



CATALOG ADDENDUM

2016-2017 Undergraduate Course Catalog: Version 1

Abstract

The following content does not appear in the 2016-2017 Undergraduate Catalog, but is valid for the 2016-2017 academic year.

Office of the Registrar

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WHAT IS AN ADDENDUM?

University of the Southwest (USW) publishes a full Catalog every year. The Addendum contains important information that has been updated throughout the past year.

The following question and answer section is designed to respond to common questions about how to use this important document. As always, it is recommended that students seek the guidance of counselors for course, program and transfer planning. In this way, you will be able to access all the most up-to-date information available.

Q. Why do we have an Addendum?

A. USW is constantly updating curriculum, program requirements, institutional information and policies. It is important to have a print and web document that helps students and staff locate all of these changes.

Q. How do I use the Addendum?

A. The Addendum is to be used alongside the 2016-17 catalog, not in isolation. Check your program and course of interest to see if there have been any changes. Meet with your counselor if you have questions about how these changes affect your academic plan.

Q. Does the Addendum supersede the Catalog?

A. The Addendum is just that: an addition to the 2016-17 Catalog. Whatever is listed in the Addendum in terms of new courses and/or new program requirements does supersede what is in the Catalog. However, in terms of Catalog rights, if you began a program in Fall 2014 or Spring 2015, you will be able to adhere to the requirements listed in the 2014-2015 Catalog as long as you have no break in enrollment until the time of your completion. Once again, if you have questions about programs and courses, see a counselor.

Q. Where can I find the Addendum?

A. The Addendum is on the web and can be accessed from Office of the Registrar site at www.usw.edu.

We hope this document will be helpful to you. It has been prepared as carefully as possible to include all information available as of October 1, 2016. University of the Southwest reserves the right to make changes as needs require, and to change, without notice, any of the information, requirements, and regulations in the Course Catalog and the Catalog Addendum. If you have questions about the content or any other part of this document, please contact the Office of the Registrar at 575-492-2126 or registrar@usw.edu.

ADMINISTRATIVE WITHDRAWAL POLICY

Expanded withdrawal policy to cover leave of absence, administrative withdrawals, student withdrawals, and attendance requirements.

DEFINITIONS

1. A schedule change is dropping a class, adding a class, or a combination of adding and dropping a class during the published add/drop period.
 - a. Student initiated schedule changes originate with a request from the enrolled student by the student via the web.
 - b. Administrative schedule changes originate with a request from a department chair to split a class or combine classes.
2. A withdrawal occurs when a student either:
 - a. drops one or several classes, but not all classes after the drop/add period, or
 - b. withdraws from all classes and "withdraws from the university".
3. Withdrawals are initiated by the student except for discipline or medical reasons when the appropriate university official may withdraw a student.
4. The Automatic "W" period permits a student to withdraw from a course(s) without instructor approval.
 - a. If the student chooses to withdraw from a course(s) after the Automatic "W" period, the student must obtain written instructor approval.
5. Attendance types:
 - For non-participation submissions:
 - Attended
 - Never Attended
 - F2F- did not show up to class
 - Online- did not submit participation assignment or log in
 - For weekly submissions:
 - Absent
 - F2F- unexcused absence
 - Online- did not submit weekly assignment(s)
 - Excused
 - F2F- athletic travel or prearranged absence as discussed with and approved by instructor
 - Online- prearranged absence as discussed with and approved by instructor
 - Present
 - F2F- attended class
 - Online- submitted weekly assignment(s)

GENERAL WITHDRAWAL INFORMATION

6. Withdrawals will not occur without sufficient warning and due notice to students.
7. Students who are administratively withdrawn from a single course or all courses in a semester/term:
 - a. are responsible for all debts and other charges related with the course (except for non-participation drops)
 - b. are not eligible for a tuition refund for the course
 - c. may lose their eligibility for residential status or athletic competition if the withdrawal drops them below full-time status.

