

About SMU

The Vision of Southern Methodist University

To create and impart knowledge that will shape citizens who contribute to their communities and lead their professions in a global society.

The Mission of Southern Methodist University

Southern Methodist University will create, expand and impart knowledge through teaching, research and service, shaping world changers who contribute to their communities and excel in their professions in a global society. Among its faculty, students and staff, the University will cultivate principled thought, develop intellectual skills and promote an environment emphasizing individual dignity and worth. SMU affirms its historical commitment to academic freedom and open inquiry, to moral and ethical values, and to its United Methodist heritage.

Southern Methodist University

As a private, comprehensive university enriched by its United Methodist heritage and its partnership with the Dallas Metroplex, Southern Methodist University seeks to enhance the intellectual, cultural, technical, ethical and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts; excellent graduate and continuing education programs; and abundant opportunities for access to faculty in small classes, research experience, international study, leadership development, and off-campus service and internships, with the goal of preparing students to be contributing citizens and leaders for our state, the nation and the world.

SMU comprises eight degree-granting schools: Dedman College of Humanities and Sciences, Edwin L. Cox School of Business, Dedman School of Law, Bobby B. Lyle School of Engineering, Meadows School of the Arts, Moody School of Graduate and Advanced Studies, Perkins School of Theology, and Annette Caldwell Simmons School of Education and Human Development.

Founded in 1911 by what is now the United Methodist Church, SMU is non-sectarian in its teaching and is committed to the values of academic freedom and open inquiry.

At its opening session in 1915, the University had two buildings, 706 students, a 35-member faculty and total assets of \$633,540.

Today, the University has more than 100 buildings, a total enrollment averaging more than 12,000 the past 3 years, a full-time faculty of 743 and assets of \$4.0 billion - including an endowment of \$2.0 billion (market value, May 31, 2022).

Offering only a handful of degree programs at its 1915 opening, the University presently awards over 100 baccalaureate degrees in more than 90 programs, with in five schools. The university also offers a variety of graduate programs in all of its eight schools.

Of the 12,053 students enrolled for the 2022 fall term, 7,056 were undergraduates and 4,997 were graduate students. The full-time equivalent enrollment was 8,703 for undergraduates and 4,808 for graduate students.

Nearly all the students in SMU's first class came from Dallas County, but now more than 50 percent of the University's undergraduate student body comes from outside Texas. In a typical school year, students come to SMU from every state; from more than 80 foreign countries; and from all races, religions and economic levels.

Undergraduate enrollment is 51 percent female. Graduate and professional enrollment is 49 percent female.

A majority of SMU undergraduates receive some form of financial aid. In 2021-2022, 76 percent of first-year students received some form of financial aid, and 27 percent of first-year students received need-based financial aid.

Management of the University is vested in a board of trustees of civic, business and religious leaders - Methodist and non-Methodist. The founders' first charge to SMU was that it become not necessarily a great Methodist university, but a great university.

Academic Accreditation

Southern Methodist University: Regional and National Accreditations and Cycles

UNIT	State/Regional/National Accrediting Agency	Last Review	Next Review
Southern Methodist University (10-year cycle) (5-year report)	Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501) to award baccalaureate, masters, and doctoral degrees.	2021	2016 (5) 2031 (10)
Cox School of Business (5-year cycle)	The Association to Advance Collegiate Schools of Business (AACSB)	2021-2022	2026-2027
Dedman College of Humanities and Sciences			
Chemistry (Undergraduate Only) (5-year cycle)	The American Chemical Society	2014	2021
Psychology (Clinical, Doctoral Only) (5-year cycle unless mandated by APA)	American Psychological Association	2020	2025
Dedman School of Law (7-year cycle)	The American Bar Association	2019	2026-2027
Lyle School of Engineering (6-year cycle)			
Civil Engineering	Engineering Accreditation Commission of ABET, https://www.abet.org	2020	2026
Computer Engineering	Engineering Accreditation Commission of ABET, https://www.abet.org	2020	2026
Computer Science	Computing Accreditation Commission of ABET, https://www.abet.org	2020	2026
Electrical Engineering	Engineering Accreditation Commission of ABET, https://www.abet.org	2020	2026
Environmental Engineering	Engineering Accreditation Commission of ABET, https://www.abet.org	2020	2026
Mechanical Engineering	Engineering Accreditation Commission of ABET, https://www.abet.org	2020	2026
Meadows School of the Arts			
Art, Art History, The Guildhall (10-year cycle)	National Association of Schools of Art and Design	2013-2014	2024-2025
Dance (10-year cycle)	National Association of Schools of Dance	2014-2015	2025
Music (10-year cycle) Music Therapy (Reviewed with Music, submitted to AMTA following year)	National Association of Schools of Music	2021	2031-2032
	American Music Therapy Association (certification)	2022	2023
Theater (10-year cycle)	National Association of Schools of Theater	2015	2025

UNIT	State/Regional/National Accrediting Agency	Last Review	Next Review
Perkins School of Theology <i>(10-year cycle)</i>	The Association of Theological Schools	2020	2030
Simmons School of Education			
Teacher Education (Undergraduate) <i>(1-year cycle)</i>	State Board for Educator Certification (Texas Education Agency) (TEA)	2019	2021-2022
Teacher Education (Graduate) <i>(1-year cycle)</i>	State Board for Educator Certification (Texas Education Agency) (TEA)	2019	2021-2022
M.Ed. Accelerated School Leadership <i>(1-year cycle)</i>	State Board for Educator Certification (Texas Education Agency) (TEA)	2019	2021-2022
M.Ed. Urban Leadership <i>(1-year cycle)</i>	State Board for Educator Certification (Texas Education Agency) (TEA)	2019	2021-2022
M.S. Counseling <i>(8-year cycle)</i>	Council for Accreditation of Counseling and Related Educational Programs (CACREP)	2018	2026

Admission

Southern Methodist University General Admission Policy

Consistent with its vision and mission, SMU seeks to enroll students who have the potential for academic success and who will enrich the collegiate community. SMU examines each prospective student's application for admission individually and holistically to determine the nature and extent of the applicant's potential to succeed and to enrich the community. The admission review of application materials includes records of intellectual and extra-curricular achievements as well as past behavior. The rich variety of perspectives SMU seeks include those resulting from life experiences that reflect differences in racial, ethnic, linguistic, socio-economic, geographic, educational and religious backgrounds as well as talents in the arts or athletics. Through financial support, SMU endeavors to ensure that cost of attendance will not be a barrier to achieving its goal of a talented and diverse community.

SMU collects information about the prior disciplinary and criminal history of applicants for admission to SMU. This information may be considered as part of a holistic review of applicants when deciding whether to offer admission to a prospective student. An applicant's failure to disclose complete and accurate disciplinary and criminal history in a timely manner, as required in the application process, may result in the University rescinding an offer of admission or revoking that person's status as a student. SMU's Notice of Nondiscrimination is found in the catalog.

All degree-seeking first-year students, regardless of intended major, enter the University as SMU Pre-Majors, and they are advised through the University Advising Center. Students normally qualify for entry into a major and specific degree program during their sophomore year. Applicants to BFA and BBA degree programs should refer to the admission process for those degrees in the Meadows School of the Arts and the Cox School of Business respectively. Admission into any undergraduate degree program requires the completion of minimum academic standards determined by the school in which the program is based. The specific requirements to declare a major in each of SMU's undergraduate schools are outlined in the admission section of that school's information in this catalog.

First-Year Admission Criteria

Selection of degree-seeking students at SMU is competitive and based on several criteria: the high school curriculum, academic performance in the classroom, grade pattern, rank in class (if available), SAT and/or ACT scores (if provided), counselor and teacher recommendations, essay, resume, behavioral record and extracurricular activities. Although no specific cutoff is applied to any single measure, generally a student who has both accomplished a strong academic record and exhibited a variety of noteworthy and personal achievements will contribute and benefit most from the SMU experience. Matriculation to the University is contingent upon continuing academic achievement and completion of the high school diploma. The Admission Committee may rescind offers of admission for students whose academic, extracurricular or behavioral records are not consistent with information presented in the application for admission. As an independent institution, SMU has no limits on enrollment based solely on geography or distinctions in tuition, fees or other costs based on the residency of the student.

High School Curriculum

High school curricula, including curricular rigor, academic performance in the classroom, elective choices and senior-year course load, are considered in the admission review. Applicants should submit high school records with a *minimum* of 15 or more academic units. The recommended distribution for a minimum program is as follows: four units of English, three units of mathematics (algebra 1, plane geometry, algebra 2), three units of science (including two units of laboratory science), three units of social science and two units of a second language (a two-year sequence).

American Sign Language may be used to satisfy the second language requirement. Engineering applicants should have completed four years of math (including higher-level math beyond algebra 2) and a year each of chemistry and physics. **Note:** Most students who are successful in the admission process present credentials well in excess of the minimum course recommendations.

Home School Criteria

Home school and distance learning applicants are expected to complete the equivalent of the high school curriculum as outlined above. In addition, students must submit the Home School Supplement form, which provides the education coordinator an opportunity to share his or her philosophy for homeschooling, comments concerning the grading scale and caliber of academic work completed, and a brief recommendation of the student. Access a checklist at www.smu.edu/admission/apply/firstyear/homeschool for the home school requirements. Home-schooled students are eligible for federal student aid for college if they have "completed a secondary school education in a home school setting that is treated as a home school or private school under State law" [Section 484(d)(3) of the Higher Education Act of 1965].

Application Timetable for First-Year Students

All prospective students must complete an application form and submit a \$60 nonrefundable application fee. Fee waivers are available for students who have demonstrated financial need or by admission office approval. Any student who submits an application form to SMU will be fully considered for admission. Those who do not submit additional materials (e.g., transcripts, test scores, recommendations, etc.) to provide sufficient evidence of academic and extra-curricular achievement to earn admission may be denied admission or offered a place on SMU's wait list. First-year applicants are reviewed on the admissions calendar as follows:

Application Deadline: November 1

Early Decision 1 (binding)

Early Action (nonbinding)

Notification Date: By December 31

Application Deadline: January 15

Early Decision 2 (binding)

Regular Decision (nonbinding)

Notification Date: By April 1

Note: The priority deadline for merit scholarship consideration is January 15. Applications for admission received after January 15 are considered if space is available. Notification will be rolling after April 1.

Standardized Testing

First year applicants choose if their ACT and/or SAT scores are considered in the admission process at the time of application. Applicants choosing to submit scores may self-report them for admission consideration as long as official test results are on file prior to beginning course work. SMU will superscore an applicant's ACT or SAT scores – combining the highest scores on each section of a test in order to achieve the highest possible ACT composite or SAT combined score. When a student submits both ACT and SAT scores, the admission office will use whichever is higher to make an admission decision. Further, a student's educational record at SMU will include only those test administrations used to compute the highest ACT composite superscore or the highest SAT combined superscore, whichever contributed to the offer of admission. If an applicant chooses to submit ACT or SAT scores, those scores will be considered for both admission and scholarship consideration according to this policy.

Students whose native language is not English and whose entire secondary education has not been in an English-medium school are required to present evidence of their ability to perform academic work and contribute to a classroom in English. Such students should submit one of the following:

- an official total score of at least 90 on the TOEFL English language proficiency exam with recommended subscores of at least: 20 Reading, 20 Listening, 24 Speaking, 24 Writing. Because SMU values class participation and a writing-intensive curriculum, particular emphasis is placed on speaking and writing skills. Students who score less than 90 are generally not offered admission* to SMU, or
- an official score of at least 6.5 on the IELTS Academic English competency test with recommended subscores of at least: 6.5 Reading, 6.5 Listening, 7 Speaking, 7 Writing. Because SMU values class participation and a writing-intensive curriculum, particular emphasis is placed on speaking and writing skills. Students who score less than 6.5 are generally not offered admission* to SMU, or
- an official score of at least 60 on the Pearson Test of English (PTE Academic). Students who score less than 60 are generally not offered admission* to SMU, or

- an official score of at least 115 on the Duolingo English Test (DET). Students who score less than 115 are generally not offered admission to SMU, or
- evidence of successful completion of SMU's Intensive English Program with a recommendation for degree study at SMU from the IEP Director.

*Students not offered admission to SMU based on English proficiency may be offered conditional admission pending completion of SMU's Intensive English Program (IEP) www.smu.edu/iep. SMU has successfully provided support for English language learners through its IEP and dedicated coursework for students whose first-language is not English. The University uses these tests to provide the best possible path for success to our students whose native language is not English.

SMU offers courses to support an English language learner's academic success. Students should consult with an academic adviser to enroll in the appropriate language course. Students offered admission based on scores from one of the above tests may be asked to complete an English language placement exercise prior to beginning classes. In cases where a student's skills are not sufficient to begin for-credit course work, SMU may require the student to complete the Intensive English Program prior to beginning a degree program at SMU.

Consideration for the Performing Arts Auditions/Visual Arts

In order to pursue one of the Dual Admission Program ("dual-admit") majors, all first-year and transfer students must be admitted both to the Meadows School of the Arts via submission of a Meadows Application and audition or portfolio review, as well as to the University via the undergraduate application for admission. Admission to Meadows through the audition or portfolio process does not guarantee admission to the University. Information regarding the Meadows Application, audition and portfolio requirements and deadlines may be obtained at www.smu.edu/admission/arts or by contacting the Meadows Office of Admission and Financial Aid, Meadows School of the Arts, Southern Methodist University, Dallas TX 75275-0356; email meadowsadmission@smu.edu or phone 214-768-3217. Auditions are scheduled after the Meadows application is submitted, while portfolio work is submitted in the Meadows application. The Meadows Application, audition and/or portfolio review are both an admission review and a review for artistic scholarships.

Transfer students entering degree programs within the Division of Theatre may do so only in the fall term. Transfer students in the Division of Dance, Division of Music, Division of Art, and Division of Film & Media Arts normally enter in the fall term; spring admission may be offered in exceptional cases. Entry in the fall is encouraged as course sequencing for transfer students beginning in the spring could delay graduation.

Consideration for the Edwin L. Cox School of Business

In order to be considered for admission into the Cox School of Business, applicants must indicate a Cox major as their primary academic interest on their application. All applications will be processed through the main SMU Undergraduate Admission Office. Admission to the Cox School of Business is highly selective, but holistic in nature with an emphasis on a student's academic performance. Students will be notified if they have received admission into the Cox School of Business after their acceptance to the University. If a student is not admitted to Cox, they are still eligible for admission to the University if they indicate a separate academic interest outside of the Cox School on their application.

Reserving a Place

All admitted students are required to submit a nonrefundable deposit and orientation fee. Admitted students who did not apply under a binding decision plan must submit this deposit by the May 1 deadline to reserve a place in the class. Students admitted under a binding decision plan will be notified of their deposit deadline when they are admitted. This deposit includes the nonrefundable housing deposit as well as the matriculation and orientation fees. All first-year and second-year students must live on campus unless permission is granted to live at home by the dean of Residence Life and Student Housing. To facilitate advising and enrollment, students are required to submit their final high school transcript confirming graduation prior to enrolling.

Credit by Examination, Audition and Portfolio Review

Credit by examination policies are reviewed annually and are subject to change for the following academic year. The following policies are for students who matriculate during 2023-2024.

Examinations Administered in High School

The Common Curriculum (CC) allows students admitted as first-year (FYR) and first-year transfer students (FYT) to satisfy up to three (3) Breadths with any combination of AP, IB, other transfer credit. Only approved AP and IB exams with appropriate scores may be used. Students admitted as transfer students (TRN) may fulfill up to seven Breadth requirements using external credit. In any case, additional credits may apply to an SMU degree through graduation, major, minor, or elective coursework requirements.

Students may not receive credit for an AP exam, an International Baccalaureate (IB) exam, and a college course covering the same subject matter; i.e., the course equivalency will only be awarded once. Students may decline all or part of their test credit in favor of taking the equivalent credit at SMU; declining test credit is an irrevocable declaration. Test credit granted by SMU is not considered resident credit and does not count toward the 60 resident hours required for an SMU degree.

The testing agency must send an official copy of test results to the University Registrar's Office for credit. Students should submit their official scores as soon as possible to facilitate academic advising but must submit no later than the end of their first term of enrollment.

Advanced Placement Examinations

SMU grants credit and placement for scores of 4 or 5 on most Advanced Placement (AP) examinations taken in high school (see table below). Credit will be awarded only for exams taken while in high school. AP test scores are evaluated, and SMU course credit is assigned based on the articulation policies in effect for the term students matriculate to the University, regardless of when the test was taken.

<i>AP Examination</i>	<i>Accepted Scores</i>	<i>Credits</i>	<i>Course(s) Credited</i>	<i>Common Curriculum Requirements Satisfied</i>
Art	4, 5	3 hours	ASDR 1300/ASPH 1300/ASPT 1300 (student's choice)	Creativity and Aesthetics (CA) Breadth
Art History	4, 5	6 hours	ARHS 1303, ARHS 1304	Historical Contexts (HC) Breadth
Biology	4, 5	4 hours	BIOL 1302/BIOL 1102	Exploring Science (ES) Breadth
Chemistry	5	4 hours	CHEM 1303/CHEM 1113	Exploring Science (ES) Breadth and Quantitative Applications (QA) P&E
Computer Science A	4, 5	3 hours	CS 1341	None
Economics:				
Macro	4, 5	3 hours	ECO 1312	Quantitative Applications (QA) P&E
Micro	4, 5	3 hours	ECO 1311	Quantitative Applications (QA) P&E
English Language/C or Literature/C	4, 5	6 hours	WRTR 10XX, WRTR 10YY	None
Environmental Science	4, 5	3 hours	GEOL 1315	Exploring Science (ES) Breadth and Quantitative Applications (QA) P&E
European History	4, 5	6 hours	HIST 20XX HIST 20YY	None None
Human Geography	4, 5	3 hours	HUM 10XX (3 hours)	None
Languages (Language or Literature):				

Chinese Language/Culture	4, 5	Score of 4: credit for 1401 and 1402, and placement in the 3rd term course. Score of 5: credit for 1401 and 1402, and placement in the 4th term course; and credit for 3rd term course upon successful completion of the 4th term course with a grade of C- or above. Score of 4 or 5: encouraged to take the departmental placement assessment as score on the departmental test may qualify a student for a higher placement and additional credit than the AP score. Score of 3: required to take the departmental placement exam for course level placement. Upon completion of the course with a grade of C- or above, the student will receive retroactive credit for the preceding beginning (and intermediate, if applicable) courses.
French	4, 5	
German	4, 5	
Italian	4, 5	
Japanese Language/Culture	4, 5	
Latin	4, 5	
Spanish	4, 5	

Mathematics:

Precalculus	4, 5	3 hours	MATH 10XX	None
Calculus AB	4, 5	3 hours	MATH 1337	Quantitative Reasoning (QR) Foundation
Calculus BC	3 if AB sub-score of 4	3 hours	MATH 1337	Quantitative Reasoning (QR) Foundation
Calculus BC	4, 5	6 hours	MATH 1337, MATH 1338	Quantitative Reasoning (QR) Foundation

Physics:

Physics 1	4, 5	3 hours	SCI 10XX (3 hours)	Must complete PHYS 1105 (lab) to receive Exploring Science (ES) Breadth
Physics 2	4, 5	3 hours	SCI 10YY (3 hours)	Must complete PHYS 1105 (lab) to receive Exploring Science (ES) Breadth
Physics C (Mechanics)	4, 5	3 hours	PHYS 1303 or PHYS 1307	Quantitative Applications (QA) P&E Must complete PHYS 1105 (lab) to receive Exploring Science (ES) Breadth
Physics C (Electricity & Magnetism)	4, 5	3 hours	PHYS 1304 or PHYS 1308	Quantitative Applications (QA) P&E Must complete PHYS 1105 (lab) to receive Exploring Science (ES) Breadth
Psychology	4, 5	3 hours	PSYC 1300	Social and Behavioral Sciences (SBS) Breadth
Statistics	4, 5	3 hours	STAT 2331	Quantitative Reasoning (QR) Foundation

U.S. Government:

American	4, 5	3 hours	PLSC 1320	Social and Behavioral Sciences (SBS) Breadth and Civics and Individual Ethics (CIE) P&E
Comparative	4, 5	3 hours	PLSC 1340	Social and Behavioral Sciences (SBS) Breadth and Civics and Individual Ethics (CIE) P&E
U.S. History	4,5	6 hours	HIST 20XX, HIST 20YY	None
World History	4, 5	3 hours	HUM 10YY (3 hours)	None

Notes:

- Physics does not award placement credit for labs.

- Duplicate credit is not allowed toward an SMU degree. Students who enroll in classes that duplicate Advanced Placement, International Baccalaureate or other test credit awards will lose these credits after the fifth day of the term. Once credit is revoked, it may not be awarded again.
- Students should submit their official scores as soon as possible to facilitate academic advising, but must submit no later than the end of their first term of enrollment.

College-Level Examination Program

SMU gives credit for CLEP subject examinations based on the specified minimum scores below:

<i>CLEP Exam</i>	<i>Score (out of 80)</i>	<i>Credits</i>	<i>Course(s) Credited</i>	<i>Common Curriculum Requirements Satisfied</i>
American Literature	60	3 hours	ENGL 20XX	None
English Literature	60	3 hours	ENGL 20YY	None
Macro Economics	60	3 hours	ECO 1312	None
Micro Economics	60	3 hours	ECO 1311	Quantitative Applications (QA) P&E

CLEP credit granted by SMU is not considered resident credit and does not count towards the 60 resident hours required for an SMU degree. CLEP testing is offered at the University Testing Center. Visit smu.edu/testing for more information.

SMU Departmental Examinations, Auditions and Portfolio Review

SMU also awards credit for departmental examinations offered in a variety of disciplines. Such SMU credit may not transfer automatically to other universities. Credit for examinations awarded by other institutions will not transfer to SMU. Credit awarded through SMU department exams, auditions and portfolio reviews is considered resident credit.

World Languages. All students whose native language is English are required to take a language placement examination. Scores on these examinations determine the world language competency of entering students so that they may be placed in classes appropriate to their level of achievement and degree program. Students may not enroll in a course below the level of their placement. When the student has successfully completed the course with a grade of C- or above, the student will retroactively earn up to 16 credit hours of University credit for the preceding courses in the beginning and intermediate levels of the language sequence. Students must enroll in the world language courses for a letter grade (not pass/fail) for the course to serve as a basis for granting retroactive credit. Language courses taken at other institutions cannot be used as a basis for granting retroactive credit. Although students may earn retroactive credit in more than one language, the maximum aggregate credit involving more than one language allowed to count toward graduation is 16 credit hours.

Physics. The Physics Department offers placement exams for PHYS 1303 and PHYS 1304. The placement exam, which must be taken in the first term that the student enrolls at SMU, is based on the final exam in the PHYS 1303 and PHYS 1304 courses. The department does not allow test credit for labs (e.g., PHYS 1105, PHYS 1106, PHYS 4311). The essential element of the lab is the hands-on experience; therefore, substitutes will not be accepted.

Mathematics. Math credit exams are offered for the courses listed below and must be taken prior to initial enrollment. Calculators are not permitted on these exams, except for MATH 1307. Students interested in credit exams for courses beyond this level may contact the Mathematics Department.

- MATH 1307 - Introduction to Mathematical Sciences
- MATH 1309 - Introduction to Calculus for Business and Social Science
(suggested preparation = one full year of high school calculus)
- MATH 1337 - Calculus I
(suggested preparation = one full year of high school calculus)
- MATH 1338 - Calculus II

Computer Science. The Department of Computer Science offers a credit exam for CS 1341 - Principles of Computer Science I that must be taken prior to initial enrollment. Please contact Beth Minton, Computer Science Department Coordinator, for more information at minton@smu.edu.

Music. All entering undergraduate students (except transfer students from 4-year NASM schools) are required to take entrance examinations in written music theory and musicianship before classes begin. The date and time of these exams are listed in the "Orientation Schedule" published by the Division of Music each year and emailed to students. Students are advised to make appropriate end-of-summer plans to be present and on time for these exams. Students must be available for the entire testing period, and these exams cannot be made up once the semester begins. Since the exams are used for course section placement, all students are required to take the exams whether or not they are seeking credit by examination.

All music degrees require coursework in Class Piano. Prospective music majors with no formal piano study should enroll directly in Class Piano during their first semester. Prospective music majors with any amount of formal piano study must be tested individually for placement into the appropriate Class Piano course. Scheduling information for these tests is provided in the "Orientation Schedule" published by the Division of Music each year and emailed to students.

International Certificate Programs

SMU grants credit for successfully completing the international certificate programs listed below. Credit granted by SMU is not considered resident credit and does not count towards the 60 resident hours required for an SMU degree. In certain cases, departmental examinations may be required as a part of the evaluation process.

The Common Curriculum (CC) allows students to satisfy up to three (3) Common Curriculum Breadths with Advanced Placement credits or other test credits and/or post-high school transfer work. Additional credits may apply to an SMU degree through major or minor requirements or elective coursework.

<i>IB HL Examination</i>	<i>Scores</i>	<i>Credits</i>	<i>Course(s) Credited</i>	<i>Common Curriculum Requirement Satisfied</i>
Biology	5, 6, 7	4 hours	BIOL 1302/BIOL 1102	Exploring Science (ES) Breadth
Chemistry	7	4 hours	CHEM 1303/CHEM 1113	Exploring Science (ES) Breadth
Economics	5, 6, 7	6 hours	ECO 1311, ECO 1312	Quantitative Applications (QA) P&E
Film	5, 6, 7	3 hours	FILM 10XX	None
Geography	5, 6, 7	6 hours	HUMA 10XX, 10YY	None
History:				
Africa	5, 6, 7	6 hours	HIST 10XX, 10YY	None
Americas	5, 6, 7	6 hours	HIST 10XX, 10YY	None
Asia and Oceania	5, 6, 7	6 hours	HIST 10XX, 10YY	None
Europe, Islamic World	5, 6, 7	6 hours	HIST 20XX, HIST 20YY	None
Europe, Middle East	5, 6, 7	6 hours	HIST 10XX, 10YY	None
Language A:				
English A Literature	5, 6, 7	6 hours	WRTR 10XX, WRTR 10YY	None
English Language and Literature	5, 6, 7	6 hours	WRTR 10XX, WRTR 10YY	None
All other languages	5, 6, 7	8 hours	1401, 1402	Second Language

				(SLR) Foundation
Language B	5, 6, 7	8 hours	1401, 1402	None
English B	5, 6, 7	6 hours	LANG 10XX, 10YY	None
Mathematics: Applications and Interpretations	5, 6, 7	6 hours	MATH 1337, STAT 2331	Quantitative Reasoning (QR) Foundation
Mathematics: Analysis and Approaches	5, 6, 7	3 hours	MATH 1337	Quantitative Reasoning (QR) Foundation
Physics	5, 6, 7	6 hours	PHYS 1303, PHYS 1304	Must take PHYS 1105 and PHYS 1106 (labs) to receive Exploring Science (ES) Breadth
Psychology	5, 6, 7	6 hours	PSYC 1300, 10XX	Social and Behavioral Sciences (SBS) Breadth

1. *The International Baccalaureate*. Six to eight credits will be awarded for scores of 5, 6 or 7 on International Baccalaureate higher-level exams in transferable subjects, with a maximum award of 32 credits. Students will not be awarded credit for standard-level exams.
2. *The General Certificate of Education A-Level (United Kingdom)*. Six to eight credits will be awarded for grades of *A* and *B* on A-level exams in transferable subjects, with a maximum award of 32 credits. Credits will not be awarded for a grade of *C*, or for O-level and AS-level exams. Credit awards for the Art and Design A, High Level exam are reviewed on a case-by-case basis by SMU's Art Division.
3. *The Baccalaureate (France)*. Six to eight credits will be awarded for scores of 11 or above, with a maximum award of 32 credits.
4. *The Abitur (Germany)*. Six to eight credits will be awarded for scores of 7 or above on each of the written exams in transferable subjects, with a maximum award of 32 credits. Credits will not be awarded for oral exams.
5. *The Italian Maturita (Italy)*. For the *Maturita Tecnica, Classica, Scientifica and/or Linguistica*, credits will be awarded for scores of 6 or above in transferable subjects, with a maximum award of 32 credits.

Concurrent Credit and Dual Credit

Students may receive credit for college courses taken prior to graduation from high school if the courses meet the criteria for transfer work outlined in the Transfer Admission Criteria section of this catalog.

Students entering SMU in the first regular semester following high school graduation, or transfer students entering SMU with 23 or fewer transfer credits earned after high school graduation, may use transferable dual or concurrent credit to satisfy Common Curriculum, major, minor or elective requirements. Official college transcripts are required for all college-level work attempted, regardless of transferability. During their first regular term of enrollment at SMU a student may opt out of a course taken before graduation from high school. Opting out of a course will remove any transfer credit awarded and remove the course from the transfer grade point average. The decision to opt out is irrevocable.

Transfer Admission Criteria

Selection of transfer applicants is based on several criteria, including academic curriculum, performance, grade patterns, behavioral and extracurricular activities, as well as other relevant experiences. For all candidates who are not entering SMU directly from high school, the Admission Committee considers the rigor of the courses attempted.

