granted conditional admission if grades do not meet the above standards or there are other deficiencies, provided there is other evidence that the applicant has the ability to do satisfactory graduate work. In such cases, the appropriate academic administrator will advise of conditions to be met to attain full-standing admission. Full standing is attained after completion of nine credit hours of graduate coursework with a cumulative grade point average of 3.0 on a 4.0 scale for the MBA program and upon the removal of any condition that was specified at the time of the admission.

### Non-Degree Graduate Students

Students who do not plan to work for an advanced degree may be admitted as non-degree students. Non-degree students need special approval from the appropriate academic administrator prior to enrolling in their first course. A maximum of 12 non-degree graduate credits may be earned. A non-degree-seeking student who later wishes to enter a degree program must undergo the full application and admission review process.

### International Students

Admission decisions for international students are based on a combination of English proficiency, successful completion of courses leading to graduation, letters of recommendation, and proof of financial support.

Applicants from countries where English is not the first language will need to have test results forwarded to Southwestern. Southwestern will accept the following tests/scores:

- English as a Foreign Language (TOEFL) with a paper score of 550 or higher or an internet based score of 80 or higher;
- International English Language Testing Service (IELTS) with a score of 5.0 or higher;
- The Chinese Government English Exam with a score of a minimum of 6 for graduate admission.

Applicants must have official college transcripts and record of any undergraduate and graduate degrees awarded sent to Southwestern College Office of Admission. All foreign credentials not listed in English should have an accompanying literal translation. A \$50 fee is assessed for all foreign credential evaluations.

In addition, international students must submit a certified bank statement indicating that the student or the student's sponsor has sufficient funds to meet the first year's expenses; a personal statement about the student's background, interests and personal accomplishments; and three letters of recommendation. If the student is being sponsored, a certified letter from the sponsor should be submitted indicating that the sponsor will be supporting the student during the student's stay in the United States. If the student is sponsored by the student's home

government, the student should send a certified letter from the government indicating support and billing information.

## **Application Process**

Students may obtain a formal application packet from:

Office of Admission  
Southwestern College  
100 College Street  
Winfield, Kansas 67156-2499  
Phone: (620) 229-6230 or (800) 846-1543 ext. 6230  
Fax: (620) 229-6344  
E-mail: marla.sexson@sckans.edu

Application forms also are available electronically on the graduate website of Southwestern College ([www.sckans.edu/graduate](http://www.sckans.edu/graduate)).

Applicants are required to submit an application form, two letters of reference, official transcript from institution where the candidate obtained his/her undergraduate degree, a written statement addressing why the candidate decided to enroll in the specific program and explaining how the candidate hopes to use this knowledge to further develop his/her career. Applicants must have a 3.0 cumulative GPA for all previous college coursework in order to be considered for admittance to the Fifth-Year MBA graduate program.

## **Transfer Students**

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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 for the MBA program. Requests for transfer should be made through the students' individual graduate advisor. Typically, no more than six semester hours (with grades of A or B) may be applied to the Southwestern College graduate degree, unless by specific articulation agreement or under special circumstances. Transfer credits from a Southwestern College graduate program to a second graduate program are limited to six semester hours for equivalent courses from the prior degree. It is required that there will be sufficient remaining unique courses to satisfy the total credits for the second degree.

## **Program Requirements**

### **Master of Business Administration Degree (Fifth-Year)**

Students pursuing an MBA must earn a grade of "C" or better in each course required for the program.

#### **Requirements (36 credit hours):**

In Management:

- 605 Managerial Economics
- 610 e-Commerce
- 615 Financial Analysis and Management
- 620 Marketing Management
- 625 Financial Accounting
- 627 Managerial Accounting
- 630 Human Resource Management
- 635 Organizational Behavior
- 637 Business Law and Ethics
- 640 Operations Management
- 647 Conflict Resolution and Management
- 710 Strategic Management

## Management Courses

Department Code: MGMT

- 605 Managerial Economics.** An exploration of the major concepts of macro and microeconomics 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 coursework. 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 and 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 Accounting.** Concentrates on interpreting financial statement information, using accounting information for decision-making and evaluation, and examining current trends in accounting of importance to the manager. Students will exhibit mastery over the subject matter through group interaction, written examinations and appropriate outside-of-class projects. Credit 3 hours.
- 627 Managerial Accounting.** Examines the use of accounting information to assist management in planning, analyzing, and implementing business decisions and activities. Focuses on strategic and operational performance analysis and evaluation. Students will exhibit mastery of the topics through group interaction, written examinations, and the completion of papers and case assignments. Prerequisite: MGMT 625. 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.
- 637 Business Law and Ethics.** This course is a study of legal concepts applicable to business, including forms of business organization, legal aspects of organizing and operating a business, the Uniform Commercial Code, contracts, commercial paper, secured transactions, bankruptcy, securities regulation, antitrust law, consumer protection, torts, criminal business law, social and political influences, management rights, powers, and responsibilities, ethical considerations, and a brief overview of the structure of the judicial system. 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.
- 647 Conflict Resolution and Negotiations.** This course explores communication, conflict, negotiation, public relations, and leadership issues in large and small organizations. Included will be individual personality, preference, and style assessment, interpersonal interaction, and group dynamics. Special emphasis will be placed on conflict assessment, resolution, and conflict management techniques, negotiation theory, tactics, and practice as well as contingency theories of management and leadership. 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 complete of at least 10 other core courses. Credit 3 hours.

# Education

The Southwestern College teacher education program is a student-centered learning community dedicated to optimal intellectual growth, preparation for leadership in the field of education, personal development, ethical values, and lifelong service in a world beyond cultural boundaries.

All graduate programs are consistent with the Southwestern College Educator Preparation Program Conceptual Framework that consists of five constructs with three recurring components. Indicators for each construct and component detail the expectations of educators prepared in Southwestern College's undergraduate and graduate education programs.

- **Content and pedagogy:** The educator has knowledge, skills, and dispositions in content and pedagogy that continuously grow and evolve over time.
- **Instruction and Assessment:** The educator has knowledge, skills and dispositions to facilitate learning for students.
- **Collaboration:** The educator has knowledge, skills and dispositions to interact collaboratively with students, families, colleagues, other professionals, and community members.
- **Leadership:** The educator has the knowledge, skills, and dispositions to act as an instructional leader, data analyst, community relations officer and change agent.
- **Reflection and Growth:** The educator has knowledge, skills, and dispositions to use evidence, reflection, and feedback to continually evaluate his/her practice, the effects of his/her choices and actions on others and adapt practice to meet the needs of each learner.

To accommodate the needs of candidates, graduate classes are scheduled in six, twelve-week and eighteen-week sessions. Field experiences in high schools as well as practica/student teaching are required. Kansas licensure is accepted in other states. Anyone interested in the program who resides in a state other than Kansas must check with that state's department of education to determine specific licensure requirements for teaching within that state and the acceptability of out-of-state licensure.

Students should refer to the Education Catalog for detailed information about the graduate education programs.

# Roster

## Administration

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W. Richard Merriman Jr., Ph.D., President  
James A. Sheppard, Ph.D., Provost  
Peter Heckman, Ph.D., Academic Dean  
Cameron Carlson, Ed.D., Dean of Education  
Kurt Keiser, Ph.D., Division Chair, Business  
Brenda Hicks, M.A., Director of Financial Aid  
Marla Sexson, M.A., Director of Admission  
Linda J. Weippert, M.S., Registrar

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