ADMISSIONS

Regular. Students who meet all admission requirements of Southwestern Adventist University and the specific requirements of the department in which study is proposed, will be admitted unconditionally. The student must submit official, final transcripts of all previous undergraduate and graduate work.

Conditional. Students who fail to meet one or more of the requirements for regular admission but in the judgment of the Graduate Dean and the Graduate Program Director have the ability to undertake successfully the proposed program will be admitted conditionally. (see specific program provisional admission policy.)

Unconditional admission may be considered upon completion of a minimum of 12 credits of graduate work with at least a 3.00 grade-point average.

Non-Degree Admission (NDA). The NDA status is especially designed to facilitate the enrollment of qualified students in special classes (including workshops) and guest students from other universities.

PROGRAM ADMINISTRATION

Graduate programs are directed and supervised by the Graduate Academic Policies Committee, which is the legislative body responsible for all graduate academic policies and curricula. Actions voted by the College Board, Faculty, or the Graduate Academic Policies Committee at any time shall have equal force to or, if necessary, shall supersede statements published in this bulletin.

Degrees Offered

The University offers courses of study leading to the following graduate degrees:

- Master of Business Administration
- Master of Education

Grading System

Authority to determine a course grade rests with the teacher. Grades are recorded at the close of each semester in the following symbols:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points per Credit</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>IP</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
</tr>
</tbody>
</table>

1. “I”. An incomplete indicates that a student’s work is incomplete because of illness or other unavoidable circumstances and not because of negligence or inferior performance. The incomplete must be completed no later than the end of the following semester. An “I” that has not been removed by the time designated on the contract automatically turns into the grade agreed upon in the contract unless the graduate Dean/Graduate Program Director, upon written request prior to the contract expiration date, grants a one-semester extension. Any extension beyond one semester must be approved by the Graduate Dean.

Change of grades, except for an “I”, may be made only under extenuating circumstances, generally because of a calculation error on the part of the teacher.

2. “W”. Withdrawal is recorded when a student withdraws early in the semester, within the date limitations indicated by the Academic Calendar. There are also circumstances where the institution initiates the withdrawal.

Course Numbering/Levels. The following course numbering system and levels of graduate study are in effect:

1. 400-499: Undergraduate courses that are open to graduate students if the courses are designated in the Bulletin. Individual departments determine whether graduate students in 400-499 courses must meet additional requirements and/or standards beyond undergraduate expectations.

2. 500-699: Courses for graduate students only.

ACADEMIC INTEGRITY.

Southwestern Adventist University was founded by the Seventh day Adventist Church in order to educate its students academically and spiritually for Christian service. The ethical training of students is as important as their academic competence. Academic integrity rests on honesty, the first principle of the Christian life. Students must be honest in their dealings inside and outside the classroom.

Students must maintain a high ethical standard in their academic work. When a student turns in work for credit in the classroom, the work must be the student’s own. Students have access to some forms of authorized assistance. Authorized assistance may come in the form of tutoring by official university tutors, help from the professor, or the legitimate use of outside sources which are cited according to standard form. Other forms of outside assistance are unauthorized, for example, having another person complete all or part of an assignment, taking material from the Internet or other sources without citing it, or bringing unauthorized materials into an examination. Unauthorized help, in these and other forms, constitutes academic dishonesty.

General responsibilities of students:

1. Students must produce their work independently, except when the professor has assigned the work as a group project.
2. Students must not represent work as their own which is not their own.
3. Students must not aid others in academic dishonesty.
Examples of violations:

What follows are examples of academic dishonesty which will jeopardize a student’s standing in the classroom and at the university. This is a representative list only, not an exhaustive one.

1. Misusing Sources of Information (Plagiarism)
When using outside sources in a paper, students must cite the source plainly in the text of the paper and on a references page, using the style which their professor requests. Failure to cite sources properly may result in failure on the paper or in the class. Students must cite the source when quoting, when paraphrasing, or even when using an idea which is unique to that source. If a student fails to do so, he or she may be subject to failure in the class. Fabricating a quotation, a paraphrase, or any part of a bibliographic reference also constitutes academic dishonesty. Students may not turn in written work as their own which was produced wholly or partly by others. If a student will receive credit for the work, the student must have, in fact, done the work. Students may not turn in material taken from the Internet as their own work, whether the material was taken from a free website or a pay service. Repeated acts of plagiarism may result in expulsion from the university.

2. Misrepresenting One’s Work
Homework assignments in any subject area must be the work of the student getting the credit and must not reflect unauthorized help from others.