All transfer students are required to complete a college-level math course before transferring to SMU. If algebra I, geometry and algebra II were taken in high school and graduation was fewer than three years ago, this requirement is waived. We recommend that all transfer applicants should have completed at least one course in English composition, a lab science, a math course beyond college algebra and at least one course pertaining to the applicant's intended major. The committee weighs overall academic performance as well as evidence of recent improvement. For some applicants, high school performance is also a factor. Candidates with fewer than 24 hours are considered on an individual basis and may be asked to submit additional information. Transfer students with fewer than 24 credits at the time of matriculation will follow the same Common Curriculum requirements as first year students. Although the average GPA of successful transfer applicants is considerably higher, applicants with a transfer GPA below 2.700 (on a 4.000 scale) are not typically successful in gaining admission. Candidates with a transferable GPA below 2.000 are not competitive for admission to the University.

Students may be admitted directly to the school of their intended major if the admission requirement of that school has been met. The specific requirements for admission into each of SMU's undergraduate schools are outlined in the admission section of that school's information in this catalog.

All transfer students who intend to major in dance, music or theatre must also audition. Art majors and students seeking a B.F.A. in film and media arts are required to submit a portfolio for consideration. Requirements and contact information are available in the First-Year Admission Criteria section under the heading Performing Arts Auditions/Visual Arts Consideration.

Prospective transfer students must complete an Undergraduate Application for Transfer Admission and submit a \$60 nonrefundable application fee. An official academic transcript that includes the last completed term from each college or university attended must be sent to SMU Undergraduate Admission, PO Box 750181, Dallas, TX 75275-0181. In addition, applicants must submit a Statement of Good Disciplinary Standing from all colleges or universities attended.

A final high school transcript (or GED high school equivalency test results), required of all transfer applicants, should be sent to the address above to confirm high school diploma as well as world language and math background.

Transfer Credit

Regardless of the number of transferable credit hours completed elsewhere, University policy requires that of the 120 minimum credit hours required for a degree, students must earn either 48 or 60 credit hours through enrollment at SMU depending on their last school of full-time attendance (see SMU Credit Requirement in the Enrollment and Academic Records section of this catalog). That is, they must be earned in SMU courses, SMU credits or SMU-approved international programs.

No transfer credit is given for any correspondence course or work completed at a school that is not accredited by a regional or national accrediting agency. Only grades of C- or better in comparable courses are transferable to SMU for accepted students. Vocational-technical courses, courses below college level, credit by examination earned at another college or university, and PE activity courses in excess of two hours do not transfer. For courses not taught at SMU locations or in SMU-approved international programs, free-elective transfer credit (FETC) may be awarded for appropriate courses completed with a grade of C- or better at regionally accredited colleges or universities that meet SMU's academic standards. FETC is assigned by the various school records offices for transferability, or used by the Office of the University Registrar if courses are considered transferable but lack sufficient information to determine an exact equivalency. Similarly, Business Elective Transfer Credit (BETC) is used to award transfer credit by the Cox School of Business' Office of BBA Academic Advising, Records and Special Programs, for transferable courses where there is not an equivalent business course prefix.

All grades for transferable courses are used to calculate the transfer GPA. Courses with a grade of D or F are not transferable to SMU for credit, however the grades are calculated into the transfer GPA. Exceptions are made for repeated courses where only the grade from the most recent attempt will be calculated. Transfer course grades are not calculated in major/minor GPAs. A grade of W (Withdrawn) is not used to calculate the transferable GPA. A grade of I (Incomplete) or a missing grade is calculated as F. A grade of IP (In Progress) for a current term is not calculated. This grade replacement policy for eligible transfer courses will be used in all transfer and all-college

GPA calculations and other academic determinations at SMU. For a complete list of how grades are calculated please see the smu.edu/transfer.

Note: For some majors requiring a subset of courses and specific GPAs for entry, the subset GPA is calculated using the first graded attempt of these courses, even if the first attempt of the course was failed or later repeated.

Official college transcripts are required for all college-level work attempted, regardless of transferability. Transcripts must be sent directly to SMU from the institution attended. A transcript issued to a student is acceptable provided it is received in a sealed, letterhead envelope with the institution's Office of the Registrar stamp. Transcripts must be dated fewer than three years prior to processing. Coursework from one institution that appears on an official transcript from another institution will not be accepted for transfer credit. An official transcript must be issued by each institution attended. Photocopies of transcripts provided by other institutions are not acceptable.

An online version of the transfer credit evaluation is available to transfer students prior to their enrollment.

International Transcript Credit

All international university transcripts must be accompanied by a professional evaluation and an official transcript, including an English translation if it is not in English, and course descriptions or syllabi. It is the student's responsibility to procure this evaluation and to assume financial responsibility for it. An exception to this requirement is an exchange agreement between SMU and an international institution that is modeled after the U.S. education system.

Because of the importance of this information, SMU accepts evaluations only from the following agencies of proven reliability:

International Education Evaluations, Inc.

7900 Matthews-Mint Hill Rd. Suite 300
Charlotte, NC 28227
Telephone: 704-772-0109
E-mail: myiee.org

International Academic Credential Evaluators Inc.

PO Box 2585
Denton, TX 76202-2585
Telephone: 940-383-7498
www.iacei.net

World Education Services Inc.

PO Box 745 Old Chelsea Station
New York, NY 10113-0745
Telephone: 212-966-6311
Toll-free: 1-800-937-3895
Email: infor@wes.org
www.wes.org

Josef Silny & Associates, Inc. International Education Consultants

7101 SW 102 Avenue
Miami, FL 33173
Telephone: 305-273-1616
Fax: 305-273-1338
Email: info@jsilny.org
www.jsilny.org

SpanTran: The Evaluation Company

2400 Augusta Drive, Suite 451
Houston, TX 77057
Phone: 713-266-8805

Email: status@spantran.com
www.spantran.com

The evaluations provided by the above agencies should include an explanation that the institution is recognized by the ministry of education in the student's home country and is generally considered to offer at least the equivalent of U.S. higher education credit. In addition, it should include an explanation of the credits, the grading system and course levels, as well as a course-by-course evaluation.

The expertise and reliability of a professional evaluation report is recognized worldwide and is likely to be accepted by other academic institutions, employers and state licensing boards. However, the report is not binding to SMU and it will be considered a recommendation for SMU's independent decision of the credit to be given. Information and applications from the agencies are available online. For more information, students should contact the Office of Admission.

Application Timetable for Transfer Students

Summer term entry: All application materials are due no later than June 1.

Fall term entry/scholarship consideration: All application materials are due no later than April 1.

Fall term entry: All application materials are due no later than August 1 (final).

Spring term entry: All application materials are due no later than November 1 (final).

Note: The deadline for priority scholarship consideration is April 1 for fall entry and November 1 for spring entry.

The Office of Admission recommends that prospective students submit application materials well in advance of the deadlines above, particularly for those applying for financial aid or University housing. University housing for transfer students is limited and may require the student be admitted and apply for housing prior to these deadlines.

Application processing begins in early March (for the summer and fall terms) and in early October (for the spring term) upon receipt of pertinent data, including each official transcript through the last completed term.

Reserving a Place

All degree-seeking admitted transfer students wishing to enroll at SMU are required to submit a \$700 transfer orientation and matriculation deposit to reserve a place in the academic program. This \$700 deposit should be sent to the Office of Admission. Space can be guaranteed only to those students who have submitted the deposit by the deadline noted in the acceptance packet. **Note:** This \$700 deposit is nonrefundable. Students seeking financial aid should wait until they receive their financial aid award before submitting a deposit.

Note that admitted transfer students cannot enroll at SMU until their final transcript has been received and evaluated for transferability and a Good Standing Form has been received from their prior institutions. For this reason, transfer students entering for the fall term are discouraged from attending the second summer term at their current institution before matriculation to SMU.

Housing Deposit

Housing accommodations are offered on a space-available basis for new transfer students who submit their housing application by the priority application deadline. Housing links will be sent to interested transfer students once the student has been accepted and has sent a nonrefundable deposit of \$800, which includes an additional \$100 housing deposit, to the Office of Admission.

International Student Admission

International citizens and U.S. passport holders studying outside the United States who apply to SMU as first-year and transfer undergraduate students are expected to meet all requirements for admission.

For admission consideration, students for whom English is not the native language and whose entire high school curriculum was not in an English-medium school are required to submit a test score from an internationally recognized English language test as explained in the Standardized Testing section of this catalog.

Students who are otherwise admissible but whose English proficiency scores are slightly below those mentioned above may be offered conditional admission pending successful completion of SMU's Intensive English Program prior to matriculation. Transfer students from U.S. institutions without an internationally recognized English language test score will be evaluated on the basis of university-level grades in English composition/rhetoric courses. All students whose English composition courses were completed at a university outside the United States are required to complete an SMU English language placement exam for appropriate course-placement.

International transfer students who have completed work at a university outside the United States are required to submit the following (in English or with an English translation):

- An official transcript.
- Professional evaluation. (More information is found in the International Transcript Credit section of this catalog.)

The expenses to be incurred in attending the University are listed in the Financial Information section of this catalog. Additional costs that international students may expect include housing and dining living expenses during school holidays, travel expenses, international student health insurance, and the international student fee (foreign passport holders only). Need-based financial aid is not available for international students; however, first-year international students will be considered for academic scholarships if their application is complete by the January 15 deadline. Transfer international applicants will be considered for all transfer scholarships for which they are eligible, provided the appropriate application deadline has been met.

After an international student has been admitted, paid the appropriate enrollment deposit and provided adequate proof of sufficient financial funds, the International Student and Scholar Services Office will issue the I-20 Certificate of Eligibility. The student will be required to produce the I-20, acceptance letter and proof of finances when applying at the U.S. embassy or consulate for a student visa.

All international students taking one or more credit hours must enroll in and pay for the University-offered health insurance plan unless they have a special waiver granted by SMU's Dr. Bob Smith Health Center.

Admission for Military Veterans

SMU welcomes applications from military veterans and will waive all application fees. Student veterans meet undergraduate admission criteria of the University as first year or transfer students. Veterans are considered for first-year admission if they graduated from high school within the last three years and have not completed any college coursework. Student veterans seeking to be competitive in the transfer admission process should have 24 or more term credit hours at a previous accredited college or university and a recommended 2.700 cumulative GPA (on a 4.000 scale). Additional information is available online at www.smu.edu/EnrollmentServices/Veterans and www.smu.edu/apply ("First Year Students" or "Transfer Students" links).

Undergraduate Visiting Students

Visiting students are those who enroll in University courses for credit but do not intend to pursue an SMU degree. This category of students is normally limited to those described under "Admission Requirements" below. Visiting students are admitted through the Division of Enrollment Services based on their likelihood to be successful in and benefit from SMU coursework as evidenced from their academic, behavioral and extracurricular history. They are eligible to register – on a space available basis – in classes for which they have satisfied SMU's prerequisites. Visiting students must maintain a cumulative grade point average of 2.000 or better in order to continue their studies at SMU. Failure to maintain the appropriate GPA standard may result in removal from the program. Admission as a visiting student does not qualify a student for admission to a degree program at SMU. Applications for visiting students are found at www.smu.edu/visitingstudent or may be obtained by emailing visitingstudent@smu.edu; phone 214-768-3417.

Visiting students from international colleges and universities whose entire curriculum is not taught in English are required to submit a test score from an internationally recognized English language test as explained under Required Testing in the Admission section of the catalog.

Visiting Student Application Components

A complete Visiting Student application is comprised of an online application, a non-refundable \$75 application fee, official transcripts from all colleges attended, and Statements of Good Standing from all prior colleges. The application must be completed one month prior to the start of the term in which they seek to enroll.

Admission Requirements

Eligible for Visiting Student Studies:

- Students in good standing and visiting from another four-year college or university.
- Students who have already earned a degree and wish to take undergraduate prerequisite courses for graduate school.
- Students who have transferred to the Dallas area, and with permission from their home universities, wish to finish their degrees by taking SMU courses and transferring back credit.
- Students who wish to participate in SMU programs such as SMU-In-Taos, SMU Abroad, and SMU Intersessions.
- Students participating in special SMU initiatives such as concurrent or summer enrollment opportunities for college and high school students.
- Members of the Dallas community who wish to take SMU Courses for personal enrichment.

Ineligible for Visiting Student Studies:

- Students who have below a 2.000 GPA at other institutions.
- Students who have been suspended or expelled from SMU.
- Students who are not in good academic or disciplinary standing at another institution.
- Students with a criminal record.
- Students who applied to SMU as first years or transfers but were denied admission.
- Students who have not satisfied specific prerequisites for a desired course. Exception may be made with permission by instructor.
- Students who do not have a high school diploma or GED unless participating in a special SMU initiative as described above.

Note: Exceptions may be made to the above on a case-by-case basis by the Director of Transfer Admission.

Readmission of Students

If a student in good standing withdraws from SMU for one term, the student's file remains active and the student is able to register as though in continuous enrollment at the University (re-entry). Students who left on probation will return on probation. All holds must be cleared prior to enrollment. Re-entry students are responsible for meeting all financial aid, housing and advising deadlines.

After nonattendance for two or more regular (fall, spring) terms, students who formerly attended SMU, including those who have completed a degree, are required to submit an application for reinstatement or reactivation through the Division of Enrollment Services, Undergraduate Admission. The application for admission is available at www.smu.edu/admission ("Apply" tab). Any student who has been suspended is also required to apply for reinstatement. Students who have been suspended are required to attach to their reinstatement application a statement indicating the reasons why they now are prepared to return to SMU. Although the Division of Enrollment Services facilitates the application process, an academic dean or the Committee on Academic Appeals determines reinstatement.

A student who has already earned an undergraduate degree at SMU and is seeking an additional undergraduate degree must apply for reactivation if the student has not attended SMU for two or more regular (fall, spring) terms.

Returning students are strongly advised to apply for reactivation or reinstatement at least 60 days prior to the start of the term of re-entry. Returning students should note that separate applications exist for financial aid and residence halls and that they should contact these offices as early as possible. The deadline for filing this application and supporting materials for domestic students is one month prior to the first day of classes of the term of re-entry. International applicants must apply at least one month prior to the term of re-entry; however, they are encouraged to

apply at least 90 days in advance in order to facilitate the immigration process. In addition, the availability of academic advising and courses may be limited immediately prior to and at the beginning of the term.

All students who return to SMU after any period of nonenrollment must forward official transcripts from each college or university attended since last enrolled at SMU. If the last term of enrollment at SMU was prior to fall 2000, official transcripts from each college or university attended prior to SMU also must be forwarded to the Division of Enrollment Services.

Students should be aware of specific policies regarding transfer courses taken after matriculation to SMU (see Transfer Courses from Other Institutions in the Enrollment and Academic Records section of this catalog). In addition, each college within SMU has specific policies regarding reinstatement, reactivation, transfer credit and statute of limitations, so students should refer to their school's section of this catalog for that information.

Academic Forgiveness

SMU's academic forgiveness policy permits a student to have academic work taken 10 or more years prior to the term of admission or readmission forgiven. Forgiven hours will not be included in the GPA nor used for actions such as the determination of admission, academic probation, suspension, honors, scholarships and graduation. Students should see the Enrollment and Academic Records section in this catalog for details of this policy. The academic forgiveness application is available through the Division of Enrollment Services.

Final Matriculation to the University

Final matriculation to SMU is contingent upon the student maintaining the same academic and behavioral record on which the University based its offer of admission. In addition to the nonrefundable deposit (and housing application and deposit for those seeking on-campus housing), the following items are required for final matriculation to the University:

Official Final Transcript. All new students must supply a final, official transcript from the institution(s) previously attended. In addition to final grades and degrees awarded, the transcript must bear an official seal of the school and signature of its certifying official.

Official Test Scores. Students entering SMU as first-year students who submitted self-reported ACT or SAT scores as a part of their application must have official ACT or SAT scores on file that match those on which the University based its offer of admission. Official scores are those that come directly from the testing agency or appear on the student's high school transcript that bears an official seal of the school and signature of its certifying official. If the student submitted such scores as part of the application process, there is no need to submit them again. The University may review and possibly revoke an offer of admission or status as an SMU student to those persons whose official ACT or SAT scores do not match those reported on their application for admission.

Statement of Good Disciplinary Standing. All incoming transfer students must supply a Statement of Good Disciplinary Standing from all prior colleges and universities attended.

Immunizations. All students (undergraduate, graduate, part-time and full-time, to include international and IEP/ESL students) are required to have an SMU medical history form on file in the SMU Memorial Health Center before registration. To comply with SMU policy, all students must also submit to the health center their immunization records that provide proof of immunization against measles, mumps and rubella. These MMR immunizations must be documented by a physician, public health record, military health record or school health record. Students will not be allowed to register without immunization compliance. Texas state law requires that all new students under the age of 22 must provide documentation demonstrating they have been vaccinated against bacterial meningitis. The documentation must show evidence that a meningitis vaccine or booster was given during the five-year period preceding and at least 10 days prior to the first day of class of the student's first term. Students should provide the documentation at least 10 days before the first day of class. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form.

Students are encouraged to check their my.SMU account for immunization status. Immunizations are available at the health center. Health history forms are available on the health center's website.

Health Insurance. To ensure that students have appropriate health care coverage, SMU requires all domestic students taking nine or more credit hours, both undergraduate and graduate, to have health insurance through either an individual/family plan or the University-offered plan. All international students taking one or more credit hours must enroll in the University-offered plan unless they have a special waiver granted by SMU's Dr. Bob Smith Health Center.

International Student Compliance. Students who will need an SMU I20 or DS2019 immigration document student visa (F/J visa) in order to apply for a student visa must complete the International Student Compliance online course in order to enroll for classes. The student holds ultimate responsibility for ensuring their compliance with U.S. immigration requirements and other U.S. law.

Tuition, Fees and Financial Aid

Tuition, Fees and Living Expenses

The *Financial Information Bulletin* is issued each academic year. It provides the general authority and reference for SMU financial regulations and obligations, as well as detailed information concerning tuition, fees and living expenses.

Prior to enrolling each semester, students are required to review and agree to a statement of Student Rights and Responsibilities that is comprised of three parts: Financial Rights and Responsibilities, Honor Code and Student Code of Conduct, and Appeals and Complaints. The Student Rights and Responsibilities statement for a term will be available approximately one month before enrollment opens for the term. A printable PDF version of the statement may be found at the Student Rights and Responsibilities website.

Students must ensure that payment for the full amount of charges is posted to their account by the payment due date showing on their bill. The due dates are also published on the Bursar website.

Billing notifications are sent to the student's SMU email address and to the designated authorized payer(s) email address when a bill is generated. The billing notification will provide instructions on how to view the bill online through SMUpay. If notification is not received two weeks prior to the due date, the student and/or designated authorized payer(s) should contact the Office of the University Bursar.

Payments made in person or mailed must be received by the Office of the University Bursar, located on the first floor of the Laura Lee Blanton Student Services Building, no later than 4 p.m. Central Time on the payment due date. Payments made online via electronic check or credit card must be posted no later than 11:59 p.m. Central Time on the payment due date. Students and/or those paying on behalf of students who pay online automatically receive an electronic confirmation of payment; students and/or designated authorized payer(s) paying through other methods can also verify receipt of payment online.

Students enrolling after the payment due date must pay at the time of enrollment. Students whose accounts are not cleared by the payment due date will become delinquent and financial holds placed, preventing from registering for future terms, obtaining official transcripts or receiving a diploma. Also, after the monthly payment due date has passed, a 1.5 percent past due fee will be assessed on the unpaid student and/or miscellaneous account each month until the balance is paid. The enrollment of students whose accounts remain unpaid after the payment due date may be canceled at the discretion of the University. Students are individually responsible for their financial obligations to the University.

All refunds except federal parent PLUS loans, prepayment accounts, the SMU Monthly Payment Plan and international wires will be made payable to the student. A credit card payment will only be refunded to the student if the other refundable credits or loans applied to the account. International wires will be refunded by wire to the originating wire account less a \$35 wire-processing fee. The parent PLUS loan borrower can request the refund to be processed to the student by submitting a UG Parent PLUS Loan Refund Release form, located on the Bursar website. If the refund is issued by check, the student may request, in writing, that the refund be sent to another party.

Any outstanding debts to the University that include Title IV funds must have an Authorization to Credit Account (ACA) form and/or an Authorization to Credit Account Parent (ACAP) form on file in order to transfer funds to cover current award year debts. Students need to sign the ACA form electronically; both the federal parent PLUS borrower and the student need to sign the ACAP form electronically.

Any outstanding debts to the University that do not include Title IV funds will be deducted from the credit balance prior to issuing a refund. All other debts should be paid directly by the student.

A student whose University account is overdue or who in any other manner has an unpaid financial obligation to the University may be denied the recording and certification services of the Office of the Registrar, including the issuance of a transcript or diploma, and may be denied readmission until all obligations are fulfilled. The Division of Enrollment Services may stop the registration, or may cancel the completed registration, of a student who has a

delinquent account or debt. The University will charge a \$50 collection processing fee (identified as "Recovery Select Fee" on the account), in addition to any other past due fees, to the account at the end of the term for unpaid balances. The unpaid account may be sent to a third party, collection company or an attorney, for collection. The student will be responsible for any costs (including but not limited to collection fees) associated with attempting to collect the monies due and owing. If a lawsuit is filed to recover an outstanding balance, student will be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. A collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee may be calculated at the maximum amount permitted by applicable law but not to exceed 50 percent of the amount outstanding. The delinquent account may be reported to one or more of the national credit bureaus. Matriculation in the University constitutes an agreement by the student to comply with all University rules, regulations and policies.

Applications for financial assistance should be submitted well in advance of registration in accordance with recommended filing dates set forth by the Division of Enrollment Services, Office of Financial Aid. Applications received after the recommended deadline can expect a delay in application processing time due to the increased volume. This will ultimately delay disbursement of financial aid to the student account. Students and families are expected to clear all billed charges by the published billing due dates regardless of the status of their financial aid application. Any funds that disburse to the student account after the payment due date has passed, will be applied to any outstanding charges first. Remaining financial aid funds will be refunded to the student.

During the registration process, students will be prompted to read and agree to the Student Rights and Responsibilities, which provides information regarding financial rights and obligations, SMU's Honor Code, the Code of Conduct, and the student appeals and complaints process.

Students who elect to register for courses outside of their school of record will pay the tuition rate of their school of record.

Tuition Refunds for Withdrawal from the University

No refunds of tuition or fees will be considered without an official withdrawal. Policies for official withdrawal, including medical and mandatory administrative withdrawal, are found under Withdrawal from the University in the Enrollment and Academic Records section of this catalog.

Medical withdrawals and mandatory administrative withdrawals allow a prorated refund of tuition and fees and must be initiated through the Office of Student Success and Retention for undergraduate students; graduate students go through the academic adviser or academic Dean's office.

Reduction of tuition and fees, when applicable, is determined by the effective date of the withdrawal and is based on the schedule listed in the *Financial Information Bulletin* and the SMU Bursar website.

Financial aid implications of withdrawing from the University

Federal regulations require schools to adjust financial aid when a student officially withdraws from the University before completing 60% of the term. Financial aid is reduced to a pro-rated amount based on the amount of time the student was enrolled in classes in that specific term, thus "earning" financial aid proportionate to the amount of time enrolled. The "unearned" portion of aid will be returned to the funding source. Students completing 60% or more of a term are considered to have earned 100% of their financial aid for that term. This federally mandated calculation is completely independent of university's refund policies for withdrawals and may require a reduction in financial aid even if there is no reduction in tuition charges. The end result could create a substantial student account balance after the withdrawal is processed. For this reason, students are strongly encouraged to contact their financial aid adviser, before initiating a withdrawal, to discuss the financial implications of withdrawing. For additional information on the University's tuition refund policies, see the SMU *Financial Information Bulletin* or the University Bursar's website. Information on the implications of withdrawing on your financial aid can be found on the Office of Financial Aid website. Due to the assessment of student accounts by multiple offices, cancellations and withdrawals can take up to 45 days to be processed.

Payment Plan Options

SMU Monthly Payment Plan

SMU offers several payment plan options to assist students and families. Refer to the Bursar's website for detailed payment plan information: www.smu.edu/EnrollmentServices/bursar/Payments/PaymentPlanOptions.

Fall and Spring Term payment plans are available in 6-month and 5-month formats. The summer payment plan is three months. Payment plan options are not available for short terms including JanTerm, May Term and August Term.

SMU Prepayment Plan

The SMU Prepayment Plan (a single payment up front for all terms) allows families to avoid the effects of tuition and fee increases by paying for two, three or four years in one single payment at the current rate of tuition and fees for an undergraduate full-time (12-18 credit hours) student. It covers Fall and Spring terms only. Questions should be addressed to LeaAnn Palya at lpalya@smu.edu.

Student Financial Aid

Scholarships, Grants and Other Aid

SMU strives to provide financial assistance to any admitted student who demonstrates financial need as determined by the Free Application for Federal Student Aid (FAFSA, fafsa.gov) and CSSProfile (cssprofile.collegeboard.org).

Approximately three out of every four students receive aid from one or more federal, state or institutionally based assistance programs. Students seeking federal and state financial aid must file the Free Application for Federal Student Aid at www.studentaid.gov. Texas residents who do not qualify to file the FAFSA may qualify for assistance through the State of Texas by filing the Texas Application for State Financial Aid (TASFA). All students are considered for SMU merit-based scholarships at the time of admission.

In addition to available federal and state aid programs, SMU offers several merit scholarships and grant programs to students who meet the following specific criteria:

- High academic accomplishments or achievement in the arts.
- National Merit finalists and International Baccalaureate Diploma recipients.
- Dependent children and spouses of ordained United Methodist ministers engaged in full-time, church-related vocations. (Additional application required.)
- Texas residents.

Primary consideration for merit scholarships and need-based financial aid will be given to the following:

1. Entering first-year students who
 - a. Complete the SMU admission application, with all supporting materials, by January 15.
 - b. File the FAFSA (www.studentaid.gov) and the CSSProfile by November 1 for Early Decision/Early Action, or by February 15 for Regular Admission. (The FAFSA is required for federal and state need-based aid consideration; the FAFSA and CSSProfile are both required for consideration for Institutional need-based aid.)
 - c. Complete the online SMU Application for Scholarships. Instructions to complete the online application will be emailed to the student after submission of the admission application.
2. Transfer students who
 - a. Complete the admission application, with all supporting materials, by June 1.
 - b. File the FAFSA and the CSSProfile by June 1. (The FAFSA is required for consideration for federal need-based aid; the FAFSA and CSSProfile are both required for consideration for Institutional need-based aid).

3. Continuing students who

- a. File the FAFSA or the FAFSA Renewal and the CSSProfile no later than April 15 to receive priority processing. Applications received after April 15 will be processed on a first come, first served basis.

Additional information is available from Division of Enrollment Services, Southern Methodist University, PO Box 750181, Dallas, TX 75275-0181; 214-768-3417; enrol_serv@smu.edu; www.smu.edu/enrollmentservices/financialaid.

Satisfactory Academic Progress Requirements for Federal, State and Institutional Financial Aid Eligibility

In accordance with the Higher Education Act of 1965, SMU enforces the minimum Satisfactory Academic Progress requirements for students receiving federal, state, and institutional based financial aid.

Students must meet the following minimum requirements for satisfactory academic progress which is measured annually after the spring term grades have been posted.

1. Qualitative Measure/Grade Point Average. A minimum cumulative GPA of 2.000 or higher, which is the standard for graduation at SMU. Scholarships may carry a higher GPA requirement. Please refer to your scholarship renewal requirements for more information.
2. Quantitative Measure/Completion Rate: Students must maintain a 75 percent completion rate. This measurement is calculated by dividing the total number of hours completed by the total number of hours attempted.
3. Program Time and Term Limits: The total number of hours attempted cannot exceed the total number of hours required to earn the degree by more than 150%. In addition, the total number of terms attended cannot exceed the total number of terms required to earn a degree by more than 150%. Students exceeding 150% no longer qualify to receive federal, state or institutional aid.

Students who fail one or more of these measurements are flagged as ineligible for financial aid. Please note, scholarship recipients may be required to maintain a standard of academic progress that exceeds the minimum requirements for other forms of aid. Questions related to specific scholarship requirements can be directed to the Division of Enrollment Services.

Students who fail to meet these minimum requirements and are no longer eligible to receive aid may re-establish eligibility by increasing academic performance to a satisfactory level or by submitting a written appeal to the Office of Student Financial Services.

Financial Aid Appeals

Academic Progress Appeal: A student who does not meet the minimum requirements listed above may submit an appeal to re-establish eligibility on a temporary or probationary basis. To initiate an appeal, the student should contact their Financial Aid Adviser. Additional information can be found online at: <https://www.smu.edu/EnrollmentServices/financialaid/TypesOfAid/SatisfactoryAcademicProgressRequirements>.

Special Financial Circumstances Appeal: A student who faces unusual circumstances that have a direct impact on their ability to pay for educationally related expenses may submit a Special Financial Circumstances Appeal. The Office of Student Financial Services reviews each appeal case-by-case in accordance with guidelines provided by the U.S. Department of Education. To initiate such an appeal, the student should contact their Financial Aid Adviser. Additional information can be found online at: <https://www.smu.edu/EnrollmentServices/financialaid/Process/Appeals--Due-to-Special-Circumstances>.

Veterans Benefits and Certification

Certifications for veterans' benefits are managed by the Office of the University Registrar. Information regarding the certification process is available in the Enrollment and Academic Records section of this catalog, as well as the www.smu.edu/EnrollmentServices/Veterans website.