- d. may experience changes in financial aid eligibility as a result of the withdrawal. Because financial aid eligibility is based on many factors, financial aid changes related to a withdrawal will vary. Students must be informed that their administrative withdrawal may have an impact on their Financial Aid awards and/or student visa status.

STUDENT INITIATED SCHEDULE CHANGES

8. Schedule changes are processed by the student via the web (if registration is in unofficial status) or through an academic advisor, during the add/drop period.
9. A student who wishes to drop all classes and withdraw from the University should be referred to the Registrar's Office or website, where the withdrawal request will be completed and processed.

ADMINISTRATIVE SCHEDULE CHANGES

10. An Administrative Schedule Change enables one or more departments to change the student's schedule.
 - a. Each change must have the student's signature before it will be processed.
 - b. All administrative Schedule Change forms processed after the census date must have documentation attached supporting the reason for late add or drop.

DROPS AND WITHDRAWALS FOR NON-ATTENDANCE

11. If a student is listed on the non-participation roster as "Never Attended", the Registrar's Office will administratively drop the student from the course. The student will be notified of such action via email.
12. If all of the student's courses are listed as "Never Attended", the Registrar's Office will administratively withdraw the student from all of their courses. The student will be notified of such action via email.
13. In the event a student was listed in error as "Never Attended", the instructor will update the roster to "Attended" and the Office of the Registrar will reinstate the student back into the course(s).

DROPS AND WITHDRAWALS AUTOMATIC "W" PERIOD

14. The student must initiate and complete the drop or withdrawal request during the Automatic "W" Drop/Withdrawal period which is the first 60 percent of any semester. The last day to drop will be the next working day after 60 percent of the specific semester has elapsed.
15. To initiate a drop, the student must drop his/her class(es) via the web.
16. Students dropping the only class in which they are enrolled, or all classes in which they are enrolled, should be referred to the Registrar's Office or website to withdraw.
17. If the drop/withdrawal is completed within the "Automatic W" period, a grade of "W" will be assigned. After the drop deadline, students will be unable to drop individual classes and will receive the grade earned in the course (unless the student is withdrawing from the university). (Costs will be refunded for withdrawals ONLY if the date falls within the published refund period as noted on the web).

DROPS AND WITHDRAWALS DURING THE GRADING PERIOD

18. Dropping all classes: Withdrawals processed after the Automatic "W" period, but prior to the withdrawal deadline (2 weeks prior to the start of final exams for fall and spring semesters and 1 week prior to the start of final exams for summer terms) will be assigned a grade by the instructor during the grading process. The term "withdrawal" will appear as a note on the grade roster for the specific classes in which the student is enrolled at the time of withdrawal.
19. Dropping one class: When students experience documented medical or similar emergencies which preclude completion of a class (such as a broken limb affecting completion of a "jogging class"), they may appeal with documentation to the chair or director of the department or college. The chair or director will review the documentation and forward to the Registrar a recommendation for or against dropping the course. If recommended to drop, the term "dropped" will appear on the grade roster for the specific class.