3. Using Unauthorized Materials During an Examination
Unless the professor indicates otherwise, students should assume that the use of notes, textbooks, the Internet, databases, calculators, or any other outside sources of help during an examination, will constitute academic dishonesty.

4. Exchanging Information During an Examination
Students may not share information with each other in any form or by any means during an examination. Talking or signaling in any manner during an examination may result in failure on the examination. Obtaining information from another student’s paper by any means during an examination is a violation of academic integrity.

5. Tampering with Computers
Students may not access faculty computers by any means in order to obtain advance copies of tests or quizzes, alter grades on an online gradebook, or for any other purpose.

6. Forgoing a Signature
Students may not sign anyone’s name but their own on any advise- ment form, registration form, exceptions form, or any other document for any purpose whatsoever.

7. Aiding Others in Academic Dishonesty
Students who enable others to misrepresent their work are also guilty of academic dishonesty and may be penalized as if they had misrepresented their own work. No student may do the class work for which another student will get credit, except in those cases when the professor has assigned work to be done in a group.

Procedure to be Followed in Cases of Academic Dishonesty
Professors have discretion in the classroom when academic integrity has been violated. The class syllabus should contain a statement on how violations of academic integrity will be treated. A first case of academic dishonesty may be handled by the professor, but will be reported to the Vice-President for Academic Administration. A second offense may be handled by the Vice-President for Academic Administra-
the registration form and return it to the Records Office or the Graduate Office.

**Adding & Dropping Classes.** Should a student decide to change his or her registration, he or she must use the add/drop forms provided by the Records Office. These changes must be approved by the advisor and the form returned to the Records Office before the last day to add or drop a class. Students are not officially enrolled in a class unless they have registered for it. Similarly, students are not officially dropped from a course unless they have completed and returned a drop form to the Records Office, or unless administratively withdrawn by the instructor. If a student should drop out of a class without following this procedure, an F will be recorded for the class. These forms must be signed by the advisor and the instructor(s) concerned. Should circumstances arise so that a student needs to completely withdraw from all classes, the student must obtain a withdrawal form from the Records Office. Failure to follow this procedure will result in the recording of F’s on the transcript.

**Attendance.** Students are responsible for meeting the attendance policies stated in the graduate course syllabi and outlines.

**Residency.** Residence is broken if a period of three consecutive semesters, including summer, passes without the student enrolling. When residence is thus broken, the student must follow the Bulletin in force when residency is re-established. Students may not take more than the allowed number of years to complete the degree.

**Facilities and Computer Support.**

The MicroGarden is located in the library and contains computers for student use. Each computer supports a wide variety of software applications. There is also a computer lab in Evans Hall that graduate students may use.

**Chan Shun Centennial Library Resources and Services**

The Library contains over 110,000 book volumes, with an average of 2,200 added annually, and subscribes to over 475 current periodical titles.

The Library Online Catalog (SILC) is fully automated and is available on the WEB. SILC provides easy and convenient access to the holdings of the Chan Shun Centennial Library via either the campus or library homepage. In addition, the Library provides online access to a variety of electronic periodical databases including First Search, MEDLINE, Lexis-Nexis, CINAHL, Business Source Premier, W.H. Wilson Select, ERIC, Commerce Business Daily, Federal Register, and Periodical Abstracts. The Encyclopedia Britannica is also available online. Locally mounted databases available over the campus network include Social Work Abstracts, CommSearch, Words of the Pioneers, LEGACY OF LIGHT, and the E.G. White Writings on CD-ROM. Among the many other CD-ROM products available at the Library are the SDA Bible Commentary Series, ERIC and the National Geographic Magazine.

Microform readers and a reader/printer make accessible microforms of periodicals and other scholarly material. In addition, the Library provides a large collection of videos and audio cassette recordings and equipment for viewing and listening to various media.

The Library also houses two specialized libraries for learning and research. The Curriculum Library contains a large selection of text and media material related primarily to elementary and secondary education. The Adventist Heritage Center houses, the recently established Ellen G. White-Seventh-day Adventist Research Center, Rust-Carter Southwest Seventhday Adventist Archives, and the University Archives and special collections. The Center provides a variety of his Topical Materials in several formats for research.

Resources in other libraries are available to students and faculty members through the Library’s Inter-Library Loan/Document Delivery service and ARIEL (electronic, article delivery) operated by the Reference and Periodical Department. Students and faculty also have access to other cooperating TexShare (a State funded consortium of public and private academic libraries) library facilities within the State of Texas. SWAU’s online card catalogue can be accessed at http://silc.swau.edu/.