Student Life and Housing

The Division of Student Affairs

The Division of Student Affairs (www.smu.edu/studentaffairs) creates and supports a robust student experience and forges strategic partnerships to best serve the entire SMU community. As educators and scholar-practitioners, we create purposeful learning and leadership opportunities for students to clarify and develop their knowledge, values, skills, and identities – challenging each to become a world changer. The Division of Student Affairs comprises different organizational units that each provide unique educational and support resources for students during their time at SMU.

Student Center and Activities

The mission of Student Center and Activities is to foster experiences and create spaces encouraging students to discover their interests and find a sense of belonging through involvement. Research shows that students who get involved, regardless of the type of activity, tend to be more successful during their college experience. Student Center and Activities supports more than 200 opportunities for SMU students through academic and professional associations, campus programming boards, community service coalitions, governing boards, honor societies, multicultural organizations, political clubs, club sports, religious organizations, and special interest groups. Professional staff are available to answer students' questions about getting involved and student organization operations.

Additional information is available online. This includes a list of student organizations searchable by type or interest, membership requirements, contact information and event calendars. Student Center and Activities can also assist students in forming a new organization. To learn more visit connect.smu.edu.

Eligibility Requirements. Students who hold office in a student organization or represent the University as a member of a sponsored campus group (Mustang Band, Alternative Breaks, etc.) must be matriculated in a University degree-granting program, maintain a minimum 2.0 GPA, and may not be on academic probation.

Leadership

Leadership Programs at SMU is home to a variety of opportunities for Mustangs to further grow as leaders! If students want to make a difference on the Hilltop and learn about themselves in the process, Leadership Programs is the answer! Learn more at www.smu.edu/leadershipprograms.

Student Senate

Through SMU's system of representative governance, students participate with faculty and administration in the University's decision-making process. The primary voice of students in this process is the student-elected Student Senate comprised of senators, committee chairs, general members, and student body officers.

Hughes-Trigg Student Center

www.smu.edu/htrigg

The Hughes-Trigg Student Center (HTSC) sits in the heart of SMU's main campus creating community space for Mustangs to eat, socialize, plan organizational activities, study, and hang out. Recently renovated, HTSC features inviting communal spaces and design elements showcasing Mustang spirit and pride with modern conference and meeting rooms outfitted with user-friendly technology. The Student Center staff strives to provide a safe and community-focused environment to meet the diverse needs of all individuals. HTSC also offers inviting food options, a post office, ATM, Copy Central, Parking & ID Card Services, ablution rooms for our Muslim students' prayer preparation, and office and meeting space for student organizations.

Fraternity and Sorority Life

www.smu.edu/fsl

Fraternities and sororities exist to develop an individual's potential through leadership opportunities and group effort. These groups also provide a social network for students at SMU. Fraternities and sororities were among the first organizations at SMU and are one of SMU's longest standing traditions. The governing bodies for these groups are the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and the Panhellenic

Council. Students must meet the requirements as indicated in the SMU Student Handbook (Policies Pertaining to Social Fraternities and Sororities, section 1.02(b), and/or other council and fraternity and sorority life requirements) to be eligible to join a fraternity or sorority. More details on fraternity and sorority programming and recruitment are available from the Office of Fraternity and Sorority Life.

Orientation Programs

Through a three-step orientation, students connect to the SMU academy, spirit, people, campus, and community. This connection to SMU occurs through Mustang StartUp, Stampede, and First 5. Mustang StartUp takes place during the months leading up to a student's first semester and includes completing online Campus Life modules, meeting virtually with an academic advisor prior to completing course registration, and connecting virtually with incoming students and student leaders. Stampede is an extended orientation experience including everything from Kick Off to Convocation occurring just prior to the start of classes. First 5 guides students through the first five weeks at SMU and helps ensure students make a smooth transition into life as a Mustang. Learn more at www.smu.edu/newstudent.

Mustang Band and Spirit Groups

The Division of Student Affairs houses the spirit and traditions of SMU including the Cheer Squad, Mustang Band, Peruna, and Pom Squad.

Mustang Band. Founded in 1917, the Mustang Band was named the "Best College Marching Band" in Texas in Kirk Dooley's Book of Texas Bests. Long known as "the hub of SMU spirit," the band represents the University at football and basketball games, produces the Pigskin Revue during Homecoming and performs at special University- and community-related events. Membership is open to all SMU students by audition, regardless of major and scholarships based on need and ability are available.

Rotunda Yearbook. For over 100 years, the Rotunda Yearbook has chronicled the history of Southern Methodist University. Named in December 1915 after the architecture of Dallas Hall, the Executive Council of the Student Association voted for the annual's name after seven different students suggested it. From its beautiful art to captivating themes, the Rotunda has evolved with the times, earning national awards and recognition from the Associated Collegiate Press (ACP) and Columbia Scholastic Press Association (CSPA).

Spirit Squads. Members are full-time students who dedicate their time, energy, and athleticism to support Mustang Athletics.

The Cheerleading Squad is a highly competitive team consisting of 20 to 30 young men and women. Twenty of the team's members compete at NCA College Nationals held in Daytona Beach, Florida where the squad placed first in 2016, 2017, 2018 and 2021.

The Pom Squad is well known for their energetic performances and their ability to entertain a crowd. The dancing style of the team includes jazz, pom, and hip-hop.

Peruna IX (2011-PRESENT) is the beloved mascot of the university and is accompanied by Peruna handlers that lead him across the field during football games. The Human Peruna Mascot is the costumed hero that represents SMU, and is a traditional accessory to Peruna IX.

Student Advocacy and Support

www.smu.edu/studentsupport

The Office of Student Advocacy and Support is dedicated to working collaboratively to assist students in navigating challenges that impede academic and personal success. We connect students to resources, advocate, and educate the greater SMU community to create a safe, caring, and enriching environment. Programs and initiatives within the office are designed to meet students where they are and promote knowledge of resources, holistic health, and self-advocacy.

Caring Community Connections. The Caring Community Connections (CCC) program is a resource for anyone in the SMU community to refer students who may be experiencing academic, personal, emotional, financial, or other challenges. Once a referral is received, students are contacted to discuss these concerns and strategize appropriate

resolutions. These resolutions may include referrals to resources, assistance navigating university processes, or direct advocacy to address the concerns. Whether a student is concerned about a peer or themselves, the CCC program is available to assist.

The Shop. Student Advocacy and Support is proud to partner with SMU Libraries to host an on-campus food pantry, called The Shop, for students who may be experiencing food insecurity. The Shop is located in Fondren Library and provides access to perishable and non-perishable food, as well as basic essentials at no cost to students who are in need. To access The Shop, please visit the Fondren Library main desk.

Parent and Family Programs. The Office of the Student Experience supports a variety of initiatives that equip parents and families with resources on how to best support their students throughout their time at SMU. Our office supports the SMU Mothers' and Dads' clubs, welcomes and supports new students and families during orientation, and provides ongoing communication to keep families of all students informed and engaged. Learn more at www.smu.edu/parents.

The Office of Student Advocacy and Support also provides training, presentations, and consultation to the campus community regarding recognizing and responding to signs of distress. Faculty, staff, students, parents, and families are encouraged to reach out regarding resources available through the office.

Student Conduct and Community Standards

www.smu.edu/studentconduct

The Office of Student Conduct and Community Standards, (www.smu.edu/studentconduct), promotes community, scholarship, and civility by holding students accountable to the Student Code of Conduct and the Honor Code. The University expects all students to be responsible citizens and to abide by all federal, state, and local laws. The University Code of Conduct applies to students both on and off-campus, including travel on University-sanctioned trips. Students traveling on University-sanctioned trips are representing Southern Methodist University and are expected to make responsible decisions regarding behavior so that they maintain appropriate standards of conduct at all times. It is the University's expectation that students will avoid behaviors such as, but not limited to, the misuse of drugs and alcohol, dishonesty, gambling, hazing, or behavior that endangers or threatens to endanger the health and safety of any person.

All SMU undergraduate students and graduate students with the exception of those enrolled in the Schools of Law, Theology, Business, or Education are subject to the Honor Code and as such are required to demonstrate an understanding of and to uphold the Honor Code. Honor codes for graduate students enrolled in the Cox School of Business, Dedman School of Law and Perkins School of Theology are explained in their graduate catalogs.

Intellectual integrity and academic honesty are fundamental to the processes of learning and evaluation of academic performance; maintaining them is the responsibility of all members of an educational institution. The inculcation of personal standards of honesty and integrity is a goal of education in all the disciplines of the University. Academic dishonesty includes plagiarism, cheating, academic sabotage, facilitating academic dishonesty, and fabrication. Plagiarism is prohibited in all papers, projects, take-home exams, or any other assignments in which the student submits another's work as being his or her own. Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Academic sabotage is defined as intentionally taking any action that negatively affects the academic work of another student. Facilitating academic dishonesty is defined as intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code. Fabrication is defined as the intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred or referred to the Honor Council for resolution. Suspected violations reported to the Honor Council by a student or by an instructor will be investigated and, if the evidence warrants, a hearing will be held by a board composed of a quorum of four members of the Honor Council.

Clear disciplinary procedures are an important part of the mission of SMU as an educational institution. The intent of the system of due process at SMU is to be educational and not merely punitive for students. The goal continues to be to produce quality citizens. The purpose of the conduct review process is to encourage personal responsibility.

Depending on the degree of misconduct, a student may be subject to sanctions ranging from an informal warning to expulsion from the University. In addition, a student may be assigned educational sanctions designed to promote personal growth and development.

To ensure fairness and due process for all students in the conduct process, students are granted the right to request an appellate review from the University Conduct Council. The grounds for appeal are as follows:

1. Clearly erroneous findings of fact;
2. Significant procedural irregularities that denied the respondent a fair hearing;
3. Substantial new relevant evidence not available at the time of the hearing;
4. Sanction is unreasonably harsh.

For the most current information, refer to the online version of the SMU Student Handbook. It is every student's responsibility to read and be fully aware of all campus rules and procedures.

Women and LGBT Center

www.smu.edu/womenandlgbtcenter

The Women and LGBT Center works to increase awareness and understanding of gender, sexuality, and women's issues on campus through social, cultural and academic programming and outreach. We provide empowering spaces for students to develop as leaders through purposeful learning, educational, and advocacy opportunities. We also advise, support, and develop student organizations focused on gender, sexuality, and women's issues. Some of the organizations we advise include the Feminist Equality Movement, Women in Science and Engineering, and Spectrum: the lesbian, gay, bisexual, transgender, and ally organization. Also housed in the center is the SMU Women's Symposium (www.smu.edu/womensym), which is part of the Education of Women for Social and Political Leadership series, established in 1966.

Office of Social Change and Intercultural Engagement

The Office of Social Change and Intercultural Engagement exists to connect students with opportunities to engage with and learn from the SMU campus, Dallas community, and beyond. The office prioritizes advocacy and awareness through immersive community engagement experiences and social justice education. There are two major functional areas of the office: community engagement and intercultural engagement.

The community engagement side of the office has signature service programs including The Big Event, Mustang Heroes, and Alternative Breaks—which provide students the opportunity to participate in immersive service experiences in Dallas and throughout the United States. The office also provides consulting services to individuals, classes, and offices to help connect them to meaningful and educational community engagement opportunities.

In addition, the office sponsors intercultural engagement and social justice education programs to provide opportunities for the exchange of ideas and experiences that enhance student perspectives, and offers various leadership opportunities through culturally based student organizations, student coordinator positions, and the CONNECT Mentoring Program.

For more information about our programs, please visit www.smu.edu/socialchange.

Health Services

www.smu.edu/healthcenter

The Dr. Bob Smith Health Center provides SMU students with campus access to quality, comprehensive and student-centered medical care, dental services, mental health services, and outreach programs designed to promote students' health and wellbeing. The 33,000 square foot state-of-the-art clinic facility is centrally located on campus at 6211 Bishop Boulevard. The Health Center is certified by the Accreditation Association for Ambulatory Health Care (AAAHC) for meeting rigorous nationally recognized standards and committing to delivering the highest quality of care.

Medical Services. The Dr. Bob Smith Health Center provides a wide range of health services allowing students to receive primary care on campus. Services available include the treatment of acute illnesses, care of injuries, minor medical procedures, physical exams, women's health, lab tests, vaccinations, allergy injections, and dermatology.

The clinic maintains its own in-house medical laboratory, pharmacy, X-ray imaging and diagnostic equipment, and a part-time sports medicine clinic. For appointments and health information, students may call 214-768-2141 or visit www.smu.edu/healthcenter.

Acute/After Hours Care. Students should call 911 for immediate response to life-threatening injuries or illnesses. For other urgent concerns after clinic hours, students should seek a local hospital or urgent care center. A listing of several hospital emergency rooms and after-hours urgent care facilities is provided for general reference on the Health Center website (www.smu.edu/healthcenter). Students may also call the Health Center (214-768-2141) and select the option to speak either to a nurse or an on-call counselor.

Costs. The Health Services Fee, which is included in general student fees, covers routine medical visits and counseling appointments at the Health Center. Charges are assessed for lab testing services, x-rays, immunizations, medical supplies, pharmacy and dermatology. Claims for services incurring a fee are filed for students participating in the SMU Student Health Insurance Plan. Students with other insurance plans may request an itemized receipt in order to submit a claim for insurance reimbursement. The Pharmacy files claims for most insurance plans.

Mandatory Health Insurance Policy. SMU students are required to maintain insurance coverage as a condition of their enrollment. The University offers the SMU Student Health Insurance Plan (SHIP), which is administered by the Health Center's Student Insurance Office. The plan provides coverage at a reasonable cost for health care in the U.S. Information is available at www.smu.edu/healthinsurance. Domestic students taking nine or more credit hours and international students taking one credit hour or more are automatically enrolled in the Student Health Insurance Plan (SHIP) each semester unless they expressly waive coverage in their my.smu account. Information about the waiver deadline and waiver process is available online at smu.edu/healthinsurance. Domestic students taking between four and eight credit hours are eligible to enroll in the Student Health Insurance Plan on a voluntary basis. The University also makes an optional dental plan available to SMU students.

Pharmacy. A full-service pharmacy is conveniently located in the Dr. Bob Smith Health Center to meet students' prescription needs from 8:30 a.m. to 5:00 p.m., Monday through Friday. The pharmacy is in network with most insurance plans. Prescriptions and refills may be transmitted directly to the pharmacy from the student's physician. The pharmacy offers a full range of prescription and over-the-counter medications and stocks a small retail area with various everyday items like groceries, snacks, ready-to-eat food products, toiletries and soft drinks.

Texas state law requires all new students entering an institution of higher education under the age of 22 to provide proof of immunization for bacterial meningitis. The meningitis vaccine or a booster dose must have been received during the five-year period prior to enrollment and not less than ten days before the start of classes. Students seeking exemption from this requirement due to health risk or conscience, including religious belief, should see the second page of the SMU medical history health form. More information is found under Final Matriculation to the University in the Admission to the University section of this catalog.

All required immunizations may be obtained at the Health Center.

Class Absence Due to Illness. The Health Center does not issue excuses from classes for illness. Students print out their list of appointments from the student portal as evidence of their appointment. Please refer to the Health Center website (www.smu.edu/healthcenter) for the Class Excuse Policy.

Confidentiality and Privacy. Confidentiality and privacy of student health information is of paramount importance at the Dr. Bob Smith Health Center. The Health Center follows all applicable state and federal laws related to the disclosure of medical and mental health information, and ascribes to the highest professional standards of care and privacy. All student-patient health service records are confidential. No information about a student may be released to any third party without the student's written permission.

Release of Medical Information. Patient health information and medical records are released only with a written release by the student. Students may sign a release allowing the Health Center to provide specific medical information with their parents, significant others or health care representatives.

Counseling Services. The Health Center provides crisis intervention, individual and group therapy, psychiatric evaluation and counseling referrals for SMU students. Use of all services is voluntary and strictly confidential.

There is no charge to students who have paid the University health services fee. Students can seek support for concerns such as anxiety, depression, relationships, career/life planning, sexual identity, eating/body image and sexual assault/sexual harassment. Alcohol and drug prevention is a free and confidential source of help and information to the SMU community, covering issues related to substance abuse and addiction. Any laboratory tests or pharmaceuticals ordered will be charged to the student. For more information regarding scheduling appointments, students should call 214-768-2277 or visit www.smu.edu/counseling.

Dental Services. The Campus Smiles Dental Office, located on the first floor of the Dr. Bob Smith Health Center, offers comprehensive dentistry. They accept most dental insurance plans. The office is 214-76TEETH (214-768-3384).

Office of Wellbeing

The Office of Wellbeing aims to create a living and learning environment in which people can reach their full potential. Our approach is proactive, uses various strategies and focuses on the whole person. We do this through programs (workshops, classes, outreach events) and infusing wellbeing into the everyday operations of the University.

We believe in the power of peer-to-peer education. The Student Wellness Champions are a diverse, well-trained group of students who empower their peers to make informed decisions regarding their wellbeing. They facilitate dynamic, interactive wellbeing-focused outreach within the Residential Commons and the campus community. The Student Wellness Champions focus on all aspects of wellbeing including mental health, nutrition, relationship health, fitness, substance use education, among others.

Outreach to the campus community providing substance use education and programming is an integral piece of our work. We also support students who have met challenges with their substance use through counseling, education and various other supports. Additionally, we provide a space for students in Recovery to interact and find community in a college environment.

Campus Recreation

The Department of Campus Recreation engages the SMU Community in physical wellbeing activities by providing premier facilities, programs, and services. Experience Campus Recreation in a variety of ways that fit your schedule and fitness goals.

Dedman Center for Lifetime Sports. The Dedman Center for Lifetime Sports is home to 170,000 square feet of recreational space that includes aerobic studios, an indoor running track, basketball courts, volleyball courts (indoor and outdoor), racquetball courts, a climbing wall, a bouldering wall, a 25-yard recreational pool with five lanes, 15,000 square feet of fitness and weight equipment. The Dedman Center for Lifetime Sports serves SMU students, faculty, staff and the community.

Fitness. SMU Fitness offers group exercise classes and personal training sessions. Group X classes are offered throughout the day to accommodate a variety of schedules. Different types of cardio, strength and flexibility classes are available. Experienced and knowledgeable personal trainers offer sessions to train members of the University community, either one-on-one or in groups, to meet their personal fitness goals. Group X classes are free to all members while one-on-one and group personal training sessions include a fee.

Intramural Sports. Many opportunities for team and individual competition are available through intramural sports. The five major sports are flag football, sand volleyball, basketball, soccer, and wiffleball, in addition to many other sports. Additional leadership opportunities are available for those interested in officiating or supervising various activities.

Outdoor Adventures. SMU Outdoor Adventures (OA) is the campus source for outdoor recreation and adventure, offering fun and challenging recreational adventure activities, community-building programs, and student leadership and personal growth opportunities. Students can sign up for SMU OA trips offering traditional and non-traditional outdoor adventure pursuits such as backpacking, rock climbing, caving and canoeing. SMU OA manages the SMU Climbing Center, the indoor climbing and bouldering facility and the Portable Challenge and Team Development course.

Sport Clubs. Sport Clubs offer an opportunity for students interested in concentrated training and participation in a sport. These recognized student organizations offer competition with other university/college club teams in baseball, Esports, golf, ice hockey, men's and women's lacrosse, polo, rugby, men's and women's soccer, tennis, men's rowing, triathlon, ultimate Frisbee, men's and women's volleyball, powerlifting, and spikeball.

Campus Recreation hosts an app through the android and apple stores to offer our members a direct connection to registers for a program, learn facility hours, or find more information about what we offer. Our mobile site recsports.smu.edu provides a similar experience. Finally, you can learn more about all Campus Recreation offerings here: www.smu.edu/recsports.

Residence Life and Student Housing

www.smu.edu/housing

Mission: Residence Life and Student Housing fosters the foundational SMU experience where each student belongs, learns, and connects through their residential community. We make campus home.

Residence Life and Student Housing (RLSH) offers four primary types of campus housing options to SMU students: our signature Residential Commons, service house, fraternity housing, and upper division housing.

Living and Learning in the Residential Commons

At SMU, we are transforming the residential life model for students through our Residential Commons program, which integrates the academic, residential, and social experience. Living in one of the 11 on-campus Residential Commons during your first two years at SMU, you'll find it's easier to make friends and transition smoothly to university life in a supportive environment. Living and interacting with students from across the United States and the world enriches you and prepares you to be a world changer in today's global society.

Community Expectations and Standards

SMU works collaboratively with students to create and maintain an atmosphere that promotes academic success, personal growth, and social awareness. Safety and security are shared responsibilities among residents and the University. Strong communities require participation and cooperation from every resident. As a member of your community, you assume responsibility for what you do, including showing courtesy to others and respect for property. Our policies and Community Standards, given to all residents at check-in, outline reasonable expectations for conduct. We trust that all residents will make choices that promote a strong community and uphold these standards. Those who do not will be held accountable for their actions.

Learning in Community

Student interactions and learning experiences outside of class are an important part of the whole college experience, to this end, each commons has a team of faculty and staff who work together to create a community with an academic focus and social opportunities. The team includes these members:

- **Faculty in Residence:** Each Residential Commons has a Faculty in Residence who is a well-established SMU professor who lives in his or her Residential Commons and serves as the academic leader in the community. FiRs help elevate the intellectual environment by hosting planned events and participating in impromptu discussions. A true member of the community, the FiR lives and works in his or her commons.
- **Residential Community Director:** The RCD is a full-time professional with a master's degree who is experienced in residence hall living and student life issues. Your RCD is responsible for the overall management of a Residential Commons, including supervising the Resident Assistant Staff, coordinating programs, supervising student conduct and advising the Community Council.
- **Resident Assistants:** RAs are students who work to foster a sense of community. The RA on your floor is a valuable resource for help in problem solving, conflict mediation and your transition to the University. They coordinate social and educational programs, facilitate hall and campus involvement and assist with the overall management of the residence.

Leadership Opportunities

Each residential community has a Community Council to help coordinate activities. Most Community Councils have committees that work with the Faculty in Residence and Residential Community Director to help build a strong

sense of belonging within the commons. By serving on a committee, you can help plan and enjoy a variety of group activities, such as the Res Commons Olympics, Commons dinners, and cultural events.

The Housing Unification Board (or HUB) is the governing body of all residential communities and is open to all students affiliated with a Residential Commons or upper division housing.

Each student living on campus will:

- Experience opportunities to explore their personal values, beliefs, and aspirations. (Global Citizenship - Personal Congruence)
- Appropriately advocate for themselves and others. (Social Responsibility - Amplified Capacity - Holistic Wellness)
- Develop cultural intelligence and an appreciation of diversity. (Global Citizenship - Amplified Capacity - Personal Congruence)
- Feel a sense of belonging to and support from their residential community. (Holistic Wellness - Social Responsibility - Personal Congruence)
- Positively contribute to and understand their impact on community. (Courageous Leadership - Global Citizenship - Social Responsibility - Amplified Capacity)
- Develop leadership through formal and informal roles. (Courageous Leadership - Personal Congruence)
- Engage with faculty outside of the classroom. (Holistic Wellness - Amplified Capacity)

Hegi Family Career Development Center

www.smu.edu/career

The Hegi Family Career Development Center at SMU is dedicated to serving the needs of SMU students and alumni and assisting employers in reaching qualified candidates from SMU. The Career Development Center staff guides and encourages students and alumni in the development of skills necessary for lifelong career management and offers opportunities for employers to recruit students through campus events and online resources. At Hegi, the staff cares about helping students develop into well-rounded individuals, and is dedicated to values of consistency, authenticity and commitment to excellence.

Career Drop-in Hours. The Career Center offers 15-minute drop-in sessions on a first-come, first-served, basis. In these sessions, students can discuss career options or get help editing a resume. Additional information is available on our website at www.smu.edu/career.

Career Counseling Appointments. The Career Center also provides opportunities for career counseling appointments with a staff member. These longer sessions can help students navigate more complex issues, including major exploration, career exploration, professional skill building, and more.

Student Career Consultants. Student Career Consultants are highly trained student leaders who help fellow students navigate the career development process, including assisting with drop-ins, editing cover letters and resumes, and representing Hegi at campus events.

Career Development Ambassadors. CDA is a student organization designed to provide career development opportunities on the SMU Campus. CDAs organize events for the SMU community, which inspire engagement in the career development process, develop students' career tools, and provide networking opportunities.

Hegi Career Leaders. Hegi Career Leaders is an advanced professional development program for students who are interested in getting a jump start on their career journey. Students in this program have career development requirements to fulfill each semester. Hegi Career Leaders also have access to exclusive networking opportunities, special workshops, and additional resources that are available only to this group. Accepted students have the opportunity to complete up to four years of the program, but the program is completed in one-year increments. Each year they complete will build on the previous ones and focus on additional skills and career milestones. We recommend students begin their freshman year, so that they are as prepared as possible upon graduation! We work with students on topics such as choosing a major/minor, building their resume, researching industries and companies, writing cover letters, interviewing, networking, creating an elevator pitch, building their professional brand, job/internship searching, salary negotiation, graduate school applications, and more.

Board Fellows Program. Our SMU Board Fellows Program is a partnership between the Hegi Family Career Development Center and the Office of Social Change and Intercultural Engagement which places students as non-voting members on nonprofit boards. This career development and community engagement opportunity offers a unique experiential learning and career development opportunity, successfully promotes student learning and intercultural engagement, and allows students to grow their professional and leadership skills while learning in a positive environment with seasoned professionals and involved community members.

Experiential Learning. Want to learn more about an industry, company or specific job? Experiential learning is the best way to do so. Below are some easy ways to get connected:

- **Lunch 'n Learns:** Meet an employer in an informal setting to learn about their career journey.
- **Employer Site Visits:** Shadow professionals and SMU alumni for the day and learn about their career path and what they do professionally through on-site corporate visits.
- **Informational Interviews:** Have a conversation with an alum and/or employer to build your network and learn about their education and career path.

Employer Events. Our Office cultivates meaningful relationships with organizations and employers who are invested in networking with dynamic, talented and skilled SMU students. Throughout the year, the Career Center hosts 2-4 Career and Internship Fairs, along with a host of Employer Industry Panels, Company Information Sessions and Industry Training and Development Workshops. These events offer students an opportunity to work with employers and alumni and to learn the skills necessary to be successful in the workplace.

Office of the Chaplain and Religious Life

www.smu.edu/chaplain

Southern Methodist University's Office of the Chaplain and Religious Life seeks to create an inclusive community that celebrates intellectual curiosity about religion and spirituality, nourishes ethical decision-making, cultivates deep spiritual exploration and supports faithful living. We promote moral and ethical leadership development and offer pastoral care and formational education opportunities for students, faculty and staff across SMU's religiously diverse community. Rooted in the Methodist tradition, the Office of the Chaplain and Religious Life enhances the educational mission of the university through programming and services that celebrate religion and spirituality and integrate the life of the mind and the life of the spirit.

Centered in the biblical command to do justice, love mercy, and walk humbly with the God, the Office of the Chaplain and Religious life provides avenues for students, faculty and staff to practice their religious tradition, deepen spiritual practices, and live out their faith as world changers. Regular worship, prayer, and Shabbat services, as well as thriving religious life organizations offer learning and communities of belonging. A full list of our diverse religious life organizations can be found on the religious life website.

Chaplains and OCRL programs offer students a community of belonging that nurtures spiritual and mental health and encourages students to grow in wisdom and knowledge to be faithful, ethical leaders in the world. Chaplains are available for personal conversation and spiritual direction with students, faculty, and staff by appointment. The Office of the Chaplain is located on the upper level of the Hughes-Trigg Student Center.

Residence Accommodations

The University prides itself on offering a full living and learning experience for its resident students. The mission of the Department of Residence Life and Student Housing is to foster the foundational SMU experience where every student belongs, learns, and connects through their residential community. To this end, RLSH seeks opportunities to promote an intellectual culture in SMU's residential communities that complements an already flourishing campus social culture. RLSH is responsible for residence halls, 11 Residential Commons, and 10 SMU-owned Greek chapter houses. This responsibility includes making sure that facilities are well maintained and that students have opportunities to grow personally and excel academically.

Housing Policy for All Students

All incoming first-year undergraduate students are required to live on campus during their first two years at SMU. Exceptions may be granted on the basis of a personal hardship at the discretion of the dean of RLSH to those

students from Dallas/Fort Worth who live with a parent or legal guardian in the primary residence of the parent or guardian. For housing purposes, the *two years* means the first two years of college. Incoming transfer students do not have a housing requirement but may apply for housing on a space-available basis. For 2023-2024, 3rd and 4th year students are not required to live on campus but may apply on a space-available basis.

Applications for Residence

Applications for on-campus housing for new undergraduate students are accepted after a student has been admitted to the University and paid the University deposit to the Office of Undergraduate Admissions. After the deposit has been processed, new students receive an email with instructions for completing the online application and housing license agreement. The University deposit includes the matriculation fee, orientation fee and advance housing deposit. These fees are nonrefundable. Notification of assignment will be made by RLSH. The housing license agreement is for the full academic year (fall and spring terms). Room charges for the fall term will be billed and are payable in advance of the term for students who register before August 1, and room charges for the spring term will be billed and are payable in advance of that term for students who register before December 1. Students who register after these dates must pay at the time of registration. Room charges for the full academic year will be due and payable should a student move out at any time during the school year. Accommodations for shorter periods are available only by special arrangement with RLSH before acceptance of the housing license agreement. It is important that applicants become familiar with the license agreement, as it is a legally binding document.