20. A "W" grade will be assigned.

ADMINISTRATIVE DROPS AND WITHDRAWALS BASED ON APPEALS AND AFTER FINAL GRADE ROSTERS OR AFTER THE SEMESTER ENDS

21. To initiate an appeal to drop a class or classes AFTER THE SEMESTER HAS ENDED the student must provide (a) a written letter of appeal and (b) documentation of extremely extenuating circumstances to the appropriate dean(s) If in the judgment of the appropriate dean, extremely extenuating circumstances do not exist the appeal will be denied.
22. Dropping one class: To register a drop appeal involving less than the entire schedule of classes, the student must submit the documents described in paragraph 17 to the dean of each college in which the course is taught. Such appeals will be treated no differently than any other grade appeals, and each college dean will follow his/her college's procedures for handling such grade appeals.
23. Dropping all classes (withdrawal): To register an appeal to drop the entire semester's schedule and withdraw from the university the student must submit the documents described in paragraph 19 to the college dean of the student's major. If, in the judgment of the dean, extremely extenuating circumstances exist, the dean will appoint a committee of three (or more) constituted as follows.
- An assistant dean, associate dean, or chair (other than the individual noted in (b) below) from the college of the student's major. This person will serve as chair of the committee.
 - The faculty member(s) of the course(s) involved. Such faculty who are unavailable will be represented by their chair or program coordinator.
24. The committee recommends to the dean whether or not the documented extenuating circumstances warrant the assignment of "AW" grades. The dean has the final decision.
25. The dean will complete the "Change of Grade" forms(s), write "administrative" on the signature blanks, and forward the form(s), along with the committee report, to the Registrar's Office.
26. The dean will notify the student in writing of the results of the appeal.

During the appeal process the student has the right, and obligation, to continue attending the class(es) in question.

LEAVE OF ABSENCE

- A Leave of Absence is permitted under the following headings: personal, military, and medical.
- Any student wishing to take a leave of absence must complete a "Leave of Absence Form." Students may complete the online form from home.
- Military: Students called for military service should fill out an on-line "Leave of Absence Form." Upon their return, they will meet with an academic advisor to discuss resuming their studies.
- Non-military leaves of absence are for at most one year and non-renewable during the student's career.
- Military leaves are variable depending on their orders.
- The student will provide the Registrar's Office a copy of military orders; however, a copy of the orders is not required before the student leaves.

SUSPENSION, DISMISSAL OR TERMINATION

27. After following due process, a University official may administratively withdraw a student for academic or disciplinary reasons. These types of withdrawal include:
- academic suspension (mandated leave of absence)
 - academic dismissal
 - disciplinary suspension (mandated leave of absence)
 - disciplinary dismissal (permanent dismissal from the University)
 - termination (mandated withdrawal from a graduate program)

INITIAL COURSE PARTICIPATION

Federal regulations require that students attend all classes in order to receive federal financial aid funds. Eligibility for federal student aid is, in part, based on your enrollment status for the term in which you are enrolled. **Attendance/Participation** is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in group or online discussion. Students who register for courses but do NOT attend or participate will be reported for non-attendance. Your financial aid will be adjusted each term and you will receive funding for only those classes you actually attend.

USW instructors are required to report Initial Course Participation (ICP) the Monday after the first week of classes.

If a student has attended at least one class OR submitted one academic-related activity (quiz, homework, sign-in sheet, etc.), they are considered to have commenced participation for that individual course. Only those students who have never attended at least one class and have never submitted an academic-related activity are reported by the professor as not participating in the course.

Logging into Blackboard Learn is **not** considered in determining ICP, but academic activity submitted within Black Board is considered in ICP reporting.

Students will be administratively dropped from any course where attendance cannot be demonstrated. Based upon this information, your financial aid will be re-evaluated accordingly.

Regulations define attendance/participation as follows:

Academically related activities include but are not limited to:

- physically attending a class where there is an opportunity for
- direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, completing an interactive tutorial, or participating
- in computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters;
- and
- initiating contact with a faculty member to ask a question
- about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- living in institutional housing;
- participating in the school's meal plan;
- logging into an online class without active participation; or
- participating in academic counseling or advisement.

Students that have documented proof of attendance may be eligible to have their enrollment and financial aid reconsidered.

Example: A student is enrolled 12 credit hours. The student has three face-to-face classes and one online class. The student goes to two of their face-to-face classes regularly and turns in class assignments on a consistent basis in the online class. The professors of the two face-to-face classes the student attends regularly and the online class will mark the student as attending. In the other face-to-face class, the professor will mark the student as not attending and the student's financial aid package will be adjusted using 9 credit hours instead of 12 credit hours.