**Student Appeal**

Student appeals of decisions and actions related to their graduate programs should be initiated in consultation with the major department and relayed as appropriate, to the Graduate Dean, Graduate Exceptions Committee and/or the Graduate Academic Policies Committee.

**GRADUATE PROGRAMS**

The University offers graduate work in two areas: The Master of Education (MEd) in Educational Leadership or Curriculum and Instruction with Reading Emphasis and the Master of Business Administration (MBA). The Graduate Academic Dean and the Graduate Academic Policies Committee are responsible for the overall direction of the graduate programs. Each graduate program is administered by the respective Graduate Program Director.

**Academic Advisement**

1. Prior to the first semester, each student should meet with the Program Director who serves as advisor. The advisor’s major tasks are: to outline the student’s program; to counsel students about academic requirements and expectations; and to approve the student’s course schedule and changes in program on a semester-by-semester basis.

2. The advisor works out a proposed program for the student’s complete degree and files a copy of this program on an appropriate check sheet with the Graduate Studies Office and the Records Office for follow-up monitoring.

**Study Load.** Full-time graduate course load is 6-9 credits per semester. Loads in excess of 12 credits per semester require the approval of the Graduate Program Director. Students may not take more than 15 credits during a regular semester or 9 credits during any combination of sessions offered during a single summer.
DEGREE REQUIREMENTS

1. The master’s degree requires a minimum of 36 credits.

2. The student’s graduate program must include course work numbered 500 and above except where a course of study, specifically outlined in the Bulletin, makes provision for an adjustment to the required number of credits numbered 500 and above.

3. The student must submit evidence of competence and understanding in applying the body of knowledge in his/her field of study. A student may fulfill this requirement by taking a comprehensive exam.

STANDARDS OF SCHOLARSHIP

1. Candidates for graduate degrees must fulfill satisfactorily the schedule of studies outlined in the program selected. A minimum grade-point average of 3.00 (4.00 system) is required.

2. No grade of D or F may count toward a degree.

3. If a student receives an unsatisfactory grade (D or F) the course may be repeated once. The repeated grade will be used in computing the grade-point average.

4. Credit by examination is not accepted toward a graduate degree but may be used to remove deficiencies.

5. Candidates for graduate degrees must successfully pass comprehensive examinations or an acceptable alternative for a particular program as approved by the Graduate Academic Policies Committee.

STANDARDS FOR PROGRESSION

1. The cumulative grade-point average includes all graduate work taken at SWAU including courses taken for other degrees, courses taken prior to the ten-year limit, and courses taken as a Non-Degree Student.

2. Students whose cumulative grade-point average drops below 3.00 in any given semester will be placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student is able to raise his or her cumulative grade-point average above the required 3.00 in a timely manner, normally the following semester. The Graduate Program Director must approve such a plan. The matriculation of any student who does not meet such a plan is terminated except by the recommendation of the Graduate Program Director and approval by the Graduate Dean.

3. Students who have been accepted conditionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum grade-point average. A minimum grade-point average of 3.00 must be met and all undergraduate deficiencies removed by the time the student has completed 12 graduate credits. The matriculation of a student who does not meet this schedule is terminated except by the recommendation of the Graduate Program Director and approval by the Graduate Dean.

4. Students on academic probation or conditional status may not take the comprehensive examinations or the capstone course.

GRADUATE DEGREE PROCEDURES

Advancement to Degree Candidacy

1. Upon completion of a minimum of 50 percent of his or her course work, a student applies for advancement to degree candidacy. Forms are available at the Graduate Office or from the Graduate Program Director. The forms are completed by the student, approved by the advisor and the department chair, and returned to the office of the Dean/Graduate Program Director. Copies of this form must be filed with the Records Office and the Graduate Studies Office.

2. At the time a student files an application for advancement to degree candidacy, he or she must have completed all deficiencies that may have existed.

3. A student who has completed 75 percent of his or her graduate program is not allowed to register for further course work applicable to the degree until the advancement to degree candidacy forms have been filed with the Dean/Graduate Program Director.

Comprehensive Examinations (See process under each degree)

Application for Graduation

Application for degree conferral/graduation must be filed with the Records Office no later than the semester before the student expects to graduate. If a student misses this deadline, degree conferral/graduation may be deferred until the next regularly scheduled time.

Conferral of Degree

Degrees are conferred only at scheduled dates upon candidates who have successfully completed all program requirements. The responsibility for meeting all program requirements rests with the student.

Graduation Ceremonies

Only students who have completed all requirements for degree conferral may participate in commencement ceremonies on campus. Formal graduation is once a year in the spring. However, diplomas may be received in August and December as well. The student may then participate at the first available formal graduation after all requirements are met.