Residence Halls and Apartments

Residential Commons at SMU

Most undergraduate residence halls at SMU are designated as Residential Commons. Entering students are assigned to a Residential Commons in a distributed manner so that each Commons is representational of the incoming class. Incoming students live in their RC for their first two years at SMU. All rooms are furnished with extra-long twin size beds, dressers, desks, chairs, and closets or wardrobes for clothes. Each student is expected to furnish a pillow, bed linens, bed covers, bed-spread, towels, mattress pad, and study lamp.

Upper Division Halls

Several residential facilities are designated for upper division students (juniors and seniors, and sophomores on a space-available basis). Martin Hall, Moore Hall and Thomas House feature apartment-style accommodations for upper division students. The Service House is a small, upper division hall with a thematic focus of community service.

Special Housing Needs

Students having special housing needs because of a disability should contact the SMU Office of Disability Accommodations and Success Strategies in order to establish eligibility for accommodations. When applying for housing, students should also submit information to RLSH regarding a request for accommodations. DASS and RLSH will work together with the student on their specific situation to make necessary accommodations.

General Housing Information

In the Residential Commons, each room is equipped with Ethernet and wireless connections to the University's digital network and online systems. All residential facilities are air-conditioned, and rooms have individual climate control. Washing machines and dryers are located in all residential communities.

Undergraduate students living in a residential commons or traditional residence hall are required to purchase a meal plan offered by SMU Dining Services. Like the housing license agreement, the meal plan obligation is for the entire academic year and is billed and paid for on a term basis. Students living in Martin, Moore, Thomas, and Service House are exempt from the meal plan requirement. For more information, students should visit www.smu.edu/housing or contact the Department of Residence Life and Student Housing, Southern Methodist University, PO Box 750215, Dallas TX 75275-0215; phone 214-768-2407; fax 214-768-4005; housing@smu.edu.

Enrollment and Academic Records

The standards herein are applicable to all students at the University and constitute the basic authority and reference for matters pertaining to University academic regulations and records management. Enrollment in the University is a declaration of acceptance of all University rules and regulations. A complete *University Policy Manual* is available at www.smu.edu/policy. Additional information regarding rules and regulations of the University can be found in this catalog. Undergraduate students must follow the University-wide, general education and graduation requirements that are in effect for the academic year of matriculation to SMU. The applicable requirements of majors and minors are those in effect during the academic year of matriculation to SMU or students may choose a subsequent academic year. Students may not follow a catalog for an academic year in effect prior to their matriculation term. Students who are not enrolled for three or more years will return to SMU under the current catalog.

General Policies

Confidentiality of Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants students the right to inspect, obtain copies of, challenge, and, to a degree, control the release of information contained in their education records. The act and regulations are very lengthy, and for that reason, SMU has issued its own FERPA-based guidelines that are available at the University Registrar's Office FERPA website www.smu.edu/FERPA. Policy 1.10 of the *University Policy Manual* also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: 1) information defined by SMU as directory information may be released unless the student requests through my.SMU Student Dashboard that it be withheld, 2) information authorized by the student through my.SMU Student Dashboard may be released to those individuals designated by the student and 3) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as set forth in the Internal Revenue Code. Additional information is available at www.smu.edu/FERPA.

Student Identification Number

The University assigns each student an eight-digit SMU identification number, which is used to verify each student's identity and is provided without additional charges. The student should furnish the SMU ID number on all forms when requested, as this number is the primary means the University has to verify the identity for each student's academic records and transactions related to the records.

Name Change

A student who has a change in name must provide the University Registrar's Office with their Social Security card, the form issued by the Social Security Administration, or an official court order indicating the name change, along with a valid government-issued photo ID. A valid passport may also be used to complete a name change. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without one of the above documents. All transcripts are issued only under a person's legal name as recorded by the University Registrar's Office.

Preferred Name

Students who wish to use a name other than their legal name can add a preferred name to their file in addition to their primary/legal name, or update a preferred name already on file, using the self-service functions in the my.SMU Student Dashboard. The University will make efforts to use the preferred name in communications and in the course of university business. However, there are situations that due to business practices, legal requirements or system limitations the use of a primary/legal name will be used.

SMU has many offices that keep records with student names and many data systems used for specific applications. In addition to updating their preferred name in my.SMU, students may need to notify some offices regarding their use of a preferred name.

A preferred name is a first, middle and/or last name that may be chosen to be used instead of legal first, middle and last name. There is no documentation required to create or change a preferred name. Students are advised that if they choose to use a preferred name, they should use it consistently and resist changing it frequently. Students also are advised that the use of a preferred last name can lead to confusion with employers and organizations in attempting to match official educational records with applications and it is recommended that students provide both their preferred and legal names on applications.

Here is a partial list of standard name usage:

Display name – my.SMU Student Dashboard	Preferred name, if provided
Instructor Class Roster	Preferred name, if provided
Instructor Grade Roster	Preferred name, if provided
Canvas	Preferred name, if provided
Global Directory of email addresses	Preferred name, if provided
SMU online directory	Preferred name, if provided
SMU ID Card	Preferred name, if provided
Financial Aid related forms and documents	Primary (legal) name
Official Academic Transcript	Primary (legal) name
Diploma	Primary (legal) name or diploma name, if provided
Degree Verifications	Primary (legal) name
Housing / Residence Life	Preferred first name, Primary last name
SEVIS Reporting (international students)	Primary (legal) name

Email and Mailing Addresses, Telephone, and Emergency Contact

Each student must provide the University Registrar's Office with both a home and local address, both a home and local telephone number and contact information of a designated emergency contact using the self-service functions in the my.SMU Student Dashboard. Students enrolling at SMU authorize the University to notify their emergency contacts in the event of a situation affecting their health, safety, or physical or mental well-being, and to provide these contacts with information related to the situation.

Students who enroll in an arranged section course will be asked to provide the University Registrar's Office with an off-campus study address. This is the physical location the student is living while enrolled in this course.

When a student applies for graduation and becomes a candidate they can provide a diploma address (address to which they would like their diploma mailed) to the University Registrar's Office.

International students are required to provide a residence address (physical street address where they are currently living) as their mailing (local) address. International students will be prevented from enrolling if a U.S. address is not provided.

Students are expected to keep current all their addresses and telephone numbers, including emergency contact details, using the self-service functions in the my.SMU Student Dashboard. Students may be prevented from enrolling if their information is insufficient or outdated. Changes to parent information should be reported by contacting records@smu.edu, and the email should include the student's full name and SMU student ID number.

The University issues all students an email address. Students may have other email addresses, but the University-assigned email address is the official address for University electronic correspondence, including related communications with faculty members and academic units.

Official University correspondence may be sent to students' mailing addresses or SMU email addresses on file. It is the responsibility of students to keep all their addresses current and to regularly check communications sent to them since they are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU email.

Cell Phones

The University requests that students provide mobile/cell telephone numbers, as they are one means of communicating with students during an emergency. Mobile/cell telephone numbers may also be used by University officials conducting routine business.

Ethnicity

SMU requires that a valid ethnic group category be on file for all students. SMU's policies and the Family Educational Rights and Privacy Act of 1974 protect the confidentiality and privacy of this information. A student's ethnic group category can be viewed in the my.SMU Student Dashboard.

U.S. Citizens or Permanent Residents. Ethnicity is self-determined. Students of multiple ethnic backgrounds may select multiple ethnic group categories. If the ethnic group value is incorrect, the student should go to the University Registrar's Office in the Laura Lee Blanton Student Services Building and complete an Ethnic/Racial Category Update Form.

International Students Living in the U.S. While Attending School. Selecting an ethnic group category is not required unless the student becomes a U.S. citizen or permanent resident.

Transcript Service

A transcript is an official document of the permanent academic record maintained by the University Registrar's Office. The permanent academic record includes all SMU courses attempted, all grades assigned, degrees received and a summary of transfer hours accepted. Official transcripts and certifications of student academic records are issued by the University Registrar's Office for all students. Copies of high school records and transfer transcripts from other schools must be requested from the institutions where the coursework was taken.

Information on transcript order procedures and fees can be found at <https://www.smu.edu/EnrollmentServices/registrar/TranscriptRequests>.

Note: No incomplete or partial transcripts, including only certain courses or grades, are issued.

Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University. Instructions for requesting a transcript to be mailed or picked up on campus are available at www.smu.edu/registrar ("Transcript Requests" link). A student may request their official transcript through the online my.SMU Student Dashboard. Requests are processed through the National Student Clearinghouse. Telephone and email requests are not accepted. Students or their specified third party can pick up their transcripts at the University Registrar's Office, 101 Blanton Student Services Building.

Transcripts may be released to a third party as specified by the student on the Student's Consent for SMU to Release Information to Student's Specified Third Party form accessible at www.smu.edu/LegalDisclosures/FERPA/Forms.

Note: Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides as follows: *Section I.* No person may buy, sell, create, duplicate, alter, give or obtain; or attempt to buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document. *Section II.* A person who violates this act or who aids another in violating this act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Veterans

The University Registrar's Office certifies veterans each term for their benefits under federal programs, including the Yellow Ribbon Program. Most academic programs at SMU qualify for U.S. Department of Veterans Affairs benefits, making an SMU education accessible and affordable. Veterans are required to provide specific documents before they can be certified with the VA's Veterans Benefits Administration. Specific information regarding the certification process is available from the University Registrar's Office at www.smu.edu/enrollmentServices/Veterans. The VA limits the total number of VA benefit recipients certified in

each academic program. Once the limit is reached, the program is no longer eligible for students to enter into these programs and receive benefits from VA. Please see our website for a current list of VA ineligible programs.

The University complies with Title 38 United States Code Section 3679(e) which states that any individual who is entitled to educational assistance under chapter 31 (Vocational Rehabilitation and Employment) or chapter 33 (Post 9/11 GI Bill®) benefits will be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement (or "Statement of Benefits" obtained from the Department of Veterans Affairs' website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) for said entitlement and ending on the earlier of the following dates: a) the date on which payment from VA is made to the institution; or b) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. SMU will not impose any penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a covered individual borrow additional funds to meet their financial obligation due to delayed disbursement funding from VA under chapter 31 or 33. However, if the anticipated funding from VA will not cover all tuition and fees, then the student is responsible for paying the difference immediately. Failure to do so may result in late or past due fees. Students who wish to be certified under chapter 31 or 33 must request in writing each semester that they wish to be certified and provide an updated statement of benefits. Additional documents are required to be submitted to the University upon initial request to be certified. For more information, refer to the Registrar's Office website at www.smu.edu/enrollmentservices/veterans.

Final Examination

Final course examinations shall be given in all courses where they are appropriate, must be administered as specified on the official examination schedule and shall not be administered during the last week of classes. Exceptions to the examination schedule may be made only upon written recommendation of the chair of the department sponsoring the course and with the concurrence of the dean of that school, who will allow exceptions only in accordance with guidelines from the Office of the Provost.

Complaint Procedures for Students with Disabilities

The complaint procedures for students with disabilities are available in the Disability Accommodations and Success Strategies office, Loyd Center, Suite 202 and online at www.smu.edu/DASS.

Classification of Students

A student's classification is determined by the number of hours earned or by the degree-seeking status of the student:

First Year 0-29 credit hours earned

Sophomore 30-59 credit hours earned

Junior 60-89 credit hours earned

Senior 90 or more credit hours earned

Nondegree not a candidate for a degree

Credit Hour Loads

The unit of measure for the valuation of courses is the credit hour. Based upon the federal definition of a credit hour, each credit hour requires one hour of direct faculty instruction and a minimum of two hours per week of preparation on the part of students, for approximately 15 weeks a term. Most courses are valued for three credit hours, i.e., three contact hours per week and at least six hours of preparation. For three-credit-hour courses deployed via different course types, modes of delivery, or calendars, total number of direct contact hours should be equal to or greater than 45 hours, with the total out-of-class work equal to or greater than 90 hours. Courses that deviate from this standard must provide documentation illustrating how the number of contact hours and/or work outside the course equate to this standard within the term in which the course is offered.

A full-time load in the fall and spring is 12 credit hours for undergraduates. For the summer term (all sessions in the summer term combined) a full-time load is nine hours for undergraduates. On request an undergraduate can be certified as full-time for the first or second session of the summer term at six hours. Students who enroll for fewer than these minimum hours are designated part-time students. The normal undergraduate enrollment for each of the

regular terms is 15 credit hours. An undergraduate student enrolled in an engineering co-op course or enrolled for six hours of student teaching is considered a full-time student.

Cautionary Note: Federal financial aid agencies and some other agencies require a minimum number of hours of enrollment for full-time status and do not make exceptions for summer, internship, co-op or student-teaching enrollments. Students on financial aid should consult a financial aid adviser in the Office of Student Financial Services regarding minimum enrollment requirements for their situation.

Likewise, international students on an F-1 or J-1 visa should consult an adviser in the International Student & Scholar Services Office regarding minimum enrollment requirements for their situation.

Minimum and Maximum Course Loads. Minimum and maximum course loads allowed for the fall and spring terms are based on the school of record. The maximum course load allowed for a summer term (all sessions combined) for all schools of record is 14 credit hours. Each student should be fully aware that hours taken beyond 18 in any term will be charged to their student account.

SMU Pre-Majors. Students who have not yet declared a major and who wish to enroll for more than 18 credit hours in a fall or spring term must have the approval of their academic adviser and the University Advising Center.

Dedman College of Humanities and Sciences. Majors in Dedman College who wish to enroll for more than 18 credit hours in a fall or spring term must have the approval of their academic and/or major adviser and the Dedman College Academic Services Office.

Cox School of Business. B.B.A. students may enroll for more than 18 credit hours in a fall or spring term provided their cumulative GPAs (SMU, all-college and business) are 2.000 or higher to show satisfactory progress toward completion of the degree.

Lyle School of Engineering. Students must have the approval of their academic adviser to enroll for fewer than 12 credit hours or more than 18 credit hours during a fall or spring term. Normally, a student must have a GPA of 3.000 or higher to enroll for more than 18 credit hours. An exception is made during the term in which a student is to graduate. Credit will not be allowed for more than 21 credit hours in a fall or spring term.

Meadows School of the Arts. Students are not permitted to enroll during a fall or spring term for more than 18 credit hours unless their GPA for the preceding term is at least 3.000. During the term in which a student is to graduate, he or she may enroll for 19 credit hours (or nine hours for a summer session) regardless of the preceding term GPA. A student in the Meadows school cannot receive credit for more than 21 credit hours in a fall or spring term. A student with a GPA below 2.000 for the preceding term will not be permitted to enroll for more than 13 credit hours.

Simmons School of Education and Human Development. A student in the Simmons School with a declared major in applied physiology and sport management or educational studies may enroll for up to 18 credit hours in a fall or spring term. A student may petition to take up to 21 credit hours in a fall or spring term provided he or she meets the following criteria:

1. The student has a cumulative GPA of 3.000 or higher and has demonstrated academic success while enrolled in 18 credit hours in prior terms.
2. The student needs to take the extra hour(s) in order to graduate at the end of the term in which he or she is enrolling.
3. The student has gained permission from their adviser.

Stop Enrollment/Administrative Withdrawal

Students may be ineligible to enroll or be administratively withdrawn for any of the following reasons:

- insufficient or improper information given by the student on any admission or enrollment form
- academic deficiencies
- non-attendance
- disciplinary actions, or
- financial obligations to the University

Academic Forgiveness

A student can declare courses taken 10 or more years prior to the term of admission or readmission to be forgiven, which means the work is not included in the GPA or credit hours earned when determining admission, academic probation, suspension, honors and graduation. A student should request academic forgiveness at the time of admission or readmission. The student can select the term at which academic forgiveness starts. Academic forgiveness applies to all courses taken during or prior to that term, regardless of the grades earned. Academic forgiveness cannot be applied to only some courses for a term or to only selected terms within the forgiveness period.

Once academic forgiveness is declared and the student has enrolled, academic forgiveness cannot be rescinded. Forgiven academic work taken at SMU remains on the permanent academic record, with a notation of "academic forgiveness" on the record.

Currently enrolled students cannot request academic forgiveness. Transfer applicants must provide transcripts from all institutions attended, including those where all work may be forgiven.

Transfer Courses from Other Institutions

Courses taken prior to matriculation at SMU: Credit may be awarded for college courses a student takes prior to matriculation at SMU, including courses a student takes before graduating from high school, if the courses meet the criteria for transfer work outlined on the Admission to the University, Transfer Admission Criteria website. Credit may be denied for educational reasons.

Courses taken after matriculation to SMU: Once students have matriculated at SMU, they may transfer no more than 30 credit hours to SMU from accredited four-year colleges and universities. Students who complete more than 30 transferable hours after matriculating can designate which of their courses apply to the 30-hour limit. Students may change the designation of the courses. Students should make these transfer-credit designations in consultation with their records offices.

Note: The policies of all SMU's undergraduate schools require that post-matriculation transfer work must be completed at accredited, four-year institutions. Post-matriculation work at institutions that award principally Associates and Bachelor of Applied Science degrees will not be considered for credit by the undergraduate schools.

Courses taken at another U.S. institution where the instruction is in the U.S.: To ensure in advance that a course taken at another accredited college or university will transfer and that proper credit will be awarded, the student taking the course should obtain pre-approval. Electronic petitions for pre-approval of transfer work are available on the Registrar's Office Forms Library at smu.edu/registrar. Students who fail to secure prior approval for transfer work taken within the United States must petition later for transfer credit, but they have no assurance that credit will be awarded. In either case, permission may be denied for educational reasons.

Courses taken at International Institutions or International Campuses of U.S. Institutions: Without Education Abroad Council (EAC) approval, SMU students who are U.S. citizens may not take courses at institutions located outside of U.S. (whether at an international institution or at an international campus of a U.S. institution), with the exception of direct enrollment through SMU on an approved SMU Abroad program. This policy applies whether courses are taught remotely or face to face. Students who take such courses without permission will not receive SMU credit. Students desiring to take a course on a program not approved by SMU Abroad may request approval through the process described below.

Requesting Permission to Study on a non-SMU Abroad Program: SMU students who wish to study abroad through a program or university not already affiliated with SMU can petition SMU Abroad for special approval of the requested program or university. Programs must be petitioned no later than October 1st of the academic year preceding the intended semester of study. Students working with the Office of National Student Fellowships should consult the Director for important internal deadlines. Approval of such abroad programs is not guaranteed and can take several months to obtain. If the special request to study abroad is approved, the student will still be required to apply for abroad study through the regular process by the regular deadline. (For information on deadlines and processes, see the SMU Abroad website at www.smu.edu/abroad.) Courses taken through the SMU Abroad Office are treated as SMU coursework.

International Students Taking Courses in their Home Country: International students, who have matriculated at SMU on an F-1 or J-1 visa program, must request permission prior to taking courses at an approved institution in their home country (the EU is considered the home country for any EU citizen). In order to make this request, the student must complete the applicable pre-approval petition (available through the Registrar's Forms Library). Students must individually petition each course they wish to take, and these petitions must be reviewed and approved prior to enrollment. Review of such requests requires verification of F-1 or J-1 status (through the Office of International Student and Scholar Services) and submission of a full and current syllabus for each course petitioned. A full and current syllabus is a syllabus in English that is from the same academic year as the request and contains the following information:

- Name and Credentials of the instructor
- Daily Schedule including contact hours
- Assigned Readings
- Assignments
- Grade Breakdown
- Relevant learning outcomes

If no syllabus in English is available, students must submit a certified translation of the course syllabus. Upon completion of an approved course, students must submit an official transcript to SMU for processing of credit. Students will not receive SMU credit for any course taken prior to obtaining formal SMU approval. A maximum of 30 credit hours can be transferred post matriculation.

All international university transcripts must be accompanied by a professional evaluation and an official transcript, including an English translation if it is not in English, and course descriptions or syllabi. It is the student's responsibility to procure this evaluation and to assume financial responsibility for it.

SMU accepts evaluations only from the following agencies:

- International Academic Credential Evaluators Inc. (www.iacei.net)
- International Education Evaluators, Inc. (www.myiee.org)
- Josef Silny & Associates Inc., International Education Consultants (www.jsilny.org)
- SpanTran: The Evaluation Company (www.spantran.com)
- World Education Services Inc. (www.wes.org)

The evaluations provided by the above agencies should include an explanation that the institution is recognized by the ministry of education in the student's home country and is generally considered to offer at least the equivalent of U.S. higher education credit. In addition, it should include an explanation of the credits, the grading system and course levels, as well as a course-by-course evaluation. The report is not binding to SMU, and it will be considered a recommendation for SMU's independent decision of the credit to be given. Information and applications from the agencies are available online.

Enrollment Policies

Course Scheduling and Enrollment Cycles

When students enter their school of record and into a specific degree program, they are assigned an academic adviser. Students should consult with the adviser for course scheduling, schedule changes, petitions, degree requirements and other such academic concerns. Advisers normally will have established office hours. The school's records office monitors progress and maintains official degree plans for all students in a school. Students should schedule conferences with their academic advisers and the school's records office upon admission to a school and prior to their final term to ensure that they are meeting all University and graduation requirements.

Each fall, spring and summer term has an enrollment period during which the formal process of enrollment in the University is completed. Prior to each enrollment period, the University Registrar's Office will publish enrollment instructions at <https://www.smu.edu/EnrollmentServices/registrar/Enrollment>.

To assist new and readmitted students in making a comfortable, satisfying transition to University academic life, programs of academic advising, enrollment and orientation are conducted prior to each term. Information concerning the programs is distributed by the Office of Orientation and Transition Program.

Each student is personally responsible for complying with enrollment procedures and for ensuring the accuracy of their enrollment. Students are expected to confirm the accuracy of their enrollment each term. Students who discover a discrepancy in their enrollment records after the close of enrollment for the term should immediately complete a Petition for Enrollment Policy Exception. Petitions are to be submitted to the appropriate records office within six months of the term in which the discrepancy appeared; contact information for submitting a Petition for Enrollment Policy Exception can be viewed on the University Registrar's Office website at www.smu.edu/EnrollmentServices/Registrar/Enrollment/EnrollmentPolicyException. Petitions submitted later than six months after the discrepancy may not be considered.

Enrolling for Graduate Courses

Accelerated Pathway Programs

The Accelerated Pathway Programs policy applies to undergraduate students who enroll in one of SMU's Accelerated Pathway Programs. Institutional aid may be eligible for covering tuition costs associated with graduate courses as described below.

Students may not enroll for any graduate level coursework to be applied toward their master's degree, prior to the accumulation of 90 credit hours toward their baccalaureate degree. Students must apply and be admitted as a graduate student at least one fall or spring term prior to receiving their master's degree having had their baccalaureate degree conferred prior to that term. Students must enroll and be in good standing as a half-time status graduate student for at least one term prior to receiving their master's degree.

Graduate hours earned as an undergraduate are included in the determination of full-time status for the term. Graduate hours and grades earned as an undergraduate that count towards their baccalaureate degree are included in the undergraduate scholastic totals and the graduate scholastic totals. Graduate hours and grades earned as an undergraduate that do not count towards that baccalaureate degree are excluded from the undergraduate scholastic totals but are included in the graduate scholastic totals. The maximum number of graduate hours (up to 30 hours) that may be taken in the final year of the baccalaureate degree is mandated by SMU's accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The number of graduate hours which may be counted toward the baccalaureate degree is determined by the school to which the master's degree belongs. An undergraduate is limited to earning a maximum of 30 graduate hours as an undergraduate student after the completion of 90 credit hours towards their baccalaureate degree. A student must earn a minimum 150 combined hours to be conferred both a baccalaureate and master's degree.

Students considering an Accelerated Pathway Program should consult with the Office of Student Financial Services about its effect on federal, state and institutional aid.

Other Graduate Course Enrollment

In addition to the Accelerated Pathway Programs, with the written permission of their academic dean and permission of the dean of the graduate courses, an excelling undergraduate student may enroll for graduate level coursework that will be part of their undergraduate record, count towards the undergraduate degree and be included in the undergraduate scholastic totals. The undergraduate student must have accumulated 90 credit hours toward their baccalaureate degree. Graduate hours enrolled as an undergraduate are included in the determination of full-time status for the term. An undergraduate is limited to earning a maximum of 30 graduate hours as part of their undergraduate record.

Schedule Changes

The deadline for adding courses, dropping courses without grade record and changing sections for each enrollment period is listed on the Official University Calendar. Students are encouraged to seek assistance from their advisers when considering whether to add or drop a course. A student may drop a course with a grade of *W* (Withdrawn) through approximately midterm by using the my.SMU Student Dashboard. The specific deadline is listed on the Official University Calendar.

After the deadline date on the Official University Calendar, the student may not drop a class. All schedule changes must be processed by the deadline date specified on the Official University Calendar. **Note:** Schedule changes are not complete for Official University record purposes unless finalized in the University Registrar's Office.

Student-Athletes. Students must consult with the Athletic Compliance Office prior to dropping a course. In the consultation, the student will review the effects the drop might have on their athletic participation and financial aid. After the consultation, the Athletic Compliance Office will update my.SMU to allow the student to process the drop, if necessary. The consultation is advisory; students are responsible for their enrollment. For assistance regarding scholarships or other aspects of being a student-athlete, students should contact the Office of the Assistant Athletic Director for Student-Athlete Development.

International Students. Students must consult with the International Student & Scholar Services Office prior to dropping a course. (Contact iss@smu.edu for consultation.) If dropping a course will cause the student to be enrolled in fewer than 12 credit hours, the student's immigration status could be affected. After the consultation, the International Student & Scholar Services Office will update my.SMU to allow the student to process the drop, if necessary. The consultation is advisory; students are responsible for ensuring their enrollment meets their respective visa and other immigration requirements.

Students on Merit or Need-based Financial Aid. Students should consult with their financial aid adviser prior to dropping a course. (See www.smu.edu/EnrollmentServices/FinancialAid for information regarding your financial aid counselor.) If dropping a course will cause the student to be enrolled in fewer than 12 credit hours, the student's financial aid status may be affected. After the consultation, the student may drop a course through the my.SMU Student Dashboard. The consultation is advisory; students are responsible for ensuring their enrollment meets the requirements for any financial aid or scholarships they receive. Questions regarding this procedure or financial aid should be directed to the Office of Student Financial Services.

Notice of Special Topics

Students enrolling in special topics courses such as Directed Research, Private Study, Directed Readings, etc., may request to have the subject of their course noted on their transcripts. Students may make the request by filling out a "Notice of Special Topic" form, which may be obtained from the instructor and must be submitted to the Office of the University Registrar before the last day of classes for the term.

Early Intervention and Mid-Term Grading

Each fall and spring term, faculty submit early intervention deficient grades for all undergraduate students around the 5th week of the term, and midterm deficient grades for all undergraduate students around the 11th week. Please refer to the Academic Calendar for specific grading deadlines.

Notes:

- Progress grades are not recorded on a student's permanent academic record.
- Only courses with reported grades of *C-*, *D+*, *D*, *D-*, *F*, *FA* (Failure due to attendance), or *FT* (Failure due to tests) are included on both the early intervention deficiency and mid-term deficiency reports.
- Students are notified via email that they have a Progress Report in my.SMU. This information is shared with the Office of Student Academic Success and Engagement, the student's records office (University Advising Center for SMU Pre-Majors), and the Altshuler Learning Enhancement Center (A-LEC).
- Additional outreach may be initiated through the Office of Student Success and Retention, as well as other offices. More information may be found at <https://www.smu.edu/Provost/ProvostOffice/SAES/AcademicSupport/SSR>.

Withdrawal from the University

Policies on refunds for withdrawal from the University are found in the Financial Information section of this catalog and in the Financial Information Bulletin. No refunds are made without an official withdrawal.

Students should be aware of the difference between a *drop* and a *withdrawal* and remember that they have different financial policies. The deadlines for each are posted each term on the Official University Calendar. A *drop* occurs when a student removes one or more courses from their schedule and remains enrolled in at least one credit hour for the term. A *withdrawal* occurs when removing the course or courses will result in the student being enrolled in **zero** hours for the term.

If a student removes all courses from their **schedule prior to the first day of the term**, the transaction is considered a *cancellation* and does not result in financial penalty or impact the student's transcript.

A student who wishes to withdraw (resign) from the University before the end of a term or session must contact the Office of Student Success and Retention (ssr@smu.edu) to complete an Undergraduate Student Leave, Withdrawal, and Cancellation Request form. The effective date of the withdrawal is the date on which the form is processed in the University Registrar's Office. Discontinuance of class attendance or notification to the instructors of intention to withdraw does not constitute an official withdrawal. The deadline for term withdrawal is listed in the official University Calendar.

The enrollment of students who withdraw on or before the tenth class day of the fall or spring semester as listed on the Official University Calendar will be canceled. Courses and grades are not recorded for canceled enrollments; however, the student will owe a portion of their tuition and fees. Additional information is available in the Financial Information Bulletin. A student who withdraws after the tenth class day of the fall or spring semester will receive the grade of *W* in each course in which he or she enrolled.

Medical withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by professionals in the Dr. Bob Smith Health Center, Dean of Student Life, or Vice President for Student Affairs. The last day for a medical withdrawal is the last day to withdraw for the term from which the student is withdrawing. A medical withdrawal that is authorized for a summer term is for the entire summer term, not an individual summer session. Retroactive medical withdrawals cannot be granted.