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

DISTANCE EDUCATION ATTENDANCE/PARTICIPATION

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

To review the current Federal Student Aid Handbook, please [click here](#). This information can be found on pages 5-59 and 5-60.

PROBATION AND SUSPENSION POLICY

Expanded probation and suspension policy to address Incomplete grades in regards to Academic Standing.

INCOMPLETE GRADES

Any student currently on Academic Probation that receives an "I" for the current semester, will have his/her GPA calculated into their academic standing. This may result in Academic Suspension If any student is currently on Academic Probation. Students must receive Dean approval to remove current status and enroll for subsequent semesters.

PROGRAM SPECIFIC MINORS

[Program specific minors added to various programs]

With the exception of the School of Business and School of Education, which have built-in specific emphases, all USW degree plans require the completion of an academic Minor (18 credit hours) in addition to the academic Major. Current Minors offered at USW include:

Biology
 Business
 Christian Studies
 Criminal Justice
 English
 Generalist
 History
 Kinesiology
 Physical Education
 Pre-Med
 Psychology
 Secondary Education
 Social Sciences

For each of the listed Minors, there is prescribed required coursework, with the exception of the Generalist Minor.

Students may self-design a Generalist Minor around courses they transfer in from other institutions, or which they have completed at USW that are not applicable to their Majors. If the Generalist Minor is built around transfer credits, it must be approved at the time of matriculation. ALL proposed Generalist Minors must be approved by the Program Coordinator and appropriate Dean as students are not guaranteed that all coursework from other institutions will apply. The Generalist Minor is designed on a case-by-case analysis basis and dependent upon required upper-level coursework credit -- some credits may not be accepted for a Minor if the upper-level credit requirement has not been met. *[This paragraph will also be located under **Transfer Credits** in the course catalog.]*

SCHOOL OF BUSINESS MINOR

The School of Business does not offer major specific minors (e.g. Marketing, Sports Management, etc...). The General Business minor is preset and offers coursework in prerequisite Business courses.

- BUA 2203 Probability & Statistics--Bus. Applications
- ACT 3203 Principles of Accounting I
- ACT 3213 Principles of Accounting II
- FIN 3433 Principles of Finance
- MGT 3103 Principles of Management
- MKT 3103 Principles of Marketing

SCHOOL OF ART AND SCIENCES MINOR(S)

BIOLOGY

- BIO 3403/1 Genetics & Lab
- BIO 3373/1 General Botany & Lab
- BIO 3313/1 Zoology & Lab
- CHE 3513/1 Cell Biology & Lab

CHRISTIAN STUDIES

- REL 2503 Hermeneutics
- REL 3413 Practical Ministry
- REL 3113 Survey of Christian Theology
- REL 3313 Communicating the Gospel
- REL 3143 History of Christianity to 1517
- REL 3333 History of Christianity from 1517

HISTORY

- HIS 1103/1203 Western Civ to 1715 OR Western Civ from 1715
- HIS 2103 American History to 1876
- HIS 2203 American History From 1877
- HIS 3313 World History to 1500
- HIS 3413 World History from 1500
- HIS 4103 Historical Methods and Interpretation

SOCIAL SCIENCES

- PSY 1103 General Psychology
- PSY 3113 Cognition and Learning
- PSY 3213 Developmental Psychology
- PSY 3503 Social Psychology
- PSY 3513 History of Psychology
- PSY 4213 Theories of Psychology

CRIMINAL JUSTICE

- CRJ 3013 Intro to Criminal Justice
- CRJ 2503 Corrections in the 21st Century
- CRJ 3053 Principles of Law Enforcement
- CRJ 3103 Criminology
- CRJ 4203 Issues in Ethics, Law & Criminal Justice
- CRJ 3023 Criminal Law I

ENGLISH

- ENG 2213 Creative Writing
- ENG 2323/2403 British & World Literature or American Literature
- ENG 4523/4533 Major British Author or Major American Author
- ENG 3543 Advanced Composition
- ENG 3503 Grammar
- Upper Level English