Mandatory administrative withdrawals occur when a student is not suspended but current and/or future enrollments are canceled or withdrawn. A student's academic record is annotated with "mandatory administrative withdrawal" and the effective dates for this withdrawal. Mandatory administrative withdrawals allow a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Mandatory administrative withdrawals can be authorized only by the Provost and Vice President for Academic Affairs, Vice President for Student Affairs or Dean of Student Life.

Withdrawing students living in SMU housing must check out of the residence halls with the Department of Residence Life and Student Housing per established procedures.

Audit Enrollment (Course Visitor)

Individuals desiring to audit (visit) a class, including those concurrently enrolled for regular coursework, are required to process an Audit Permit form. Audit Permit forms must be completed, approved and received in the University Registrar's Office no later than the last day to enroll for the term. Forms are available at www.smu.edu/EnrollmentServices/Registrar/FormsLibrary. Space must be available in the class. The following regulations are applicable:

1. Classroom recitation and participation are restricted; availability of course handouts, tests and other materials is restricted; no grade is assigned and no credit is recorded; no laboratory privileges are included.
2. The individual's name does not appear on class rosters or grade rosters.
3. Regular admission and enrollment procedures are not conducted for auditing students.
4. The audit fee is nonrefundable. Undergraduate students enrolled full time, for any given term (12 credit hours for fall and spring or nine credit hours per summer term) may audit one three-hour course at no charge.
5. If credit is desired, the course must be enrolled for and repeated, as a regular course, and the regular tuition must be paid.

No-Credit Enrollment

Enrollment for no credit is accomplished in the conventional manner of enrollment, with regular admission and enrollment procedures being required. The student pays the regular tuition and fees, participates in class activities, and receives the grade of *NC* upon completion of the coursework. The student must indicate in writing no later than the 12th day of classes (the fourth day of classes in summer sessions; the second day of classes in intersession terms) that he or she wishes to take a course for no credit. Permission of the instructor or department is required for this

type of enrollment, and the student is listed on class rolls. This enrollment is different from audit enrollments, for which no enrollment or grade is recorded.

SMU Abroad students should also see the Grade Options for Courses Taken on SMU Abroad Programs section of this catalog.

Class Attendance

Regular class attendance is required. At the beginning of the course, the instructor announces policies regarding the effect of class attendance and tardiness on the student's standing in the course via the course syllabus. All reasons for absence or tardiness should be submitted at once to the instructor, who will determine if the reason is satisfactory.

The satisfactory explanation does not relieve a student from responsibility for the work of the course during their absence. A student who misses an announced test, examination (including the final exam), or laboratory period in a regular course of study, and has the permission of the instructor, may be given an opportunity to make up the work at the instructor's convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student's grade.

Disruptive Behavior

Students may be dropped by a course instructor for extreme inappropriate classroom behavior. The instructor must submit the Administrative Drop Request in accordance with University policy and procedures to drop a student from the course by the course drop deadline indicated in the official Academic Calendar.

Students are charged an administrative fee for instructor initiated drops for disruptive behavior.

Excused Absences for University Extracurricular Activities and Religious Holidays

Students who participate in officially sanctioned, scheduled University extracurricular activities or observe a religious holiday should be given an opportunity to make up class examinations or other graded assignments missed as a result of this participation or related travel. The manner in which examinations or other assignments missed because of these activities are to be made up is left to the discretion of each individual faculty member. However, students should not be penalized in any way for these excused absences and should be informed by the instructor at the beginning of the term, preferably in writing, of the instructor's makeup policy. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up this work, and to obtain any class notes or other course material missed due to absence prior to taking any subsequent examinations or submitting any subsequent graded assignments.

This statement of University policy applies for all students. To minimize the difficulties caused for both student-athletes and their instructors by excused absences due to University-sanctioned athletic activities or related travel, the Athletic Department shall 1) make available to all student-athletes and their academic advisers prior to registration a copy of the student's activity and travel schedule for the upcoming term, so as to facilitate the student's enrollment in class sections that will minimize activity and travel conflicts; and 2) require all student-athletes to provide a copy of that term's activity and travel schedule, and a copy of this Statement of University Policy, to each of their instructors at the first class meeting of the term.

Other University colleges and departments whose students will miss classes because of their participation in officially sanctioned, scheduled University extracurricular activities, related travel, or observing of religious holidays are encouraged to adopt similar procedures to minimize the difficulties caused by such absences.

A list of religious holidays for use in requesting excused absences is available on the Official University Calendar. Students must notify the class instructor in writing by the 12th day of the term of any such absences that will occur during that term. Accommodations are to be made without penalty. More information can be found in the *University Policy Manual*, available at www.smu.edu/policy.

Absence Due to Illness

The Dr. Bob Smith Health Center does not provide documentation for granting excused absences from class. If students are absent for illness, they should talk to their professors about how they might catch up with the material missed. If students are seriously ill and require hospitalization or an extended absence, students should talk to their professors and the Office of Student Life to decide how to deal with the interruption in their studies. To facilitate communication with their professors about their absence, students may submit the Absence from Class Form available at www.smu.edu/healthcenter.

Interpretation of Course Numbers

Each SMU course has a four-digit course number. The first number indicates the general level of the course (3000-level and higher is considered advanced).

1000-1999	First-year
2000-2999	Sophomore
3000-3999	Junior
4000-4999	Senior
5000-5999	Senior or Graduate
6000-9999	Graduate

The second digit specifies the number of credit hours; exceptions are noted below.

<i>Digit</i>	<i>Credit Hours</i>
0	0, 0.5 or 10-15
1	1 or 1.5

The third and fourth digits are used to make the course number unique within the department.

Grade Policies

A student's grades are available through the my.SMU Student Dashboard.

Grade Scale

The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student's official undergraduate academic record maintained by the University Registrar's Office.

<i>Grades</i>	<i>Description</i>	<i>Grade Points per Term Hour</i>
<i>A</i>	Excellent Scholarship	4.000
<i>A-</i>	Excellent Scholarship	3.700
<i>B+</i>	Good Scholarship	3.300
<i>B</i>	Good Scholarship	3.000
<i>B-</i>	Good Scholarship	2.700
<i>C+</i>	Fair Scholarship	2.300
<i>C</i>	Fair Scholarship	2.000
<i>C-</i>	Fair Scholarship	1.700
<i>D+</i>	Poor Scholarship	1.300
<i>D</i>	Poor Scholarship	1.000
<i>D-</i>	Poor Scholarship	0.700
<i>F</i>	Fail	0.000
<i>P, CR, S</i>	Pass, Credit, Satisfactory	*
<i>I</i>	Incomplete	*
<i>NC, U</i>	No Credit Received, Unsatisfactory <i>W</i>	*

<i>X</i>	No Grade Received in Registrar's Office	*
<i>W</i>	Withdrew	*

Note: Asterisks denote grades not included in a student's GPA.

Grade of F, D, W, and Missing/Blank

Failing is graded *F*. If the student's work is incomplete, poor quality and not acceptable, a grade of *F* will be given. After such a grade, credit may be obtained only by repeating the course.

The grade of *D* represents performance below average expectations. Students receiving a *D* in a course that is a prerequisite to another course should consult with their advisers about repeating the course so that they will be adequately prepared for work in the following course. Courses passed with a grade of *D*, *D-* or *D+* will generally not count toward major or minor requirements.

The grade of *W* cannot be recorded unless completion of the official drop or withdrawal process has occurred by the applicable *deadline during the term of enrollment*. Only the grade of *W* may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University for the term. The grade of *W* may not be revoked or changed to another grade because the act of officially dropping/withdrawing is irrevocable.

A final official grade must be recorded for each enrollment. An *F* will be assigned for a missing or blank grade indicating an official grade has not been received from the instructor. Graduation candidates must receive a grade for all course enrollments prior to the deadline on the Official University Calendar. Failure to do so can result in removal from the degree candidacy list and/or the assignment of a grade of *F*.

Grade of Incomplete

A student may temporarily receive a grade of Incomplete (*I*) if at least 50 percent of the course requirements have been completed with passing grades, but for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course.

At the time a grade of *I* is given, the instructor must stipulate in my.SMU the requirements and completion date that are to be met and the final grade that will be given if the requirements are not met by the completion date.

The default period of time allowed to clear the Incomplete is 45 days after the end of the term, at which point the grade of *I* will be changed to the grade provided by the instructor at the time the Incomplete was assigned, or to an *F* if no default grade was provided. Instructors will have the option to extend the completion date up to 180 days, at which point the default grade provided will then be posted if there is no update. Extension past 180 days would have to be approved through the respective school's normal grade appeal process.

The grade of *I* is not given in lieu of a grade of *F* or *W*, or other grade, each of which is prescribed for other specific circumstances.

The grade of *I* in a course does not authorize a student to attend or enroll in the course during a later term. Graduation candidates must clear all Incompletes prior to the deadline on the Official University Calendar, which may allow less time than 12 months. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of *I* to the grade indicated by the instructor at the time the grade of *I* was given.

Grade Options for Courses Taken on SMU Abroad Programs

Courses taken on SMU Abroad fall and spring term programs may not be taken on a no-credit or pass/fail basis. The only exception to this policy is for courses designated by SMU's academic departments with no credit or pass/fail as their only grading basis option. Students who study abroad on SMU Abroad fall and spring term programs are enrolled in a SMU placeholder course to denote full-time enrollment. This placeholder course (designated with a *Z*) is taken on a credit/no-credit basis. Students must submit their transcript from the study abroad program showing successful completion of credit hours to receive a grade of *CR* in the *Z* course.

Courses taken on SMU Abroad summer programs and during Jan Term (January) may not be taken for a grade of *NC* (No Credit), but students may petition for one of these courses to be graded on a pass/fail basis. Students must

petition approval for the pass/fail option from the program director and the faculty member teaching the course. The deadline to complete the Undergraduate Pass/Fail Option Declaration form to petition for a course taken on an SMU Abroad summer program is the payment deadline for the program; for Jan Term classes, the deadline is no later than the second day of classes for Jan Term. Forms are available in the schools' records offices.

Grade Point Average

A student's grade point average (cumulative GPA) is computed by multiplying the credit hours of each course attempted by the grade points earned in the particular course and then dividing the total number of grade points by the total number of hours attempted, excluding those hours for which grades are shown with an asterisk on the grade chart. The GPA is truncated, not rounded, at three decimal places.

For assistance estimating a student's GPA, see the GPA calculator on the SMU website.

Grade Changes

Changes of grades, including change of the grade of *I*, are initiated by the course instructor and authorized by the academic chair and by the academic dean of the school in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide the request as a written petition, which may become an official part of any further process at the instructor's discretion. Changes of grades may be made only for the following authorized reasons: to clear a grade of *I*, to correct a processing error or to reflect a re-evaluation of the student's original work. A change of grade will not be based on additional work options beyond those originally made available to the entire class.

Changes of grades of *I* should be processed within a calendar year of the original grade assignment. Other changes of grades must be processed by the end of the next regular term. No grade will be changed after 12 months or after a student's graduation, except in cases where a grade is successfully appealed - provided that written notice of appeal is given within six months following graduation - and in extenuating circumstances authorized by the academic dean and approved by the University Registrar's Office.

Grades for Repeated Courses

Grade Replacement Repeat

Effective for courses taken Fall 2017 or later, undergraduate students may repeat up to six courses taken at SMU for which grades of *D+* or lower were received. The grade from the repeated course, even if lower, will be the grade used to calculate the student's GPA. A course may be repeated only once under this policy.

Students must repeat the exact same course originally taken to be considered a repeat. The course must be taken at SMU. Not every course is offered again and thus may not be available to be repeated. Students cannot take or repeat a course that is a prerequisite for a course already satisfactorily completed.

The first six courses repeated will be coded as Grade Replacement repeats. A course being repeated that is dropped (*W*) will not count as a grade replacement repeat. Only the credit hours of the repeated course and not the initial credit hours count toward the number needed for graduation. Both the initial and the second grades are shown on the student's permanent academic record. Probation, suspension and dismissal, as determined by the initial grade, stands. Students are cautioned that for some purposes, such as admission into an academic program, both grades or only the initial grade could be used.

Note: This undergraduate policy replaces the former First-Year Repeat policy. Any repeats taken under the First-Year Repeat policy will count against the total Grade Replacement Repeats allowed.

Grade Average Repeat

In all other cases, students will be allowed to repeat courses according to the following rules: Both the initial and the second grades will be recorded on the student's permanent academic record. Both grades will be included in the calculation of the GPA and in the determination of academic probation, suspension, dismissal, honors and graduation. Only the repeated course and not the initial credit hours count toward the number of hours needed for graduation.

Note: Students cannot take or repeat a course that is a prerequisite for a course already satisfactorily completed.

The courses a student can repeat are determined by the school of record:

Dedman College of Humanities and Sciences. Students can repeat courses in which the original grade was *D+* or below. Other requests to repeat courses must be submitted to the Dedman College Academic Services Office. Students should first consult with their adviser to understand the GPA and credit hour ramifications.

Cox School of Business. Students can repeat only those courses in which the original grade was a *D+* or below.

Lyle School of Engineering. Students can repeat courses in which the original grade was a *C-* or below. Such courses can be repeated only once.

Meadows School of the Arts. Students can repeat courses in which the original grade was a *C-* or below. Such courses can be repeated only once.

Simmons School of Education and Human Development. Students pursuing a major or minor in applied physiology and sport management must repeat a course if the original grade was below a *C-*. Students in the Department of Teaching and Learning's educational studies degree program must repeat all required teacher education courses if they earn below a grade of *C*. All students in the Simmons School may repeat a course only once if the original grade was a *C-* or below.

Pass/Fail Option

Students may elect to take one course per term on a pass/fail basis. The maximum total credit with a grade of Pass that may count toward a degree is 12 hours.

A student must indicate intention to take a course pass/fail no later than the published deadline in the academic calendar (the last day to declare pass/fail is also the drop/withdrawal deadline for the respective term) by completing the Undergraduate Pass/Fail Option Declaration Form. Students participating in SMU Study Abroad should review the deadlines under Grade Options for Courses Taken on SMU Abroad Programs. After the declaration of intent, students may not change their pass/fail declaration back to a letter grade. If a department grades a course pass/fail for all students, a declaration by the student is not required. A failed course cannot be repeated on a pass/fail basis, except for those courses designated as pass/fail-only courses.

Students should consult with their academic advisers before declaring the pass/fail option for any course, as some courses may not be taken pass/fail. In general, elective courses may be taken on a pass/fail basis. With the exception of courses only offered on a pass/fail basis, courses required to fulfill the Common Curriculum may not be taken pass/fail. Courses in the academic majors and minors also are excluded; however, in some programs, courses may be taken pass/fail after the minimum program requirements have been met. SMU schools may have different pass/fail policies for major and minor courses; students should see the academic requirements in each school's section of this catalog for information on pass/fail grading. There may also be other courses required to meet certain professional accreditation standards or entrance requirements, such as teacher preparation and preprofessional studies, that may not be taken pass/fail by a particular student. It is the student's responsibility to be aware of such limitations and requirements.

Under the pass/fail option, passing (*P*) grades are *A*, *B* and *C* (including *C-*); failing (*F*) grades are *D+*, *D*, *D-* and *F*. A student who declares pass/fail is not entitled to know the regular letter grade, and a pass/fail grade cannot be changed to a regular letter grade (or vice versa) after the pass/fail grade has been assigned. The grade of *P* is not calculated in the GPA, although the credit hours are included in the total number of hours earned. The grade of *F* is calculated in the GPA. No courses in the Simmons School's educational studies degree program may be taken on a pass/fail basis.

Grade Appeals

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding. At the time of the initial discussion, the student may be asked to provide a written petition requesting the change of grade.

A student who is not satisfied by the instructor's decision on a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chair of the department in which the course was offered (or, in the case of a non-departmental course, to a faculty agent designated by the dean of the school offering the course). After discussing the matter with the student and bearing in mind that the final authority in matters of academic judgment in the determination of a grade rests with the course instructor, the chair (or faculty agent) will consult with the course instructor, who will subsequently report to the student the disposition of the appeal.

A student who is not satisfied by the disposition of the appeal may appeal the decision to the dean of the school offering the course. The dean will take action as he or she deems appropriate. A student may appeal the dean's decision to the provost. In their actions, the dean and the provost must respect the principle that the determination of a grade rests with the course instructor.

Grade Forgiveness

SMU's policy for omitting courses from a student's GPA is found under Academic Forgiveness in the General Policies section of this catalog.

Academic Advising and Satisfactory Progress Policies

Academic Advising

Academic advising is an important process for each undergraduate student at SMU. Students must meet with their assigned academic adviser prior to enrolling for an academic term. At this meeting, the adviser will assist the student in planning a program of study, understanding the Degree Progress Report, and scheduling courses that will count toward graduation requirements. After the initial required advising session, the student is encouraged to seek assistance from the adviser when considering whether to add or drop courses.

For an effective advising relationship, the student must be prepared when meeting with the adviser. The student must initiate the advising appointment. Prior to the meeting, the student should obtain through my.SMU a Degree Progress Report that provides detailed information concerning completion of degree requirements. The student should also be familiar with different academic programs of interest. The adviser will give assistance to the student, but the student has the final responsibility for the accuracy of the enrollment, the applicability of courses toward the degree requirements, and their academic performance.

Students are assigned an academic adviser by their academic dean's office, records office or major department. A student who enrolls without first meeting with their assigned academic adviser may be subject to sanctions including, but not limited to, cancellation of the term enrollment and restriction from the self-service enrollment functions.

Mandatory Declaration of Major

Students officially declare their major when they have made a firm choice and when they have met the specific program entrance requirements for their intended school and department. For most students, the declaration of the major occurs by the end of the sophomore year. Students are expected to qualify for and to declare a major no later than upon completion of 75 credit hours, including credits by examination and transfer credits, in order to continue their studies at SMU. There may be majors that require students to declare a primary major prior to declaring a secondary major. Students should consult the departmental pages of the catalog for specific program requirements. For more information on declaring a major, please visit <https://www.smu.edu/Provost/ProvostOffice/SAES/AcademicSupport/UAC/FAQs/Majors-Minors>.

Change of Academic Program

Undergraduate students who desire to change their academic program - that is, transfer from one school to another within the University, change their degree objective, change their major or change their minor - should first notify the records office of the school in which they are currently enrolled. Students can change their academic program at any time during a term. The program change is effective on the date received, approved and processed. However, changes should be made at least one week prior to enrollment for a term for the change to be effective for that enrollment.

A visiting student who wishes to be admitted to an undergraduate program offered by a school of the University must meet all standard University admission requirements.

Concurrent Degree Programs

Double Major

Students at SMU may earn a degree with a double major by completing all requirements set forth by each major. Students in pursuit of a double major must meet with an advisor for each major. Both advisers must be made aware the student is in pursuit of a double major so a combined degree plan may be created to satisfy all requirements for both majors.

To qualify as a double major, both majors must result in the same degree type (B.A., B.S., B.B.A., etc.) and be awarded in the same semester. If the two majors end in different degree types, the two majors do not constitute a double major; two majors that do not share a common degree type constitute a double degree (see double degree requirements).

The requirements for both majors must be completed at the time of graduation. A student cannot complete requirements for an additional major to be applied to a previously conferred degree. If a student in pursuit of a double major chooses to graduate with one major before completing both, then the second major will become a second baccalaureate degree (see second baccalaureate requirements).

The transcript will show a single degree posting which lists both majors. The student will receive one diploma representing the single degree.

Double/Dual Degree

To qualify for a double, or dual, degree (for, example, a BA degree and a BS degree), a student must complete the major requirements for both degrees as stated in the catalog. Students seeking a double degree should consult with advisers for each degree. Both degrees do not need to be completed in the same semester if the student has (1) officially declared and pursued both degrees prior to completing the first; and (2) remained continuously enrolled at SMU after the completion of the first degree. Two separate graduation applications must be submitted.

The transcript will show separate degree postings for each degree earned and the student will receive two separate diplomas, one for each degree awarded.

Second Baccalaureate Degree

Students who have already earned a baccalaureate degree who want to pursue an additional baccalaureate degree in a field other than that covered by the first degree must meet all of the catalog requirements for the second major. A student who pursues an additional bachelor's degree must:

1. hold a valid bachelor's degree from an accredited college or university,
2. meet the same minimum University admission criteria as for undergraduate transfer students
3. meet the minimum requirements for entry into the desired major. Some programs may require a second admission process for that respective program and there is no guarantee there will be availability into the major of choice.
4. complete a minimum of 30 additional semester credit hours in residence at SMU, including half the major or a minimum of 15 advanced hours.

Courses taken for prior baccalaureate degrees may be used to satisfy requirements for the second degree except for the 30 additional semester credit hours. These degree requirements apply to students holding a baccalaureate degree from SMU or other accredited institutions.

Leave of Absence

A leave of absence is a temporary leave from the University - a kind of "timeout" - that may be necessary during an academic career. Students may elect to take leaves of absence for a variety of reasons, including 1) medical reasons due to accident or illness, 2) family crises or other personal situations that require an extended absence from school, 3) financial issues that may take time to resolve, and 4) academic difficulties that may best be handled by taking time to refocus on college work.

Typically, a leave of absence is for one term or one academic year. A student may extend a leave of absence by contacting Enrollment Services. The process to return to SMU after a leave-of-absence period can be an easy one, especially if the student has gone through the steps to file for a leave of absence and planned ahead for the return. Following SMU's leave-of-absence guidelines helps 1) assure that the degree requirements per the catalog of record when the student initially matriculated at SMU still apply upon return, 2) assist with financial aid processing, and 3) provide the support needed to return to SMU and successfully finish the degree.

The SMU Leave of Absence Policy provides students with a formal process to "stop out" of SMU for either voluntary or involuntary reasons. Typically, a *leave of absence* is for a temporary departure from the institution; however, *intended permanent withdrawals* from SMU will also be processed under the Leave of Absence Policy. The maximum length of time for a leave of absence is 24 months. If a student doesn't return within that period, then the student must apply for reactivation.

In addition, students who are participating in study-away programs that do not fall under the auspices of SMU should complete the Leave of Absence Form. The completion of this process will assist all respective offices at SMU to create and monitor a formal, centralized record of the status for all students who are not enrolled. The Leave of Absence Form and Leave of Absence procedures are available at www.smu.edu/registrar ("Forms Library" link). The *University Policy Manual* is available at www.smu.edu/policy.

The first step to effect a leave of absence is for the student to contact the Office of Student Success and Retention (ssr@smu.edu), who will then assist the student with the process.

Academic Progress

The University sets the goal and expects that all undergraduate students will make regular and satisfactory progress toward their degrees. There are three categories that may apply when an undergraduate student is not making satisfactory academic progress: 1) academic probation, 2) academic suspension or 3) academic dismissal. This policy sets out the standards and procedures for each of these categories. In addition, a student who has been suspended may seek academic reinstatement under the standards set out in this policy.

Definitions: Academic Probation, Academic Suspension, Academic Reinstatement and Academic Dismissal

Academic Probation. Academic probation is a serious warning that the student is not making satisfactory academic progress. A student on academic probation is still eligible to enroll and is considered in good standing for enrolling in classes and for certification purposes. Academic probation is not noted on the permanent academic record; however, a student on academic probation may be subject to certain conditions during the period of probation and will be subject to academic suspension if he or she does not clear academic probation. For academic probation periods and guidelines, students should see the Academic Probation sections below under the appropriate school of record.

Academic Suspension. Academic suspension is an involuntary separation of the student from SMU. Academic suspension is for at least one regular term. The term of suspension might be for a longer period depending on the policy of the school of record or the terms of the individual student's suspension. Students suspended from one school are suspended from the University.

The status of academic suspension is recorded on a student's permanent academic record. While on academic suspension, a student is not in good academic standing for certification purposes and is not eligible to enroll at SMU. Students who have served their suspension and who are eligible to return may not enroll for any intersession terms without permission from their school of record.

Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

Academic Reinstatement. A student who has been on academic suspension once may apply for reinstatement to SMU. If reinstated, the student may enroll in classes, and he or she is considered in good academic standing for purposes of certification. A student who is reinstated remains on academic probation until the conditions of academic probation are satisfied.

Academic Dismissal. A second suspension results in an academic dismissal from the University. Academic dismissal is final, with no possibility of reinstatement or readmission to the University. Academic dismissal is recorded on the student's permanent academic record.

University-wide Requirements

Academic Probation. For all undergraduate students, a student will be placed on academic probation if they fail to meet either of the following:

1. A student who enters SMU directly from high school or a student who enters SMU with fewer than 15 external credit hours will be placed on Academic Probation if they fail to complete the Academic Writing, Critical Reasoning, and/or the Quantitative Foundation requirement(s) of the Common Curriculum by the time they have earned 60 units of SMU credit.
2. A part-time student or a student who enters SMU with at least 15 transfer hours will be placed on Academic Probation if they fail to complete the Academic Writing, Critical Reasoning, and/or the Quantitative Foundation requirement(s) of the Common Curriculum by the time they have earned 30 units of SMU credit.

Academic Suspension. For all undergraduate students, a student will be placed on academic suspension if they fail to meet the following:

1. A student who enters SMU directly from high school or a student who enters SMU with fewer than 15 external credit hours will be placed on Academic Suspension if they fail to complete the Academic Writing, Critical Reasoning, and/or the Quantitative Foundation requirement(s) of the Common Curriculum by the time they have earned 75 units of SMU credit.
2. A part-time student or a student who enters SMU with at least 15 transfer hours will be placed on Academic Suspension if they fail to complete the Academic Writing, Critical Reasoning, and/or the Quantitative Foundation requirement(s) of the Common Curriculum by the time they have earned 45 units of SMU credit.

SMU Pre-Majors

Academic Probation. For SMU Pre-Majors, when a student's cumulative SMU GPA falls below 2.000, the student is placed on academic probation at the beginning of the next enrolled term (fall, spring or summer). The student has the next two enrolled regular terms (fall, and spring) and the first summer term following the probation start date to raise their cumulative SMU GPA to at least a 2.000. A student can enroll only for one summer term while on academic probation and the summer term must be at SMU.

When the student is placed on academic probation because their cumulative SMU GPA is below 2.000, they will be assigned to a designated probation counselor. At the beginning of their next term at SMU, the student will be required to complete a self-assessment and share this self-assessment with the probation counselor, who will then work with each student to determine the appropriate academic interventions. These academic interventions can include, but are not limited to, the following:

1. Re-evaluation of course enrollments and pre-major objectives.
2. Biweekly academic counseling sessions with the probation counselor (or their designee).
3. Enrollment in courses, such as HDEV 1210 - Academic Success and Personal Development or HDEV 1211 - Success Strategies, aimed at improving academic performance.
4. Evaluation of medical and/or psychological needs such as the need for drug or alcohol education.
5. Participation in tutoring and/or study skills workshops.

The student will sign a contract that stipulates the agreed-upon academic interventions.

Academic Suspension. If a student does not achieve a cumulative SMU GPA of at least a 2.000 according to the stipulations stated above, then he/she will be placed on academic suspension. A student is suspended effective the first day of the next term (fall, spring or summer), and the suspension period includes a minimum of one regular term (fall or spring). Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

A student may petition the Committee on Academic Petitions for an additional, consecutive probationary term if the term GPA during the probationary period indicates academic improvement and if the student has undergone all academic recovery efforts agreed upon in the contract with the probation counselor.

As soon as possible after the student is placed on academic suspension, the student should contact the probation counselor if they have any desire or intent to seek reinstatement after the period of academic suspension. The probation counselor will work with the student to determine appropriate conditions that the student should satisfy to be eligible for reinstatement. These conditions might include completing coursework with a certain minimum GPA; however, reinstatement is not guaranteed.

Academic Reinstatement. A student who has been academically suspended once may apply for academic reinstatement to the University. Reinstatement to the University is not guaranteed. A student is not eligible to request reinstatement until the end of the time period of academic suspension. The request for reinstatement should be submitted to the Committee on Academic Petitions, which will make a decision on the request. Ordinarily, the decision whether to grant reinstatement will be based primarily on whether the student has satisfied the conditions set out for the period of academic suspension.

A student who is reinstated after academic suspension has two regular enrolled terms (fall and spring) in which to earn a cumulative SMU GPA of at least a 2.000. A student will return on academic probation and may not be reinstated for a summer term. Students who do not earn a cumulative SMU GPA of at least a 2.000 within two regular terms (fall and spring) after having been academically suspended will be permanently dismissed.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Declared Majors

Dedman College of Humanities and Sciences

Academic Probation. Students who have a declared major in Dedman College and whose cumulative SMU GPA falls below 2.000 are placed on academic probation. Academic probation is for a minimum of one regular term (excluding intersessions and summer sessions). The dean may impose special conditions in exceptional probationary situations. Students are removed from academic probation status when they achieve a cumulative GPA of 2.000 or higher.

Academic Suspension. Declared Dedman students whose cumulative GPA remains below 2.000 following a term of academic probation will be suspended. Suspension is for a minimum of one term, not counting intersessions or summer sessions. The dean may impose special conditions in exceptional situations to help remedy (or remove) a student's academic suspension status. Students are removed from academic suspension status when they achieve a cumulative GPA of 2.000 or higher. Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

Reinstatement on Probation Following Suspension. Students who have been suspended once may apply for reinstatement to the University, but reinstatement is not guaranteed. In certain cases, prescribed conditions, including the completion of coursework elsewhere, must be met before a student will be approved for reinstatement. Students who have been reinstated to the University following suspension remain on probation and are normally allowed two regular terms (fall and spring) within which to make up their academic deficiencies and return to good standing. However, special conditions for the first term may be set in individual cases.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Cox School of Business

Academic Probation. A student will be placed on academic probation for one regular term following the term in which the SMU term, cumulative or business GPA falls below 2.000. The business GPA is effective at nine business credits earned. A student on probation must enroll for a minimum of nine credit hours and a maximum of 12 credit hours in the term of probation, will not be allowed to enroll for an internship or directed study, and must meet with the director of academic advising for the B.B.A. program or a designee at appropriate intervals during the term, to be

determined by the director. Coursework taken in intersession or summer terms will not affect probationary status. Students who do not meet all requirements of probation will not be removed from probation even if the GPA rises to 2.000 or higher.

Academic Suspension. A student on academic probation who fails to maintain an SMU term, cumulative or business GPA of 2.000, or who fails to complete successfully a minimum of nine credit hours in the term of probation, will be suspended. A student who has been suspended must petition the director of the B.B.A. program for reinstatement, but this petition will not be considered until the student has been suspended for at least one full regular term (summer sessions and intersessions excluded). For example, a student suspended at the end of the spring term may petition for reinstatement for the beginning of the next spring term, but no sooner.

Reinstatement on Probation Following Suspension. Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and must delineate the new conditions that have been created to prevent the recurrence of such performance. Each petition is considered individually on its own merits. After consideration of the petition and perhaps after a personal interview, the student may be reinstated on academic probation if the suspension was the student's first. Reinstated students must meet all requirements of academic probation.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Failure at Other Colleges. Students who are on academic probation or academic suspension from other colleges will not be admitted to the Cox School of Business until they are no longer on probation or suspension with their home school. Students who have received academic suspension twice from any college or university will not be admitted to the Cox School. Failure to disclose any such suspensions will be grounds for dismissal from the Cox School.

Lyle School of Engineering

Academic Probation. A declared Lyle student whose SMU term or cumulative GPA falls below 2.000 may be placed on academic probation. The minimum period of probation is one regular term (excluding intersessions and summer sessions). The student remains on probation until the overall GPA is 2.000 or higher or until he or she is suspended. A student on probation may enroll in a maximum of 13 credit hours per fall or spring term and a maximum of eight credit hours per summer term during the term(s) of probation. The student is not allowed to serve as an officer of any organization representing either the Lyle School of Engineering or SMU. The student on probation may not participate in any extracurricular activities that might interfere with or detract from academic efforts.

Academic Suspension and Reinstatement on Probation Following Suspension. A student on probation who fails to maintain a GPA of at least 2.000 during an academic term will be suspended. A student who has been suspended may petition the dean for reinstatement, but this petition will not be considered until the student has been suspended for at least one full regular term. For example, a student suspended at the end of the spring term may petition for reinstatement for the beginning of the next spring term, but not sooner. Petitions for reinstatement must set forth clearly the reasons for the previous unsatisfactory academic record and must delineate the new conditions that have been created to prevent the recurrence of such performance. Each petition is considered individually on its own merits. After consideration of the petition and perhaps after a personal interview, the student may be reinstated on academic probation if the suspension was the student's first.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Meadows School of the Arts

Academic Probation. A declared Meadows student who fails to maintain an SMU cumulative or term GPA of 2.000 in a regular term (excluding intersessions and summer sessions) will be placed on academic probation for the following regular academic term. A student on academic probation may enroll for a maximum of 13 credit hours and must achieve a term and cumulative 2.000 GPA at the end of the term.

Note: A student who fails to meet divisional artistic standards may be placed on artistic probation at any time.

Academic Suspension and Reinstatement on Probation Following Suspension. A student who fails to meet the terms of academic probation will be suspended for one regular academic term, after which the student may apply for reinstatement. A student may petition for reconsideration, and the student may be reinstated on academic probation.

A student who fails to meet divisional artistic standards may be suspended from the division at any time.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Simmons School of Education and Human Development

Academic Probation. Declared Simmons School students in the applied physiology and sport management major whose cumulative SMU GPA falls below 2.000 are placed on academic probation. Academic probation is for a minimum of one regular term (excluding intersessions and summer sessions). The dean may impose special conditions in exceptional probationary situations. Students are removed from academic probation status when they achieve a cumulative GPA of 2.000 or higher.

Declared Simmons School students in the educational studies degree whose cumulative SMU GPA falls below 2.500 and whose SMU education courses GPA fall below 3.000 are placed on academic probation. Academic probation is for a minimum of one regular term (excluding intersessions and summer sessions). The dean may impose special conditions in exceptional probationary situations. Students are removed from academic probation status when they achieve a cumulative GPA of 2.500 or higher and an education courses GPA of 3.000 or higher.

Academic Suspension. Declared Simmons School students in the applied physiology and sport management major whose cumulative GPA remains below 2.000 in any regular term following a term of academic probation will be suspended. Declared Simmons School students in the educational studies degree program whose cumulative GPA remains below 2.500 in any regular term following a term of academic probation will not be permitted to continue in the educational studies degree program. While not suspended from the University, these students are not permitted to pursue an educational studies degree. Suspension is for a minimum of one term, not counting intersessions or summer sessions. Credits earned at another college or university during a term of suspension may not be applied toward an SMU degree. A grade point deficiency must be made up through enrollment at SMU.

Reinstatement on Probation Following Suspension. Students who have been suspended once may apply for reinstatement to the University, but reinstatement is not guaranteed. In certain cases, prescribed conditions, including the completion of coursework elsewhere, must be met before a student will be approved for reinstatement. Students who have been reinstated to the University following suspension remain on probation, and they are normally allowed two regular terms within which they can make up their academic deficiencies and return to good standing. However, special conditions for the first term may be set in individual cases.

Academic Dismissal. A second suspension is final, resulting in dismissal from the University with no possibility of readmission.

Disciplinary Actions

Disciplinary actions recorded on the academic record are noted below. For more information on these items, see the Student Handbook.

a. **Disciplinary Suspension.** A student is separated from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A conduct suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and may be removed three (3) years after graduation. If the student leaves the University before graduation, the notation may be removed three (3) years after the anticipated date of graduation from the University. During the period of suspension the student is considered not in good standing. The removal of the notation must be requested by the student after the designated time period and approved by the Office of the Dean of Students before the notation will be removed.

b. **Disciplinary Dismissal (aka, Expulsion).** A student is separated from the University on a permanent basis. A student's dismissal will be permanently recorded on their academic transcript. A student dismissed from the University will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board. A student expelled from the University may not enter campus grounds for any reason without express written permission from the Office of the Dean of Students. The dismissed student is considered not in good standing.

c. **Disciplinary Violation (DV).** A notation indicating a disciplinary violation will be recorded on a students' academic transcript at the direction of the Dean of Students. The notation will remain for the time he/she is enrolled at the University and for three (3) years following their graduation. If the student leaves the University before graduation, the notation may be removed three (3) years after the anticipated date of graduation from the University. A student with a DV notation is considered in good standing. The removal of the notation must be requested by the student after the designated time period and approved by the Office of the Dean of Students before the notation will be removed.

d. **Temporary Suspension.** Pending a conduct hearing, a student is banned from campus and participation in any SMU-related activities. Student may contact faculty members to request permission to continue individual academic assignments virtually, but faculty are not required to grant the request. A notation is recorded on the student's academic transcript that a conduct matter is pending.

e. **Honor Code Violation (HV).** A notation indicating an honor code violation will be recorded on a students' academic transcript at the direction of the Dean of Students. The notation will remain for the time they are enrolled at the University and for three (3) years following their graduation. If the student leaves the University before graduation, the notation may be removed three (3) years after the anticipated date of graduation from the University. A student with a HV notation is considered in good standing. The faculty member retains complete discretion to award a grade for the course he or she deems appropriate. The removal of the notation must be requested by the student after the designated time period and approved by the Office of the Dean of Students before the notation will be removed.

Academic Petitions and Waivers

Petitions and/or requests for waivers concerning University requirements, graduation requirements and the evaluation of transfer work should be submitted to the student's school of record office. Additional information is found under Grade Appeals in the Grade Policies section of this catalog. Petitions and/or requests for waivers concerning a major or a minor should be submitted to the appropriate department chair or program coordinator/director for consideration.

SMU Credit Requirement

University policy requires 120 minimum required credit hours for an undergraduate degree. SMU residency requirements are satisfied by SMU credit through enrollment at SMU's Dallas campus, SMU online offerings, SMU-in-Taos, SMU Abroad programs (both faculty-led and provider offerings), and SMU credits awarded based on SMU departmental examination, audition and portfolio reviews.

- If a student was last enrolled full-time at a 2-year community or junior college, the student must complete a minimum of 60 credit hours in residence at SMU to earn an undergraduate degree.
- If a student was last enrolled full-time at a 4-year college or university, the student must complete a minimum of 48 credit hours in residence at SMU to earn an undergraduate degree.

Credit hours earned in venues not listed above that are applied toward the 120 minimum will be recorded as transfer or test credits. Therefore, regardless of the number of transferable or test credits completed, to receive an SMU undergraduate degree, students must earn either 48 or 60 credit hours through enrollment at SMU, depending on their last school of full-time attendance. If the student did not enroll full-time for any term at a previous institution, the institution type will be determined based on the greater number of transferred hours from a 2-year vs. 4-year institution. Of the 120 minimum required credit hours for an undergraduate degree, only two hours may be Personal Responsibility and Wellness courses. For further degree requirements, students should refer to the individual school sections of this catalog.

Transfer Coursework

Policies for transfer coursework are found under Transfer Courses from Other Institutions in the General Policies section of this catalog.

Graduation Policies

Apply to Graduate

Students must file an Application for Candidacy to Graduate with their schools' records offices no later than the last day of the first week of the term in which they will complete all degree requirements. Applications are filed through the my.SMU Student Dashboard by the deadline date on the Official University Calendar.

Students who file an application after the published deadline may be required to pay a nonrefundable late fee. Late applications may be denied after the start of the next term, and the Application for Candidacy to Graduate applied to the next conferral date. Students taking coursework at another institution and transferring the course(s) back to SMU are responsible for ensuring that the University Registrar's Office receives their official transcript in order for their degree to be conferred for the anticipated graduation term.

SMU has three degree-conferral periods for most programs: fall (December), spring (May) and summer (August). In addition, students who complete their degree requirements during a Jan Term (January), May term or August term will have their degrees conferred at the conclusion of the intersessions.

Commencement Participation

An All-University Commencement Convocation is held in May for students enrolled and on schedule to complete degree requirements during the spring term. Students enrolled and on schedule to complete all degree requirements during the following summer session or May Term may also participate in the University Commencement Convocation, although their degrees will not be conferred until August or following May Term. Students who completed degree requirement during the previous fall or January term who did not participate in the previous all-university December commencement convocation may also participate. Students may also participate in departmental or school ceremonies according to the policies of the departments or schools. Doctoral candidates may participate in commencement only after all degree requirements are complete.

An All-University December Commencement Convocation is held each year for students enrolled and on schedule to complete degree requirements during the fall term. Students who completed degree requirements during the previous summer session may also participate. Students on schedule and enrolled to complete all degree requirements during the following Jan Term (January) intersession may also participate in the December ceremony, although their degrees will be conferred in January.

A student may participate in either the fall or spring All-University Commencement Convocation for a given degree, but not in both.

To participate in a ceremony, a student must apply online and file an Application for Candidacy to Graduate or Intent to Participate Form. Students earning majors or degrees in multiple schools must file separately with each school.

Degree Honors

There are three classes of graduation honors: summa cum laude, magna cum laude and cum laude. The awarding of graduation honors will be determined by GPAs announced at the beginning of each academic year for each of the five undergraduate schools - Dedman, Cox, Lyle, Meadows and Simmons. The required GPAs generally represent the top 5 percent, 10 percent and 15 percent of graduates in the school. Students earning a degree with majors in two or more schools will receive the highest degree honors for which they are eligible.

The required GPAs for each school will be determined by pooling all graduates in the school from the previous three academic years. The GPA used is the lower of the student's SMU cumulative GPA and all-college GPA (this includes transfer work). Only undergraduate coursework is calculated.

Students may obtain information about minimum GPAs required in past years from their academic schools or online at www.smu.edu/EnrollmentServices/Registrar/AcademicRecords.

Separate from earning graduation honors, students who have completed the requirements of the University Honors Program may earn honors in the liberal arts. Departmental distinction may also be awarded in Dedman College of Humanities and Sciences, Lyle School of Engineering, Meadows School of the Arts, and Simmons School of Education and Human Development; the Cox School of Business awards the honors in business distinction to students who have successfully completed the requirements for the Cox B.B.A. Honors Program. These honors require completion of requirements prescribed by the department or school. Further information may be obtained from the individual departments and schools.

Statute of Limitations for Degree Plans

A student who has been readmitted to the University following an absence of more than three years will be expected to meet all requirements for graduation current at the time of readmission.

General Education

In keeping with the University's educational mission, all undergraduates are required to complete a program of study that emphasizes the values of what historically has been called "a liberal education." A liberal education consists of developing a range of skills and an introduction to academic disciplines that span the spectrum of human knowledge. This type of education teaches students to write and think critically, developing a basic understanding of human society and activity in all its dimensions. The courses and experiences included in this program of study provide a solid and broad education that will equip students to become lifelong learners while preparing them to complete a more focused study in the major.

The Common Curriculum (CC) is the twenty-first-century version of the traditional liberal arts curriculum. Through the Common Curriculum, SMU ensures that all undergraduates meet the general education requirements stipulated by the U.S. Federal Government and the Southern Association of Colleges and Schools Commission on Colleges. Based on these standards, students must complete a general education curriculum consisting of a minimum of 30 credit hours as part of their degree requirements. This general education curriculum ensures breadth of knowledge and introduces students to the humanities and fine arts, the social and behavioral sciences, natural sciences, and mathematics. According to these standards, the courses in general education must not focus on the skills, techniques, and procedures specific to that student's occupation or profession. SMU's Common Curriculum meets these standards while ensuring that students cultivate the knowledge and skills needed to become successful in the workplace and to adapt to the demands of a rapidly changing and increasingly interconnected world.

The Common Curriculum requires most students to complete a minimum of 34 credit hours of general education. However, students with advanced language proficiency (who can demonstrate appropriate proficiency on an approved proficiency test) may be able to complete their general education curriculum in 30 hours. SMU faculty, through the Council on General Education, are responsible for determining whether SMU courses meet Foundation, Breadth and Proficiency and Experience requirements.

The Common Curriculum

The motto of Southern Methodist University, *Veritas Liberabit Vos* ("the truth shall set you free"), epitomizes the ideals of an SMU education and is the guiding principle for the Common Curriculum. The wisdom to acquire and critically reflect on existing knowledge and the insight and capacity to create new knowledge - the hallmarks of an educated person - exemplify the characteristics SMU seeks to instill in its students.

The Common Curriculum contains both general education and graduation requirements. The general education comprises approximately one-third of the baccalaureate degree plan for all SMU students. It consists of two main coursework components, Foundations and Breadths.

The Foundations requirements include Academic Writing (AW), Critical Reasoning (CR), Quantitative Reasoning (QR), and a Second Language (SLR) of intermediate proficiency in languages other than English. These Foundation requirements build on the diverse educational backgrounds of students who enter the University and ensure that all students have the knowledge and skills required to complete an SMU degree.

The seven Breadth requirements introduce SMU students to the known range of academic disciplines and give them various intellectual frameworks from which to approach the world and solve the problems they encounter. These requirements are Creativity and Aesthetics (CA), Exploring Science (ES), Historical Contexts (HC), Literary Analysis and Interpretation (LAI), Philosophical, Religious, and Ethical Inquiry (PREI), Social and Behavioral Sciences (SBS), and Technological Advances and Society (TAS).

In addition to the graduation requirements, referred to as Proficiencies and Experiences (P&Es), students can apply the soft skills necessary to be compassionate and engaged world citizens. The Common Curriculum contains seven graduation requirements: Civics and Individual Ethics (CIE), Community Engagement (CE), Global Perspectives (GPS), Human Diversity (HD), Oral Communication (OC), Quantitative Applications (QA), and Writing (W). P&Es may be satisfied with coursework or with the completion of co-curricular activities. These requirements are often met in tandem with either general education, major, or minor requirements.

General Education: Foundations			
Foundations	Semester Credit Hours	Recommended	Required
Academic Writing (AW)	3 credit hours	First semester	First semester
Critical Reasoning (CR)	3 credit hours	Second semester	Second semester
Quantitative Reasoning (QR)	3 credit hours	First year	By University-wide Academic stipulations
Second Language (SLR)	0-8 credit hours	First-year students who completed language in high school are encouraged to continue SLR in their first semester at SMU.	By graduation

General Education: Breadths			
Breadths	Semester Credit Hours	Recommended	Required
Creativity and Aesthetics (CA)	3 credit hours	First or second year	By graduation
Exploring Sciences (ES)	3-4 credit hours	First or second year	By graduation
Historical Context (HC)	3 credit hours	Second or third year	By graduation
Literary Analysis and Interpretation (LAI)	3 credit hours	Second or third year	By graduation
Philosophical, Religious, and Ethical Inquiry (PREI)	3 credit hours	First or second year	By graduation
Social and Behavioral Sciences (SBS)	3 credit hours	First year	By graduation
Technological Advances and Society (TAS)*	3-4 credit hours	Second or third year	By graduation

Graduation Requirements: Proficiencies and Experiences			
Proficiencies and Experiences	Semester Credit Hours	Recommended	Required
Civics and Individual Ethics (CIE)	Course or Experience	By graduation	By graduation
Community Engagement (CE)	Course or Experience	First or second year; complete in the co-curricular experience if a major/minor required course contains tag	By graduation
Global Perspectives (GPS)	Course or Experience	Within three years at SMU	By graduation
Human Diversity (HD)	Course or Experience	By graduation	By graduation
Oral Communication (OC)	Course or Experience	By graduation	By graduation
Quantitative Applications (QA)	Course or Experience	By graduation	By graduation
Writing (W)	Course or Experience	By graduation	By graduation

*TAS may be fulfilled by a second ES-tagged course of at least three-semester credit hours.

The number of courses and/or credit hours required to complete the Common Curriculum will vary according to the individual student's academic background, preparation, major and curricular choices. For instance, students may request the transfer of coursework taken at another regionally accredited institution after high school graduation, either before or after matriculation at SMU. Students may further request that such transferred coursework be evaluated to fulfill specific CC requirements, subject to the limits described herein.

All CC student requests for fulfillment through transfer work must include a complete syllabus that contains the name of the instructor, name of the course, daily schedule, assigned readings, assignments, and grade breakdown, as well as concrete evidence that the proposed alternative course or experience satisfies the specific Student Learning Outcomes and Content Criteria associated with the CC requirement being petitioned. These requests will be reviewed and evaluated by the Office of General Education. Appeals of decisions by the Office of General Education may be made to the Committee on Academic Petitions.

The Office of General Education recommends that students work closely with divisional/departmental and academic advisers to navigate the Common Curriculum requirements and plan their coursework each term using Degree Planner. Each student has access to a regularly updated and individualized Degree Progress Report (DPR) that charts their progress and identifies courses they use to meet the various requirements.

The list of Common Curriculum courses will vary by term and be listed on the Common Curriculum website and in the course search function of my.SMU.

Common Curriculum Requirements

General Education Requirements

Foundations

A university education must provide students in all majors with the tools to embark on a lifetime of learning. Common Curriculum Foundations courses assure that students read and write, think critically, and possess essential awareness of the multi-faceted nature of our complex world.

Because these skills are essential for a successful college experience, Foundations requirements should be completed within a student's first four terms of enrollment. See the table above for recommended and required completion details.

Pre-matriculation transfer work may, in some cases, be used to satisfy the Academic Writing (AW), Critical Reasoning (CR), Quantitative Reasoning (QR), and Second Language (SLR) Foundations. For policy details, students should consult the Office of General Education, Credit by Examination table, or the tables below.

Requirements	First-Years (FYRs) and First-Year Transfers (FYTs)	Transfers (TRNs)
Foundations ensure students have strong academic fundamentals		
Academic Writing (AW) and Critical Reasoning (CR)	Students with an SAT-R ERW score of 580 or higher or ACT score of 21 will take WRTR 1312 and WRTR 1313, or equivalent. Students with an SAT-R ERW 580 score or lower or ACT score lower than 21 will take WRTR 1311, WRTR 1312, and WRTR 1313. Hilltop Scholars students will take WRTR 2303 and WRTR 2304. University Honors Program (UHP) students will take WRTR 2305 and WRTR 2306.	Waived if student transfers in WRTR 10XX and WRTR 10YY; completed as transfer credit. If dual, concurrent, or transfer credit is received for WRTR 10XX or WRTR 10YY, students must take WRTR 1313. If WRTR 10XX and WRTR 10YY were both dual/concurrent or test credit students must take WRTR 1313. Satisfied if WRTR 10XX is dual/concurrent or test credit awarded by a transferring institution and WRTR 10YY is transfer credit.

Quantitative Reasoning (QR)	Can be satisfied with external credit; some dual, concurrent, or transfer credit must be petitioned.	Can be satisfied with external credit; some dual, concurrent, or transfer credit must be petitioned.
Second Language (SLR)	Can be satisfied using AP and IB credit (with an appropriate score). Can be satisfied by transferring a dual credit or post-high school transfer course equivalent to 3rd (2401) or a higher-level course at SMU.	Can be satisfied using AP and IB credit (with an appropriate score). Can be satisfied by transferring a dual credit or post-high school transfer course equivalent to 3rd (2401) or a higher-level course at SMU. Can be satisfied by transferring in two consecutive semesters for a minimum of six-credit hours of the same language taken post-high school (regardless of the transfer equivalency).

* *External credit is defined test, dual, concurrent, or transfer credit.*

** *Transfer credit is college credit completed after high school graduation but before matriculation to SMU. This does not include dual or concurrent credit.*

*** *Dual/concurrent credits are course credits completed prior to high school graduation. Dual credit is work completed through a college (which could be taken at the college or at the high school) that counts for college credit and high school graduation requirements. Concurrent credit is work completed through a college that the high school does not give credit for graduation purposes.*

Students may not request that non-approved SMU courses be allowed to satisfy CC Foundation requirements. Only courses proposed by an SMU faculty member and approved by the Council on General Education may be used to satisfy these requirements.

Academic Writing and Critical Reasoning

Students will develop competency, clarity, coherence, and organization in their writing and will demonstrate university-level critical reasoning proficiencies through written expression. The Common Curriculum emphasizes Academic Writing (AW) and Critical Reasoning (CR) in the first-year sequence of courses, often within the Writing and Reasoning (WRTR) department. The AW and CR sequence introduces students to academic thought and written communication in seminars where students work closely with faculty. All Academic Writing and Critical Reasoning courses aim to assist students in developing critical reading and expository and analytical writing.

Students will satisfy this requirement by taking WRTR 1312 in the fall term and WRTR 1313 (or equivalent) in the spring. Students scoring lower than a 580 on the SAT-R or lower than 21 on the ACT English section will begin in WRTR 1311 and go on to complete WRTR 1312 and WRTR 1313. Students scoring at or above 580 (SAT-R) or at or above 21 (ACT English) will begin in WRTR 1312. Students scoring a 4 or 5 on the Advanced Placement (AP) English Language/English Literature Test and students scoring 5, 6 or 7 on the International Baccalaureate (IB) English A Literature higher-level exam will receive credit for their scores. However, they must still take both WRTR 1312 and WRTR 1313 (or equivalent) at SMU.

Transfer students who transfer in at least 24 hours of credit and have SMU transfer credit for two semesters of Freshman writing may apply those credits toward completing the Academic Writing and Critical Reasoning requirements.

Following SMU matriculation, students must meet the AW and CR requirements through SMU coursework.

Students participating in the University Honors Program satisfy this requirement with WRTR 2305 and WRTR 2306 in the fall and spring of their first year. Students in the Hilltop Scholars Program may fulfill the requirement with WRTR 2303 in the fall term, and WRTR 2304 in the spring. Students must be enrolled each term and may not drop Academic Writing or Critical Reasoning-tagged courses until they have completed the requirement. A minimum grade of C- is required to pass each course.

- WRTR 1311 - Foundations of Written and Oral Discourse
- WRTR 1312 - Introduction to Academic Writing
- WRTR 1313 - Writing and Critical Reasoning
- WRTR 2303 - Hilltop Scholars Academic Writing
- WRTR 2304 - Hilltop Scholars Writing and Critical Reasoning
- WRTR 2305 - University Honors Humanities Seminar I
- WRTR 2306 - University Honors Humanities Seminar II

Quantitative Reasoning

Quantitative Reasoning (QR) is the ability to understand, evaluate and use quantitative information. Quantitative information takes many forms, and quantitative reasoning skills span a vast spectrum, from basic numerical manipulations to advanced statistics and mathematics. One three-credit course is required to ensure that students possess these necessary skills.

Students may use AP, IB, dual, transfer, and SMU credit to fulfill the requirement. Students scoring a 4 or 5 on the Calculus AB, Calculus BC, or Statistics AP tests and those scoring 5, 6, or 7 on the IB Mathematics higher-level exam will satisfy this requirement. Students may petition to count qualifying Math or Statistics transfer or dual or concurrent enrollment courses toward this requirement. Math placement testing is also available through SMU's Mathematics credit examinations.

Second Language

Second Language (SLR) is the ability to negotiate meaning in a language other than English in familiar contexts and will demonstrate cultural competence in the related target culture. Second-language learning is a multi-faceted intellectual endeavor that promotes enhanced communication skills in native and target languages and fosters cross-cultural communication and understanding. Second-language learners analyze the nature of language by comparing the target language and their own language. Second-language learners evaluate information and diverse perspectives from the language and its cultures. Learners engage in critical analysis of culture and identity; they are, therefore, more readily able to participate in multiple multicultural communities and are, as a result, adaptable to the challenges of a changing world.

SMU students fulfill the Second Language requirement by demonstrating intermediate proficiency in a second language by passing an approved proficiency exam, using AP and IB credit, transferring or taking a course equivalent to the second-semester course at SMU. See policy details below.

At SMU, students can demonstrate language proficiency in one of the following ways after matriculation:

1. Placing into and successfully completing a course in the second semester level of a language (or above) satisfies the Second Language requirement with that course. SMU offers Arabic, Chinese, Classical Greek, French, German, Italian, Japanese, Latin, Russian, American Sign Language, and Spanish
2. Placing into the fourth term or beyond on the SMU World Languages and Literature Department's placement test and also earning an appropriate score on an SMU designated Second Language Proficiency Test. Students must pay a non-refundable registration fee for their proficiency test and take the test within one year of matriculation at SMU.
3. Taking two additional Global Perspectives (GPS) tagged courses beyond the one required of all students if this substitution is recommended by the Office of Disability Accommodations and Success Strategies (DASS).
4. Achieving a score of Intermediate-Mid or above on the ACTFL OPI examination in a language not taught at SMU.
5. Transferring in two consecutive semesters for a minimum of six-credit hours of the same language taken post-high school (regardless of the transfer equivalency). These courses must have been taken after high school graduation.

Students can fulfill the Second Language requirement before matriculation in one of the following ways:

1. Presenting an appropriate score on a recognized second language proficiency exam (4 or 5 on AP exam; 5, 6, or 7 on IB HL exam).

2. Transferring a dual credit or post-high school transfer course equivalent to 3rd (2401) or a higher-level course at SMU.
3. Demonstrating an existing proficiency in a language other than English as documented by:
 - a. Matriculation as an International Student from a non-English-dominant country and providing high school transcripts from a non-English-medium high school;
 - b. Completion of two consecutive semesters of the same language (other than English) at an accredited college or university, prior to matriculation at SMU but after high school graduation.

SMU students must have enrolled in at least one course toward fulfilling the Second Language requirement by the fall term of their Junior year. It is recommended first-year students who completed language in high school are encouraged to continue SLR in first semester at SMU. Students who begin their SLR at SMU must complete it at SMU.

Please visit the Second Language site for more information.

Breadths

Students are required to complete Breaths in seven distinct areas of university study that reflect fundamental ideas and approaches associated with core academic disciplines: Creativity and Aesthetics (CA); Exploring Science (ES); Historical Contexts (HC), Literary Analysis and Interpretation (LAI); Philosophical, Religious, and Ethical Inquiry (PREI); Social and Behavioral Sciences (SBS); and Technological Advances and Society (TAS).

Breadth courses may satisfy Proficiency and Experiences (P&Es) graduation requirements (see below), and some of these courses may also count for major or minor credit. The Breadth requirements will be a maximum of 23 credits, reflecting that lab-based science courses may be four credits each. See the approved methods of Breadth fulfillment policies by particular a student's admit status.

Requirements	First-Years (FYRs) and First-Year Transfers (FYTs)	Transfers (TRNs)
Breadths introduce students to a range of academic disciplines.		
1. Creativity and Aesthetic (CA) 2. Exploring Science (ES) 3. Historical Context (HC) 4. Literary Analysis and Interpretation (LAI) 5. Philosophical, Religious, and Ethical Inquiry (PREI) 6. Social & Behavioral Sciences (SBS) 7. Technological Advances and Society (TAS)****	Up to three (3) Breadths may be satisfied by external credit; four (4) must be from SMU credit.	All seven (7) Breadths can be satisfied by external credit.

* *External credit is defined test, dual, concurrent, or transfer credit.*

** *Transfer credit is college credit completed after high school graduation but before matriculation to SMU. This does not include dual or concurrent credit.*

*** *Dual/concurrent credit are course credits completed prior to high school graduation. Dual credit is work completed through a college (could be taken at the college or at the high school) that counts for college credit and high school graduation requirements. Concurrent credit is work completed through a college that is not given credit by the high school for graduation purposes.*

**** *TAS may be fulfilled by a second ES-tagged course of at least three-semester credit hours.*

Students seeking to fulfill Breadth requirements through pre- or post-matriculation transfer work must complete the appropriate academic petitions.

Students may not request that non-approved SMU courses be allowed to satisfy CC Breadth requirements. Only courses proposed by an SMU faculty member and approved by the Council on General Education may be used to satisfy these requirements.

Creativity and Aesthetics

Students will demonstrate an understanding of the conventions of a particular art form in a specified context through the production and/or analysis of that form. To develop an understanding of and appreciation for the creative impulse in various artistic contexts, graduates of SMU will demonstrate an understanding of the conventions of art forms and artistic analysis. They will be able to identify, explore and explain concepts fundamental to the visual, communicative, and performing arts through critical analysis, performance or the act of personal creation. CA courses also seek to expose students to creativity's fundamental role in maintaining a robust, adaptive, and prosperous society. Students must take one three-semester-credit-hour course from the CA category.

Exploring Science

As a result of Exploring Science (ES), students will demonstrate an ability to engage in scientific inquiry. To be active, engaged citizens in a global society, graduates of SMU will demonstrate an ability to engage in scientific inquiry. They will apply the scientific method to understand and interpret scientific information in various contexts. Students should be aware of the evidence-based, empirical methods of science, and of the ways that scientific fields have shaped and informed the world around us. In completing the ES requirement, students must take and pass both lecture and lab courses (if offered separately).

Historical Contexts

Students will demonstrate an ability to engage in historical thinking upon fulfillment of Historical Contexts (HC). Historical thinking is an acquired (learned) form of analytical reasoning that allows students to analyze data from the past and recognize patterns of cause and effect, and action and consequence. It requires factual knowledge of past events and allows students to use that information to infer consequences and to understand the relationship between past action and present or future action. Moreover, because historical thinking involves a recognition that there are multiple ways of interpreting historical data, it allows for an appreciation of diverse viewpoints on any given topic. However, because it is a fact-based type of analysis, it also teaches students to evaluate arguments and critically assess sources of information. Students take one three-semester-credit-hour course from the HC category.

Literary Analysis and Interpretation

Literary Analysis and Interpretation (LAI) require students to analyze texts through close readings and demonstrate an understanding of the text's underlying historical, social, political, and cultural contexts in pursuit of an individually-developed and well-argued analysis and interpretation. To expand their understanding of the world and the modes of communication in it, students will demonstrate an ability to analyze texts through contextualized close reading. Students will analyze meaningful texts such as novels, poems, plays, and films. Students must take one three-semester credit hour course from the LAI category.

Philosophical, Religious, and Ethical Inquiry

Philosophical, Religious, and Ethical Inquiry (PREI) expects students to demonstrate an understanding of philosophical, religious, or ethical concepts, traditions, or practices and their corresponding methods of inquiry. Philosophical and religious inquiry and ethics are related fields of analysis that invite students to explore and engage critically with the concepts, problems, traditions, and practices constituting those fields of inquiry. These fields provide students with the tools to understand and evaluate philosophical, religious, and ethical claims, to ask pointed questions about the world, and to discover how to attend to the philosophical, religious, and/or ethical convictions or assumptions that inform diverse peoples and traditions. Beyond this, these fields all build students' analytical and communicative skills and cultivate an ability to engage in respectful dialogue. Students must take one, three-semester-credit-hour course from the PREI category. One course may not satisfy both PREI and CIE.

Social and Behavioral Sciences

The sixth Breadth is Social and Behavior Sciences (SBS). Students will demonstrate an understanding of theoretical and methodological approaches to the study of human behavior, culture, and/or institutions. Almost every challenge humankind has ever faced, or will ever face, depends on the actions of people. Whether studying why people built pyramids across the ancient world, how people decide to spend their money, why people vote for one candidate over

another, why people cheat on tests, or how groups and organizations alter individual trajectories, we must understand people's behavior to answer these questions. Exploring how and why people and societies think and behave is fundamental to understanding our past, present, and future. The social and behavioral sciences provide students with the knowledge, methods, and tools to better understand individuals and societies, by advancing generalizable theories about human behavior based on empirical evidence. Common Curriculum students at SMU must take one, three-semester-credit-hour course from the SBS category.

Technological Advances and Society

Technological Advances and Society (TAS) teaches students to describe, analyze, and evaluate the impact of technology on society within a domain. Technological changes have driven societal change since ancient times. These changes continue to accelerate in the contemporary world, creating both opportunities and challenges. Technological literacy is essential to navigating the challenges humanity faces. Technological Advances and Society courses explore how the dynamics of technological advancements impact society on almost every level and in all areas of our lives. The classes will provide students the necessary background to describe, analyze, and evaluate the effects of these technological changes. The students will see just how these advances have reshaped domains in both narrow and broad contexts.

Students must take one three-semester-credit-hour course from the TAS category. Common Curriculum students may substitute a second Exploring Science course to satisfy this requirement.

Proficiencies & Experiences

To prepare SMU graduates for career development and lifelong learning, the Common Curriculum requires all undergraduates to develop and refine life skills beyond the introductory level. All undergraduate students must fulfill these Proficiencies and Experiences (P&Es) graduation requirements. The graduation requirements may be as much as 21 credits, but often less.

Proficiencies and Experiences may be met through credit-bearing coursework or approved, noncredit, co-curricular activities identified as meeting that requirement. A list of tagged courses and pre-approved programs or organizations is available on the Common Curriculum website. See applicable external credit policies related to P&Es below.

Requirements	First-Years (FYRs) and First-Year Transfers (FYT)	Transfers (TRNs)
Proficiencies and Experiences develop key skills through coursework or experiences.		
<ol style="list-style-type: none"> 1. Civics and Individual Ethics (CIE) 2. Community Engagement (CE) 3. Global Perspectives (GPS) 4. Human Diversity (HD) 5. Oral Communication (OC) 6. Quantitative Applications (QA) 7. Writing (W) 	Can be satisfied by external credit or post-high school activities. All experiences and some dual, concurrent, or transfer credit must be petitioned.	Can be satisfied by external credit or post-high school activities. All experiences and some dual, concurrent, or transfer credit must be petitioned.

* External credit is defined test, dual, concurrent, or transfer credit.

** Transfer credit is college credit completed after high school graduation but before matriculation to SMU. This does not include dual or concurrent credit.

*** Dual/concurrent credits are course credits completed prior to high school graduation. Dual credit is work completed through a college (which could be taken at the college or at the high school) that counts for college credit and high school graduation requirements. Concurrent credit is work completed through a college that the high school does not give credit for graduation purposes.

Through a petition on the Common Curriculum website, students may request to fulfill these requirements through transfer courses or individual activities by submitting a formal request to the Office of General Education.

In all cases, matriculated students wishing to use activities that are not pre-approved programs or organizations must obtain pre-approval from the Office of General Education before starting the activity.

Civics and Individual Ethics

As a result of Civics and Individual Ethics (CIE), students will demonstrate an ability to engage in ethical reasoning about civic and individual life. Moral judgments confront us everywhere. Ethical reasoning provides students with foundational skills to reflect rigorously on ethical issues and to apply ethical reasoning in civic and individual life. It allows students to identify their own ethical convictions, think self-critically about them, and reflect on their merits. This is a key component of a liberal arts education.

Undergraduates at SMU must take one course or participate in one approved, sustained experience that requires them to reflect meaningfully on the nature of right, wrong, justice, freedom, fairness, privacy, security, tolerance, equality, rights, or concern for the general welfare. Students may also satisfy CIE by completing 30 hours or more of direct service via the Community Engagement Proficiency and Experience. One course may not satisfy both PREI and CIE.

Community Engagement

As a result of Community Engagement (CE), students will demonstrate the combination of knowledge, skills, values, and motivation necessary to contribute to the civic life of communities. Undergraduate students at SMU must complete one approved community engagement activity, through a course, a cultivated experience, or, with approval, on their own.

Community engagement encompasses activities wherein individuals participate in activities of personal and public concern that are both life-enriching and socially beneficial to the community; it prepares students for their public lives as citizens, members of communities, and professionals in society. Through community engagement, students gain experience participating in multiple types of civic action and skills. They are given the opportunity to gain experience participating in multiple types of civic action and can integrate their academic learning with direct action and involvement. In this way, students develop collaborative skills and enhanced perspectives that will serve them throughout their lives.

While a limited number of Community Engagement-tagged courses will satisfy this graduation requirement, CE is unique as this P&E primarily intends to be completed in the co-curricular. All undergraduate students have the opportunity to complete the CE requirement through the Engage Dallas program via their affiliated Residential Commons; students are strongly encouraged to explore and leverage this opportunity.

Global Perspectives

Upon completing Global Perspectives (GPS), students will demonstrate an informed perspective on the challenges contemporary societies face in the broader global context. Effective and transformative global learning allows students to analyze and explore complex global challenges, collaborate respectfully with diverse others, apply learning to take responsible action in contemporary global contexts, and evaluate that action's goals, methods, and consequences. Global learning enhances students' sense of identity, community, and perspective taking. GPS challenges students to participate in a reflective way by partaking in activities outside or inside the classroom or by engaging intellectually with cultures outside the U.S. or in immigrant communities inside the U.S.

Undergraduates at SMU must take one course or seek approval and participate in a fourteen-day immersive experience in a global culture. GPS may also be satisfied by participating in an SMU Abroad program.

Human Diversity

As a result of Human Diversity (HD), students will demonstrate an understanding of human diversity and the systems of structural inequality that shape human experiences and behaviors. Understanding human diversity gives students the ability to navigate and appreciate the realities of diverse communities and nations that exist in a multi-faceted world. Cultivating this understanding requires knowledge of a variety of cultures, subcultures, and social systems, in local, regional, national and global contexts. Courses and experiences that fulfill the Human Diversity requirement help students better understand the factors that contribute to individual identity as well as the environmental and historical circumstances in which social and cultural systems and provide students with insights into how inequalities are created, enacted and upheld.

Undergraduates at SMU must take one course, participate in an approved organization or program, or seek approval and complete sustained involvement with a clearly defined community (e.g., race, ethnicity, gender, religion, social class, ability/disability, sexual orientation, nationality, and /or immigration status).

Oral Communication

Upon successful completion of Oral Communication (OC), students will demonstrate an ability to engage in clear and concise live communication. Oral communication consists of both extemporaneous and prepared communication. It is intended to increase knowledge, foster understanding, or promote change in the listeners' attitudes, values, beliefs, or behaviors. Oral communication is fundamental to individual, professional, and social growth. It enables the free expression and exchange of ideas, allowing individuals, organizations, and communities to understand and learn from one another through expression.

SMU undergraduate students must develop oral communication skills through substantial activities, inside or outside the classroom.

Quantitative Applications

As a result of Quantitative Applications (QA), students will demonstrate an ability to interpret mathematical models in the form of formulas, graphs, and/or tables and draw inferences from them in a specified domain. Students use information to solve problems in disciplines ranging from the Sciences and Engineering, Business to the Social Sciences and Humanities. These courses and experiences promote numeracy and data literacy as skills that enhance understanding of any topic or subject.

SMU undergraduate students are required to participate in one QA course or an experience that provides students the ability to use and apply mathematical and/or statistical analysis tools to a wide range of subject areas.

Writing

The seventh Proficiency and Experience is Writing (W). Students will demonstrate university-level writing proficiencies appropriate to their coursework. We write not only to communicate what we know, but to understand ourselves better, to comprehend our world more fully, and to discover what we think. The ability to write well promotes success in college regardless of major; after college it enhances success in any field that involves sustained thought. Being able to write well is the mark of an educated person. But writing well is a skill that takes time to develop and requires practice. The Writing Proficiency or Experience requirement gives students further opportunities to practice what they have learned in their Academic Writing and Critical Reasoning Foundations requirements and to advance their skills.

University Honors Program

Honors Programs

www.smu.edu/univhonors

The University offers a variety of honors and distinction programs to encourage research and creative scholarship among its best students.

The University Honors Program, the largest of these programs, is open to students in all majors and designed to prepare high performing students to meet the challenges of rapid change and take advantage of the possibilities this dynamic world presents. To this end, the program emphasizes the values of a liberal arts education, namely, the ability to read, write and think critically, and the acquisition of a basic understanding of human society in all its dimensions. Along with these objectives, the program provides exceptional opportunities for international study and the exploration of topics across disciplines.

The University Honors Program focuses on Common Curriculum courses taken over the course of a student's career at SMU. Students begin with a two-term, first-year honors humanities seminar that encourages critical reflection about major concepts and works of literature that have shaped the modern world. Classes are small (15 or fewer students), with students in several honors sections occasionally meeting together as a larger group. Designed to be broad and introductory, and drawing on material from the past and present, the course offerings explore the way different disciplines raise questions and construct knowledge about the human experience.

In addition to the first-year honors humanities sequence of WRTR 2305 and WRTR 2306, students also take at least four honors seminars (general education Breadth courses, or special one credit Honors seminars available in the sophomore, junior, and senior years) from among the honors offerings.

The final requirement is for the Senior Culminating Project – designed to draw the student out of the classroom and into the larger society – applying the knowledge learned to the outside world. There are many possibilities for this project, including the senior thesis in the major (see below), a Richter Fellowship, an Engaged Learning project or fellowship or other research fellowship, as well as certain internships.

The University Honors Program creates an intellectual community of students and faculty that extends beyond the classroom. Beginning with several orientation activities, special events throughout the year provide additional occasions for coming together. Honors students and faculty are encouraged to attend dinners, programs, seminars and book discussions that may be organized around scholars, artists or other distinguished visitors to the campus. Honors students benefit, too, from the sense of solidarity and community found in a campus venue dedicated to bringing together students in all University honor and scholar programs, the Scholars' Den. The program also takes advantage of the Dallas/Fort Worth Metroplex. Visits to museums, studios, theatres and live-music venues allow students to experience the myriad opportunities for learning that only a large urban center can provide. At the same time, the University Honors Program at SMU is not segregated from the campus. Honors students interact with their fellow students in nonhonors classes; in the Residential Commons; in the student center; on the playing fields; and in the numerous student governing, social, pre-professional, political, cultural and social organizations that enhance student life at SMU.

Entrance to the University Honors Program is by invitation prior to matriculation or by application after at least one term of coursework at SMU. At the end of their undergraduate years, students who maintain a 3.000 GPA in their honors courses and at least a 3.300 overall GPA receive a diploma inscribed with the designation "Honors in the Liberal Arts." More information about the University Honors Program is available on the website (www.smu.edu/univhonors) or from the director, Dr. David D. Doyle, Jr. (ddoyle@smu.edu).

The Richter Research Fellowship Program provides funding for undergraduates to travel and conduct independent research under a faculty adviser's supervision. All honors students who have completed their second year are eligible to apply. Often this research work is connected to a student's senior honors capstone or distinction project, although that is not a requirement to apply for the fellowship. Richter projects have included researching literacy in Ghana, education for non-native English-speaking children in rural California, environment/government

correlation in Fiji and women's reproductive health in Ethiopia. The Richter Fellowships are available only to those students who are members of the University Honors Program.

Department and Division Honors. In addition to the University Honors Program, individual schools, departments and divisions of the University offer honors or distinction programs to exceptional students in their upperclass years. The strongest SMU students are encouraged to participate in honors programs at both the University level (the University Honors Program) and the departmental level. Depending on the major, students take a series of honors courses and seminars in their departments or divisions. Many departments and divisions also offer internships and re-search programs to upperclass students majoring in their fields. Such activities provide practical experience and specialized training within the major. Students completing honors or distinction programs within their departments or divisions graduate with an "Honors in" designation specific to their department or division. More information on these programs can be found under the individual department and division listings in this catalog.

The following is a list of schools with honors programs and departments that offer honors within the major, with a general overview of the programs:

Dedman College

Anthropology	Significant independent research paper.
Biochemistry	Independent reading, research and a senior thesis.
Biological Sciences	Independent reading, research and a senior thesis.
Chemistry	Independent research project and a senior thesis.
Economics	Rigorous independent project under the direction of a faculty sponsor.
English	ENGL 4397, followed by either an independent study in which the student writes a senior thesis or a graduate seminar, and a minimum of 36 credit hours in the major.
History	Major research project and thesis, and an oral defense before a faculty committee.
International and Area Studies	Senior thesis and an oral exam on the topic of the thesis.
Markets and Culture	SOCI 4396, distinction thesis and oral exam by faculty.
Medieval Studies	Distinction paper (with original research), an oral exam or a review by a distinction committee.
Philosophy	Substantial writing project under the guidance of a department faculty member.
Physics	Independent reading, research and a senior thesis (under the direction of a department faculty member) that will be presented to a faculty committee.
Political Science	Distinction thesis, oral exam and two advanced courses related to the topic of the thesis.
Psychology	Distinction courses and an independent research study (under the direction of a faculty mentor) submitted for conference presentation or publication.
Religious Studies	Directed research tutorial followed by an independent studies course and a senior thesis.
Sociology	Original research (based on a topic covered in a 3000- or 4000-level course) and a journal-length article written under the supervision of a departmental faculty member, who then determines if distinction is to be awarded.
World Languages	Two extra courses beyond the major requirements; at least one must include a major research paper.

Cox School of Business

BBA Honors Program	18 credit hours of business honors courses (12 credit hours at the junior/senior level) with a 3.500 business honors GPA.
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Lyle School of Engineering

Computer Science
and Engineering
Electrical Engineering

Successful completion of a senior thesis course, independent research project approved by the academic adviser, defense of the thesis through a public presentation and oral examination before a faculty committee, and a 3.500 major GPA.

Meadows School of the Arts

Art History

Honors thesis, defended before a committee.

Corporate Communication and Public
Affairs

Honors thesis.

Film and Media Arts

Research Thesis (B.A.) or Thesis Film (B.F.A.) and 3.500 minimum Film grade point average.

Journalism

Honors thesis and 6 credit hours of honors journalism courses.

Simmons School of Education and Human Development

Applied Physiology, Sport
Management and Wellness

Departmental distinction programs:
Applied Physiology and Health Management Specialization: Departmental Distinction
Applied Physiology and Health Management Specialization: Departmental Honors
Sport Management Concentration: Departmental Distinction
Sport Performance Leadership Concentration: Departmental Distinction

Teaching and Learning

Educational studies majors: Departmental distinction project.
Outstanding Pre-Service Educator
Teacher Scholar Award

Educational Facilities and Services

Student Academic Success Programs (SASP)

The Student Academic Success Programs are located in the Altshuler Learning Enhancement Center (A-LEC). Various staff are devoted to helping students become more interdependent, self-confident and efficient learners. Their mission is to help students respond effectively to specific academic challenges, to articulate and attain their own educational goals, and to succeed at any level of the undergraduate curriculum. Each year, about one third of SMU's undergraduate students participate in A-LEC programs, courses and services, including more than half of first and second year students. All A-LEC services are available to undergraduate students at no cost. Some services are available on a drop-in basis and others are available by appointment. Students may be referred to the A-LEC by their advisers, faculty or a resident assistant, but most students choose to come on their own. More information is available online at www.smu.edu/SASP.

Academic Counseling. Full-time staff members are available to work individually with students on study strategies. Some specialize in working with students with learning differences or students on academic probation. (smu.edu/AcademicCounseling)

Tutoring Services. The A-LEC offers subject-specific tutoring in most first- and second-year courses. Tutorials are offered in individual, small-group and review session formats. The tutoring schedule changes regularly and updates can be found on the SAS website, smu.edu/Tutoring.

Writing Center. English department faculty members assist undergraduate students at any stage of the writing process, from planning a draft to learning from previously graded papers. Faculty assist with all undergraduate writing assignments, from WRTR through applications to graduate school. There are faculty who work specifically with students where English is not their first language. (smu.edu/WritingCenter)

Workshops. The A-LEC offers about 40 study strategy workshops each semester. Among the topics covered are note-taking, time management, test-taking strategies, textbook study reading, motivation and stress management. (smu.edu/SASPWorkshops)

HDEV 1210 - Academic Success and Personal Development Each academic year, hundreds of SMU students take HDEV 1210 to develop their advanced reading and learning skills. Seats are reserved for transfer students, and a section is offered for students with documented learning differences. Students can register for HDEV 1210 at the same time they register for their other courses.

HDEV 1211 - Success Strategies This course helps students develop strategies for creating success in their academic, professional and personal lives. Students engage in ongoing self-assessment and journal writing, learn study skills, and explore campus resources. The course is designed for students on academic probation and for those who are dissatisfied with their grades. Students can register for HDEV 1211 at the same time they register for their other courses.

Disability Accommodations and Success Strategies. DASS offers any qualifying SMU student with a disability comprehensive support services, including classroom accommodations. DASS assists with physical accessibility issues, referrals, and housing/dining accommodations for many conditions such as physical, visual or hearing disabilities and medical or psychiatric disorders. For undergraduate students with a learning disability and/or attention-deficit/hyperactivity disorder, academic coaching with DASS learning specialists is available in the areas of transitioning, learning strategies, educational planning and self-advocacy. All services are at no cost to the student. More information on the accommodations process and DASS resources is available online at www.smu.edu/sasp/dass.

SMU Libraries

www.smu.edu/libraries

SMU Libraries are one of the greatest assets of the University, and comprise the largest private research library system in Texas, ranking third in the state with over four million volumes. Support for research and teaching for

SMU students, faculty and staff is the primary goal of all libraries at SMU. The University's library system is comprised of six libraries on the main campus and one library in Taos, NM.

1. Fondren Library
2. Hamon Arts Library
3. DeGolyer Library
4. Underwood Law Library
5. Bridwell Library
6. Business Library
7. Fort Burgwin Library

Fondren Library

Fondren Library is the main library on campus and serves students, faculty and staff in the areas of humanities, social sciences, business, education, science, and engineering, with over three million print and online resources. Subject librarians assigned to each discipline offer personal research services to students and faculty to support teaching and learning. Subject librarians collaborate with faculty to integrate information literacy concepts into university curriculum to support the academic mission of the university. Within Fondren Library, students have access to 1,000 seats of study space, including bookable study rooms and conference rooms with supportive learning technology. The Caren Prothro Learning Commons and nearby Collaborative Commons provide both individual and collaborative group spaces conducive to creative work, as well as a Starbucks café and the IT Help Desk to provide technical assistance to the University community. For quiet study, the Fondren Foundation Centennial Reading Room is a beautiful setting with vaulted ceilings and handmade wooden tables with reading lamps in a large sunlit space. The bold visual impact of this iconic reading room epitomizes the discovery, inspiration and community for which SMU is known. In addition to physical spaces, Fondren Library also manages the SMU Digital Repository, called SMU Scholar, which houses the scholarly output of the SMU faculty and graduate students. To support the research of the university, Fondren Library provides document delivery, as well as access to holdings from other libraries via interlibrary loan. Strengths of the Fondren Library collections include, classical studies, late 18th- and early 19th-century English literature, American history, Texas history, contemporary biography and literature, anthropology, political science, economics and other social sciences.

The Norwick Center for Digital Solutions (nCDS), located in Fondren Library, focuses on digitizing collections of rare photographs, manuscripts, imprints, art work, film, musical recordings, and other unique items for increased access via the Digital Collections website. nCDS serves as a teaching lab, with digital collections development and Digital Humanities practicums available to students.

Hamon Arts Library

The **Hamon Arts Library**, adjoining the south side of the Owen Arts Center of the Meadows School of the Arts, provides resources for the study of art history, communications, dance, film, music, theatre and visual art. With nearly 250,000 volumes of books, sound recordings and video recordings, the library's collections support the Meadows curriculum and are particularly strong in European and American arts. The library also provides conference room facilities; group audio-visual study and presentation rooms; and public computers for research, study and arts-specific software projects. Two special collections units are administered by Hamon Arts Library:

The **Jerry Bywaters Special Collections** focus on the cultural history of the American Southwest. Visual arts holdings include archival materials and works of art on paper documenting the careers of artists such as Jerry Bywaters, Otis and Velma Davis Dozier, E.G. Eisenlohr, Octavio Medellin, Olin Travis and Janet Turner as well as correspondence of 19th-century French painter Rosa Bonheur. Performing arts holdings include two Japanese *gigaku* masks dating from the 7th to the 10th centuries, the papers of Oscar-winning actress Greer Garson, and materials documenting the careers of longtime SMU music faculty members Paul van Katwijk and Lloyd Pfautsch.

The **G. William Jones Film and Video Collection**, founded in 1970, holds more than 10,000 films and videos on a wide array of subjects, in all types of formats. The Jones Collection is best known for its Tyler, Texas, Black Film Collection, WFAA newsreel collection, and for the Sulphur Springs Collection of pre-nickelodeon films.

DeGolyer Library

DeGolyer Library is a noncirculating special collections library that contains more than 170,000 volumes. In addition to rare books, the DeGolyer Library holds nearly 2,500 separate manuscript collections, nearly 1.5 million photographs and negatives, 2,000 newspaper and periodical titles, 3,000 maps, and an extensive collection of printed ephemera. Subject strengths include the American West, Mexico, railroad history, business history, and the history of science and technology.

The **University Archives**, part of the DeGolyer Library, are the official repository for SMU administrative and historical records of the University. The archives contain manuscripts, photographs, publications, records, and artifacts documenting the establishment and growth of the University. SMU administrators, faculty, local historians and media representatives are its principal users, but students and visiting scholars often use its materials for a variety of research projects.

Underwood Law Library

Underwood Law Library's collections are the largest of any private academic law library west of the Mississippi River. Its collections include more than 665,000 law-related volumes and equivalents, ranking the library among the top 20% of law libraries in the United States. The library's building is the fifth largest law school library in the country. The library's collection of antiquarian law books, including the McKnight Antiquarian Book Collection, is one of the leading collection of its kind in the Western Hemisphere, with volumes printed as early as 1473. The library has more than 800 seats and 14 group study rooms.

Bridwell Library

Bridwell Library, primarily serving the faculty and students of the Perkins School of Theology, is the University's principal research resource for the fields of theology and religious studies. It offers a print collection of nearly 400,000 volumes and more than 1,000 journals, and it provides access to a wide array of digital books, journals, and databases. Among the library's special collections are significant holdings in early printing, English and American Methodism, theology, religion, printing history, typography and the book arts. The interpretation of these collections is accomplished through class instruction, lectures, publishing and exhibitions. Reference and special collections librarians are available to help students discover and use many of the library's resources. Bridwell also houses the Theological Writing Center, which provides writing guidance and assistance for student in Perkins School of Theology. Bridwell holds the largest collection of Methodist and Wesleyan artifacts as the new home for the World Methodist Museum collections and the new Center for World Methodism.

Business Library

The Business Library of the Cox School of Business is temporarily located in the lower level of the Hamon Arts Library. This library is open to all students regardless of major. The mission of the library is to provide the SMU community with authoritative business information, regardless of format; support the integration of information and technology into the curriculum; and act as a center for research and development for state-of-the-art information technology applications in the business education field. In support of this mission, students, faculty and staff have access to course-specific in-class instruction sessions, open enrollment research workshops and reference assistance from dedicated business librarians to enhance their use of current business news and financial, industry and market data from premier providers. The Business Library includes the Kitt Investing and Trading Center, quiet and group study areas, a periodicals area, facility wide wireless access, more than 400 electronic resources, the Hillcrest Foundation International Resource Library, the Edwin L. Cox Business Leadership Center Resource Collection, the Maguire Energy Institute Resource Collection and the Cox Career Services Collection. Librarians are available all hours that the business library is open, providing research assistance both in person and virtually.

Fort Burgwin Library

The Fort Burgwin Library, located in Taos, New Mexico, serves students and faculty in the SMU-in-Taos program. It is focused on the history, literature, cultures and environment of New Mexico and the Southwest. The library, constructed in 2004, contains approximately 9,000 books and a small collection of journals and maps, and houses the Fred Wendorf Information Commons and a computer lab.

Scholars' Den

The Scholars' Den is a gathering space for members of the various scholar groups at SMU. Its mission is to foster scholarship and community among its member groups by providing a hospitable place to study and hold scholarly events. Located in Clements Hall, the Scholars' Den features group-meeting space, study areas, a kitchen/dining area and an informal lounge where students can gather to collaborate on academic and extracurricular projects. Additional information can be found by navigating to www.smu.edu/scholarsden.

Meadows Museum

The **Meadows Museum**, founded by the late philanthropist Algur H. Meadows and located on campus at 5900 Bishop Boulevard, houses one of the finest and most comprehensive collections of Spanish art in the world, as well as selected masterpieces of modern European sculpture, from Rodin and Maillol to David Smith and Claes Oldenburg. The permanent collection of the museum numbers more than 3,500 objects, including paintings, sculpture, decorative arts and works on paper from the Middle Ages to the present. Artists represented include El Greco, Velázquez, Ribera, Zurbarán, Murillo, Goya, Picasso, Dalí and Miró. The Meadows Museum hosts a regular program of loan exhibitions each year in its exhibition galleries, and it sponsors an active program of public lectures, tours, films, concerts and symposia, as well as access programs, children's art programs and family days throughout the year. Museum collections are often used by SMU faculty in their courses. The museum membership program includes exhibition previews, tours of private collections and opportunities for travel. Docent tours of the collection are available to school, University and adult groups. The Meadows Museum has a museum shop on site as well as special event rooms. Additional information is available at www.meadowsmuseumdallas.org.

Office of Information Technology

The **Office of Information Technology (OIT)** provides computing, information processing, and communications resources to satisfy the needs of faculty, students, and staff. These services include an SMU email account, access to enrollment and financial data online, internet access, telephone services, web-based services, technical support, and a variety of software and hardware discounts.

SMU offers high-speed network connections throughout campus. Students can take advantage of both wired and wireless connections throughout all areas of the residence halls. Wireless coverage (i.e. PerunaNet, eduroam) extends throughout the campus in classrooms, libraries, common areas, and several outdoor locations. In addition to on-campus Internet connections, OIT provides off-campus access to resources via a virtual private network connection (VPN) and access to other research institutions' Wi-Fi networks through eduroam.

All students receive an SMU email account, which will remain active after graduation. The email account may be accessed online via Microsoft 365 (smu.edu/Microsoft365). Students also have access to a variety of web-based services such as virtualized apps (smu.edu/apps), personal blogs (people.smu.edu), unlimited cloud storage (smu.edu/box), and the Canvas Learning Management System (smu.edu/canvas). Academic information, including grade history, financial information, and class registration, is available through my.SMU. Links to all of this, plus a few highlights regarding IT services to help you get up and running at SMU, can be found at smu.edu/techstart.

OIT also provides complimentary on-campus IT support. Located in Fondren Library West, the IT Help Desk provides technical assistance for common computing issues and installs of software applications pertinent to course instruction weekdays and weekends during the regular semester. Times will vary for breaks and summer, so please check the website at smu.edu/techsupport for the latest hours. The IT Help Desk provides support via phone at 214-768-HELP (8-4357), online chat (smu.edu/itchat), or in-person for a wide variety of technical questions related to networking, software installs, and the use of SMU IT resources. The OIT website (smu.edu/oit) provides information, step-by-step instructions, and answers to many frequently asked questions. Training On-Demand is available through LinkedIn Learning (smu.edu/LinkedIn) for many of our software packages, plus additional software and skills training.

Although most students arrive to campus with a personal laptop, SMU offers several computer labs with public access. Typically, the labs contain Mac and PC workstations and include some specialty applications required for courses. Printing is also available through our PaperCut Pay-for-Print System (smu.edu/printing). If needing to

purchase a personal copy of software, discounts on software and computer hardware purchases are available throughout the year. More information can be found on the OIT website at smu.edu/oit.

For additional information on services provided by OIT, students should visit www.smu.edu/oit or call the IT Help Desk at 214-768-HELP (8-4357). SMU related technology news and updates are available on Twitter (@smuoit) and the IT Connect blog at smu.edu/itconnect.

Educational Programs

Academic Programs

SMU offers degrees in five undergraduate and graduate schools and three graduate professional schools: the Dedman College of Humanities and Sciences, the Edwin L. Cox School of Business, the Dedman School of Law, the Linda and Mitch Hart SMU Guildhall, the Bobby B. Lyle School of Engineering, the Algur H. Meadows School of the Arts, the Joe and Lois Perkins School of Theology, and the Annette Caldwell Simmons School of Education and Human Development. SMU's Ph.D. and online degrees are jointly offered in the Moody School of Graduate and Advanced Studies, which coordinates graduate education across the University. The University offers a range of distinguished graduate and professional programs, and since its beginnings in 1915, SMU has remained committed to the concept of a rigorous and relevant liberal arts undergraduate education. All SMU undergraduate degree programs reflect this commitment by encouraging students to combine broad, interdisciplinary inquiry with in-depth study in a particular field of interest.

Preface to the Curriculum

All SMU undergraduates participate in general education. General education provides students with a broad background in the liberal arts, which is essential to their growth as educated human beings. The general education curriculum is designed to help students put their majors into context, to promote valuable skills that students acquire in and outside the classroom in preparation for the modern workplace, to enable and encourage students to engage in their civic responsibilities at the university and beyond, and to create a passion and platform for life-long learning. The elements of general education are foundation, breadth, and graduation requirements. These elements are designed to build on one another over the four-year undergraduate experience. Students begin in foundations with a focus on writing, quantitative foundations, and second language proficiency. The breadth requirements, typically met in the first two years, provide students an opportunity to explore a variety of disciplinary frameworks for learning. Finally, during their time at SMU, students gain a set of skills that are recognized through the graduation requirements. These include writing in the discipline, oral communication, diversity of and engagement in the human experience, and civic and individual ethics. Thus, general education is an integral part of students' learning and growth as they work toward graduating with a major or majors.

SMU undergraduate students choose curricula from over 100 baccalaureate degrees in more than 90 subject areas offered by the five undergraduate schools.

Baccalaureate Degree Programs

Dedman College of Humanities and Sciences

Bachelor of Arts

Bachelor of Science

Cox School of Business

Bachelor of Business Administration

Lyle School of Engineering

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Environmental Engineering

Bachelor of Science in Mechanical Engineering

Meadows School of the Arts

Bachelor of Arts

Bachelor of Fine Arts

Bachelor of Music

Simmons School of Education and Human Development

Bachelor of Science

For the degrees available in specific fields of study, students should consult the appropriate school's section in this catalog.

Office of Engaged Learning

smu.edu/engagedlearning - G01 Clements Hall

Students who engage in research, entrepreneurship, creative projects, service, or internships have enhanced academic experiences. SMU's Office of Engaged Learning provides opportunities for students to pursue their interests and passions.

The **Engaged Learning Fellowship** supports capstone-level projects in research, creative activity, or civic engagement. Fellows receive a transcript notation and up to \$2,000 to fund their projects. (smu.edu/ELF)

Big iDeas encourages innovative products and services. The fall Big iDeas Pitch Contest awards up to \$1,000 to seed fund these ideas. The spring Business Plan Competition awards up to \$5,000 for each business. (smu.edu/bigideas)

The **Clinton Global Initiative University** network (CGIU) challenges students to address critical global needs. Selected "commitment-makers" attend an annual meeting that brings together students and thought leaders from around the world. These students participate throughout the year in social entrepreneurship programming with high quality mentoring. (smu.edu/CGIU)

The **Undergraduate Research** program provides paid opportunities for students to acquire research skills by working under a faculty mentor. Many students have collaborated on projects leading to conference presentations and publications. During the Summer Research Intensive, students continue their research and participate in workshops on research skills and professional development. Students can share their work on two showcases: the Fall Research Symposium and Research & Innovation Week. Outstanding student work is published in the SMU Journal of Undergraduate Research. (smu.edu/undergradresearch)

Academic Advising for SMU Pre-Majors

Through the University Advising Center, every student entering SMU as a first-year or premajor transfer student collaborates with a professional academic adviser. Advisers help students acquire the skills to plan their majors and minors, schedule courses, and resolve academic problems that may arise. Computerized Degree Progress Reports provide students with detailed information concerning completion of degree requirements.

Academic Advising for Majors

After completing 24 credit hours and meeting other program admission requirements, students may be eligible to declare their major and transfer their records to an adviser in the school that houses their major field of study. Those who elect study in the humanities, sciences or social sciences enter Dedman College of Humanities and Sciences. Others, depending on their qualifications and interests, may enter the Cox School of Business, Lyle School of Engineering, Meadows School of the Arts, or Simmons School of Education and Human Development. The University requires students to qualify for and declare a major upon completion of 75 credit hours, including credit by examination and transfer work. Upon declaration of a major in one of the schools, students work with a major adviser in that school.

English as a Second Language Program

<https://www.smu.edu/Dedman/Resources/Students/ESL>

Students whose first language is not English may encounter special challenges as they strive to function efficiently and succeed in less familiar cultural and academic settings. Dedman College offers the following ESL courses to students from all schools and departments of SMU. Some courses are dedicated to non-SMU affiliated students for academic readiness and professional success.

Students may apply on the ESL website. More information about the ESL Program is available on the website or contact the program at eslcourse@smu.edu.

Non-Credit ESL Courses for SMU Students

These courses are free of charge, non-credit bearing, and students receive a Pass or Fail on their transcript according to whether or not these requirements are successfully fulfilled. ESL program approval is required by submitting an online application.

ESL 1001/1002 (0). ESL Communication Skills I/II

The goal of these courses is to improve ESL students' interactive skills, primarily oral/aural (speaking, listening, giving presentations) while gaining a deeper understanding of American culture, customs, attitudes, and idiomatic usage of the language. These courses also focus on assisting students to improve advanced ESL speakers' pronunciation for effective and successful communication in academic settings. Students will gain awareness of their own weaknesses in pronunciation and with the instructor develop strategies and exercises to improve overall communication skills. Students will learn to recognize and use English intonation, rhythm, syllable stress, focus words, thought groups, vowel and consonant sounds, linking, and other speaking features. Building on skills developed in ESL 1001, ESL 1002 is intended to help students participate more fully in everyday American life, both inside and outside the classroom. ESL 1001 is recommended as a precursor but is not a prerequisite.

ESL 3001/3002 (0). Advanced Academic Writing I/II

The goal of these courses is to help students explore and practice writing skills critical to their particular field of specialization. Academic texts are used as a basis for out-of-class writing assignments and a final research project. Most classes will be devoted to the presentation and discussion of key academic writing styles, with some class time set aside for writing workshops and one-on-one tutorials. Building on principles of grammar and style covered in ESL 3001, ESL 3002 helps students further improve the writing skills needed for their particular academic careers, using academic texts as a basis for out-of-class writing assignments and a final research project.

ESL 4001 (0). ESL Pronunciation Skills

The goal of this course is to improve advanced ESL speakers' pronunciation for effective and successful communication in academic settings. Students will gain awareness of their own weaknesses in pronunciation and with the instructor develop strategies and exercises to improve overall communication skills. Students will learn to recognize and use English intonation, rhythm, syllable stress, focus words, thought groups, vowel and consonant sounds, linking, and other speaking features.

ESL 6001/6002 (0). Seminar for International Teaching Assistants (ITAs)

The goal of these courses is to help students develop pedagogical skills as related to ITAs' professional environment to be successful and effective with cross-cultural communication in university class setting. Based on communication and language skills developed in ESL 6001, ESL 6002 will implement case study approaches, exploring experiential training with presentation skills, teaching techniques, and classroom management. These courses are limited to SMU graduate students and visiting scholars.

Intensive English Program (IEP) Courses for Non-SMU Students

Enrollment in the IEP courses is open to students and professionals, who are not matriculated into a degree program at SMU or other U.S. universities. IEP courses are also open to conditionally admitted students who need to improve their English proficiency to fulfill full admission requirement set by an Undergraduate or Graduate program at SMU. For international students, appropriate immigration status is required. Once accepted, students are assigned to one of the six IEP levels based on an English proficiency test score: Beginning, Upper Beginning, Lower Intermediate, Intermediate, Upper Intermediate, and Advanced. IEP courses are offered year-round (Fall/Spring/May & Summer-12 weeks of study per term). The Intensive English Program runs with its own academic calendar, different from the SMU academic calendar. IEP tuition & fees rates are charged. For more information, contact the program at iep@smu.edu.

ESL 20XX (0). Intensive English Program

All 2000-level courses are non-credit bearing and exclusive to Intensive English Program. These courses are designed to prepare students, scholars, and professionals for the purposes such as (1) to meet the language requirement for full admission to a degree program at SMU (2) to be eligible for admission to other US universities,

or (3) to improve written and oral English skills in professional settings. The main components of the IEP courses consist of integrated skills of English for academic purposes, English proficiency test preparation, and multi-cultural competencies for successful communication with people from diverse backgrounds of culture, language, religion, and education.

Asynchronous Online ESL Courses

Academic Writing in a Clear Voice

This asynchronous 4-week course is designed to assist both native and non-native English speakers to write with clarity. The course is composed of four modules (one per week), and each module requires approximately three hours to complete. The course content introduces students to three key principles of writing. Once these principles are understood and practiced, students should possess an enhanced ability to skillfully assess and revise their writing in specific ways.

Job Interview Skills for International Students

This asynchronous 4-week course is designed to assist international students and other non-native English speakers with strategies and language skills for interviewing successfully in the United States. Weekly modules focus on how to develop a concise and effective "Elevator Pitch" to answer the question "Tell me about yourself," strategies for effective interviewing and other job search skills, answer the most common (and some unexpected) interview questions, and prepare for the SMU all-majors Career Fair.

ESL Workshops Series: Speak English with Confidence & Write with Clarity

These workshops are designed to support SMU students with polishing communication skills as well as academic writing skills. Either in-person or virtual participation is available. Resources for independent practice will also be provided. Registration is required.

ESL Online Pronunciation/Academic Writing Consultation for SMU Graduate Students

For students in the Moody School of Graduate and Advanced Studies, individual consultations via Zoom are available by appointment. During a 30-minute session, ESL consultants will focus on specific questions or an immediate need to practice for research presentations or to revise academic papers. Follow-up sessions can be scheduled as necessary. Students will be responsible for submitting materials to work on during the consultation in advance. Appointments can be made via SMU Booking System.

Conversation Buddy Program

At the beginning of each term, all students are notified via campus email of the opportunity to practice their language skills in an informal, one-on-one setting outside the classroom for one to two hours a week.

SMU Abroad

www.smu.edu/abroad

In a globalized economy, employers increasingly demand job candidates with intercultural competence. Studying, interning, and researching abroad builds global experience, which is an integral part of an undergraduate education. The SMU Abroad Office serves the SMU community by developing and coordinating international programs, and by providing support services during and after the experience abroad. Students at SMU have the opportunity to participate in a wide range of January, May, summer, and semester abroad programs, including academic programs that yield University Curriculum and Common Curriculum credit, major-specific programs, internships, and guided research. These programs may be faculty-led, SMU approved affiliated, or hybrid abroad programs. Students studying, researching, or interning abroad encounter diverse global communities and intellectual traditions. SMU Abroad programs and global partnerships enhance academic and experiential learning around the world.

Eligibility Requirements

Students applying to SMU Abroad programs must be in good academic and disciplinary standing. SMU requires students to have a minimum 2.500 cumulative GPA and no active conduct violations in order to participate in an

abroad program. Specific programs may have higher minimum GPA requirements. Many programs have competitive admission. Detailed program requirements are on the SMU Abroad website.

Application Process

Matriculated students may apply to study abroad after completing one full semester of study (Fall or Spring term) at SMU. Students are discouraged from studying abroad during their final full semester of study at SMU, because SMU Abroad cannot guarantee that abroad credits will be processed in time for graduation in such cases.

Students who matriculate as transfer students must complete one full semester of study at SMU in order to be eligible to apply for study abroad. A transfer student's cumulative GPA will be used as the basis for determining academic eligibility.

Students must apply to study abroad by the deadlines published on the SMU Abroad website.

Academic Credit

Students enrolled on SMU Abroad programs are considered full-time students during the duration of their abroad study. Grades earned abroad will be posted to the SMU transcript and will be calculated into the student's cumulative and SMU GPA. Academic credit earned abroad counts as credit earned in residence.

As a general rule, students may not take more than 29 credit hours that will count toward their SMU degree at any one off-campus instructional site (abroad program campus). This includes credit completed in both SMU faculty-led and affiliated programs. Under rare circumstances, where the student's program of study specifically designates international study as a key component of the degree program, students may take additional hours abroad, but should consult with their academic advisor before undertaking additional credit that would exceed this limit AND must inform the SMU Abroad Office no later than the Early Decision Deadline for the relevant term.

All courses on faculty-led or hybrid programs have SMU specific course numbers and directly post to the SMU transcript. Courses on affiliated programs must be petitioned during the SMU Abroad application process. These courses may appear on the SMU transcript as courses with SMU specific course numbers or as Free Elective Study Abroad (FESA) credit. Petitioned courses are reviewed by a designated SMU faculty member credentialed in the discipline in which each course is offered. This faculty review determines how petitioned courses appear on the SMU transcript. Specific information about procedures and policies for earning credit is provided on the SMU Abroad website.

Students may request University Curriculum or Common Curriculum credit for courses taught by non-SMU faculty on SMU affiliated programs; more information can be found on the SMU Abroad website.

Students who wish to take courses on a no-credit or pass/fail basis should review the Grade Options for Courses Taken on SMU Abroad Programs and the Pass/Fail Option sections found under Grade Policies in this catalog.

Students considering study abroad are urged to meet early and often with both their academic advisor and SMU Abroad advising. This advising input is essential in integrating study abroad coursework into a student's four-year plan of study.

Faculty-Led Programs

Short-term, faculty-led programs offer students the opportunity to travel and study abroad under the leadership of SMU faculty members. These programs are offered in January, May, and Summer terms. Students can earn 3, 6, 7, or 8 hours of credit while spending one to eight weeks studying, researching, or interning abroad. All courses are either taught by or approved by SMU faculty.

Affiliated Programs

SMU affiliated programs are hosted by well-established study abroad program providers. These programs offer a diverse array of study abroad opportunities around the world. Term program options include study at universities, study abroad programs on specific disciplinary subjects, language immersion programs, and programs with field study and internship components. A wide range of programs are pre-approved for SMU students, with courses available in many disciplines.

Students applying to study abroad on SMU affiliated programs apply first to the SMU Abroad office and then to the specific program in which they are interested. The dual application ensures that students are properly registered at SMU and registered as a participant on the study abroad program.

Hybrid Programs

These programs merge the characteristics of the faculty-led and affiliated models. All courses are vetted and approved by SMU faculty. Students may have the option to enroll in courses at a local university.

Tuition and Fees

SMU Abroad students will be charged SMU tuition at the SMU tuition rate on campus, as well as miscellaneous fees. Students will be billed by SMU at the usual time. SMU in turn will pay the academic costs of the abroad program. Details on SMU Abroad costs and billing procedures are available on the SMU Abroad website.

Scholarship and Financial Aid

Matriculated SMU students may apply their institutional and federal financial aid to their abroad program. Students should consult with SMU Financial Aid for details.

SMU Abroad offers a limited number of study abroad scholarships. Students apply separately for these scholarships during the SMU Abroad application process. In addition, many departments and other academic units on campus also offer scholarship support for study abroad. External scholarships are also available.

Students with any level of financial aid considering study abroad should meet with SMU Abroad advising several months prior to studying abroad and should ask for detailed information about possible funding sources.

International Student and Scholar Services

www.smu.edu/international/iss

The International Student and Scholar Services Office provides immigration services to students, scholars, professors on a student or exchange visitor visa, and non-U.S. citizens or U.S. permanent resident individuals who are engaged in academic studies or cultural exchange projects and teaching activities at SMU. ISSS coordinates pre-arrival information, ensures compliance with current federal guidelines and provides cultural and educational programming opportunities to SMU's international community. ISSS supports and enhances the international student and exchange visitor experience by supporting the admission, matriculation, enrollment, and post-graduation services of the international community. The ISSS office is in the Laura Lee Blanton Student Services Building, Suite 338.

SMU-in-Taos

www.smu.edu/taos

General Information

The University maintains an academic campus at Fort Burgwin, located 10 miles southeast of Taos, New Mexico. Academic terms are regularly offered at the SMU-in-Taos campus in January and during the summer.

The campus is home to historic Fort Burgwin, originally established in 1852. The fort served many purposes, chief among them to protect area settlers, prior to its abandonment in 1860 just before the Civil War. Reconstructed, the fort now serves as office and classroom space for campus academic programs. Pot Creek Pueblo, one of the largest prehistoric sites in the northern Rio Grande Valley, is also located on the property. This site is one of the ancestral homes of modern-day Taos and Picuris pueblos, and was occupied from A.D. 1250 to 1320.

SMU-in-Taos offers academic courses in January, May, and August. Courses are offered in the humanities, natural and social sciences, business, engineering, performing and studio arts, and archaeological research. At many of them emphasize the Southwest, experiential learning and sustainability. Courses are heavily field trip oriented to take advantage of the campus' proximity to important northern New Mexico cultural sites.

Program participants are housed in small residences called casitas. Each casita has shared dorm rooms, bathrooms and a large study area with fireplace. Laundry facilities are located on campus, as well as a campus center, chapel, dining hall, library, computer lab and auditorium. Campus recreational facilities include a sand volleyball court, tennis and basketball courts, workout room and hiking trails.

Additional information on the campus and its programs is available online or by contacting the SMU-in-Taos Office at smutaos@smu.edu or by phone at 214-768-3657. Course descriptions and additional information can also be found online (smu.edu/taos).

Student Appeals and Complaints

Student Appeals and Complaint procedures can be found in the Right to Know section of the catalog.

Intersessions on the Dallas Campus

Intersessions allow students to maximize their time at SMU, stay on track for graduation, and explore new interests. In Jan Term, students complete one course in as little as 8 class days; some online classes are available over a month-long session. In May Term students complete one course in 11 class days. The June and July intersessions offer classes in both 11 class-day and 22 class-day formats. Students may take up to 7 credit hours during the June sessions and up to 7 credit hours during the July sessions (an overload may be possible with approval from your academic adviser). A small number of courses run all summer long in a combined 10-week session.

Intersessions courses are separate from the course load carried during the fall and spring semesters and additional tuition charges apply. No fees are assessed except for course-specific costs such as lab/studio fees, or travel/accommodation for courses held outside Dallas. On-campus housing may be an additional charge. SMU students should consult with their financial aid adviser regarding applicable financial aid. Most SMU merit-based and need-based financial aid is available in pro-rated amounts. The Intersessions office awards need-based scholarships to qualifying students; those interested should look for the application on the Intersessions website. Federal and state funds are not available for Jan Term, but may be available for summer if a student maintains enrollment in 6 or more credit hours.

Between Jan Term, May Term, and Summer sessions, more than 350 courses are offered annually. Courses fulfill Common Curriculum (CC), major, minor, or prerequisite requirements. Any SMU student in good standing is eligible to enroll in Intersessions through my.SMU. It may also be possible for non-SMU students to be admitted as visiting students.

Students living in SMU residential commons during fall and spring may stay in their room during Jan Term. Students in residence and staying for May Term are eligible for on-campus housing, but those accepted will be moved to a single May Term commons. On-campus housing is available to any student attending June and July sessions, space permitting. All students planning to live on campus during Intersessions should complete the form for their term in the Housing Portal administered by SMU Residence Life and Student Housing (RLSH).

For more information about SMU Intersessions, please visit our website, www.smu.edu/intersessions. Email us at intersessions@smu.edu or call 214-768-1009.

Reserve Officers' Training Corps

ROTC courses are not offered on the SMU campus; however, students who wish to participate in the ROTC may earn SMU-approved elective credit through area programs off-campus. Additional information about the Air Force ROTC program is available in the Dedman College section of this catalog, and the Army ROTC program is found in the Lyle School of Engineering section.

Office of Global, Online and Continuing Education

The Office of Global, Online and Continuing Education in the Moody School of Graduate and Advanced Studies oversees and advances SMU's online and continuing education portfolio. Its mission is to deliver innovative learning experiences that boost careers and transform lives. The office includes SMU Global and Online (GO) and SMU Continuing and Professional Education (CAPE).

SMU GO partners with academic units across the university to support the development and delivery of online graduate programs for adult learners. SMU GO also works with university stakeholders to establish and update standards and best practices for online faculty training, course development, and other areas critical to ensuring high-quality online programs and courses.

Partnering with faculty and industry professionals, SMU CAPE offers a wide range of noncredit programs to help students advance in their careers or successfully transition to new ones. The SMU CAPE catalog includes certificate programs, boot camps, workshops, short courses, and other offerings in on-campus and online formats.

Additional information and a full listing of current opportunities are available at <https://www.smu.edu/Moody/GOCE>.

Right to Know

Southern Methodist University is pleased to provide information regarding academic programs, enrollment, financial aid, public safety, athletics and services for persons with disabilities. Students also may obtain paper copies of this information by contacting the appropriate office listed below. Disclosure of this information is pursuant to requirements of the Higher Education Act and the Campus Security Act. More information is available at www.smu.edu/srk.

1. Academic Programs

Provost Office, Perkins Administration Building, Room 219
214-768-3219

- a. Current degree programs and other educational and training programs.
- b. Instructional, laboratory and other physical facilities relating to the academic program.
- c. Faculty and other instructional personnel.
- d. Names of associations, agencies or governmental bodies that accredit, approve or license the institution and its programs and the procedures by which documents describing that activity may be reviewed.

2. Enrollment

Registrar, Blanton Student Services Building, Room 101
214-768-3417

- a. *Graduation Rates*. The completion or graduation rate of the institution's certificate-seeking or degree-seeking, full-time undergraduate students and students who receive athletically related financial aid. <http://www.smu.edu/Academics/StudentAchievement>
- b. *Privacy of Student Education Records*. The Family Educational Rights and Privacy Act governs SMU's maintenance and disclosure of a student's education records. FERPA provides students the right to inspect and review their education records and to seek amendment of those records that they believe to be inaccurate, misleading or otherwise in violation of their privacy rights. Further, FERPA prevents SMU from disclosing personally identifiable information about a student to outside third parties, except under specific circumstances outlined in SMU's Policy Manual.
- c. *Withdrawal*. Requirements and procedures for officially withdrawing from the institution.

3. Financial Aid

Director of Financial Aid, Blanton Student Services Building, Room 212
214-768-3417

- a. Financial assistance available to students enrolled in the institution.
- b. Cost of attending the institution, including tuition and fees charged to full- and part-time students; estimates of costs for necessary books and supplies; estimates of typical charges for room and board; estimates of transportation costs for students; and any additional cost of a program in which a student is enrolled or expresses a specific interest.
- c. Terms and conditions under which students receiving Federal Direct Loan or Federal Direct Perkins Loan assistance may obtain deferral of the repayment of the principal and interest of the loan for
 1. Service under the Peace Corps Act;
 2. Service under the Domestic Volunteer Service Act of 1973; or
 3. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.
 4. The requirements for return of Title IV grant or loan assistance.
 5. Enrollment status of students participating in SMU study abroad programs, for the purpose of applying for federal financial aid.

4. Student Financials/Bursar

University Bursar, Blanton Student Services Building, Room 212
214-768-3417

- a. Tuition and fees.

- b. Living on campus.
 - c. Optional and course fees.
 - d. Financial policies.
 - e. Administrative fees and deposits.
 - f. Payment options.
 - g. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.
- 5. **DASS**
Disability Accommodations and Success Strategies
Altshuler Learning Enhancement Center
214-768-1470
 - a. Description of the process for establishing eligibility for services and documentation guidelines.
 - b. Listings of the various on- and off-campus resources.
 - c. Discussions of transitioning to postsecondary education.
 - d. Tips for faculty on teaching and making accommodations.
- 6. **Athletics**
Executive Senior Associate Athletics Director, 231 Moody Coliseum
214-768-4051
 - a. Athletic program participation rates and financial aid support.
 - b. Graduation or completion rates of student athletes.
 - c. Athletic program operating expenses and revenues.
 - d. Coaching staffs.
- 7. **Campus Police**
SMU Police Department, Patterson Hall
214-768-1582
Southern Methodist University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by SMU, and on public property within or immediately adjacent to/accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.
- 8. **Student Appeals and Complaints**
Student with complaints and/or grievances must first seek to resolve them with Southern Methodist University through its processes described below. In all instances and with all offices and representatives of the University, all complaints are handled impartially and in a timely manner by professionals in the subject area of the complaint. No adverse action will be taken against anyone filing a formal complaint or grievance with Southern Methodist University.
Southern Methodist University operates with integrity in all issues and is dedicated to preserving the rights of all members of the University community. Categories for which students may wish to reach out for advice and assistance and/or to submit an appeal or register a complaint are as follows: academics, code of conduct, discrimination, financial issues, honor code and privacy issues. An overview of the roles, responsibilities and procedures for complainants and the University is outlined in each of the areas below.
 - a. Academic Appeals and Petitions
www.smu.edu/capappeal
 - b. Student Code of Conduct
www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/ConductCode
 - c. Office of Institutional Access and Equity
www.smu.edu/IAE
 - d. Financial Responsibility and Confidentiality
www.smu.edu/EnrollmentServices/FinancialAndConfidentiality
 - e. Honor Code
www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCode
 - f. Appeal of Grade

Enrollment and Academic Records

g. Academic Grievance and Appeals Procedures for Students with Disabilities

www.smu.edu/StudentAffairs/officeofthedeanoofstudents/StudentHandbook

h. Appeal from financial aid decisions, including financial aid decisions based on lack of satisfactory academic progress

www.smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/SatisfactoryAcademicProgressRequirements/

i. Policy for Non-Renewal of Athletic Aid

www.smu.edu/-/media/Site/Provost/SAES/SASP/SAAS/Student-Athlete-Handbook.pdf?la=en

In addition to the right to use internal University complaint procedures, every student has the right under federal law to use complaint processes provided by the state in which his or her campus is located.

9. *Texas*. For complaints regarding programs in Texas, students should contact the Texas Higher Education Coordinating Board, Office of General Counsel, PO Box 12788, Austin TX 78711-2788; email: studentcomplaints@thecb.state.tx.us. Additional information about the Texas student complaints process may be found at www.thecb.state.tx.us ("College Readiness and Success" link).
New Mexico. For complaints regarding programs in New Mexico, students should contact the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe NM 87505-2100; telephone 505-476-8400. Additional information about the New Mexico student complaints process may be found online at www.hed.state.nm.us or by contacting private.schools@state.nm.us.