SCHOOL OF EDUCATION MINOR

SECONDARY EDUCATION MINOR

- SPED 2103 Introduction to Special Education
- EDU 2103 Foundations of Education
- Choose **one** of the following two courses (CSI 2203 or PSY 2213)
 - CSI 2203 Educational Technology or
 - PSY 2213 Educational Psychology
- EDU 3213 Multicultural Learners & Literacy
- EDU 3223 Classroom Management and Organization
- EDU 3523 Measurement and Evaluation

GENERALIST MINOR FOR TRANSFER STUDENTS

[Generalist minor added under transfer credits.]

COURSE ADDITIONS, REMOVALS AND EDITS

[New courses added, old courses names and numbers updated or changed, course descriptions updated etc...]

NEW COURSE NUMBER/DESCRIPTION

EDU 4549 *[Previously EDU 4546]* Intern Teaching, 9 credit hours *[Previously 6 hours]*

Intern teachers are assigned to a supervisory teacher in a public school where they work full time for a period of **16** weeks. Intern teachers gradually assume a full teaching load which they maintain for an appropriate period of time. The intern is expected to participate in all phases of school life. **Prerequisites:** (a) Admission to Intern Teaching; (b) all required courses completed; (c) have taken and passed the *Essential Academic Skills* tests and the required *Elementary or Secondary Assessments*; and (d) other standardized tests may be required depending upon licensure type.

EDU 4603 *[Previously EDU 4601]* Intern Teaching, 3 credit hours *[Previously 1 hour]*

A forum for sharing experiences and to develop and stimulate reflective teaching skills and taken concurrently with EDU 4549.

SPED 4549 *[Previously SPED 4546]* Intern Teaching- Special Education, 9 credit hours *[Previously 6 hours]*

Intern teachers are assigned to a supervisory teacher in a public school where they work full time for a period of 16 weeks. Intern teachers gradually assume a full teaching load which they maintain for an appropriate period of time. The intern is expected to participate in all phases of school life. Prerequisites: (a) Admission to Intern Teaching; (b) all required courses completed; (c) have taken and passed the Essential Academic Skills tests and the required K-12 Assessment for Special Education; and (d) other standardized tests may be required depending upon licensure type.

SPED 4603 *[Previously SPED 4601]* Intern Teaching- Special Education, 3 credit hours *[Previously 1 hour]*

A forum for sharing experiences and to develop and stimulate reflective teaching skills.

GENERAL REVISIONS- ENTIRE CATALOG

[Corrected academic information for School Counselor in New Mexico (pg. 20), replaced incomplete work policy (pg. 24), major descriptions (pg. 36), definition of full-time enrollment status for graduate students, in regards to Federal Aid (pg. 23).]

FINANCIAL INFORMATION

REPEATED COURSES

[Policy expanded to express Federal Financial Regulations, second paragraph added. (pg. 38)]

Repeated courses are considered in the maximum time frame requirement. The course(s) will be considered as attempted each time the course is taken. USW will maintain compliance with the regulatory stipulations surrounding repeat course(s) and how they should be handled during a review of SAP.

Students may only receive federal financial aid for one repetition (repeat) of a previously passed course. This means that students (undergraduate and graduate) who have already passed a course with a grade of D or better may only repeat the class one additional time and receive financial aid for that course.

No student may repeat a course a third time and receive financial aid for the course.

ACADEMIC INFORMATION

INCOMPLETE WORK

[Updated policy for incomplete work. (pg. 38)]

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course or attending additional classes. The work must be completed within two (2) weeks after finals or the incomplete grade will automatically lapse to an F. Students should not re-enroll in a class for which they earned an incomplete. Students may not earn a degree or graduate with an incomplete on their transcript.

The effect of removing an I grade on a student's academic standing (scholastic warning, probation, or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the grade-point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

An I grade could affect the student's financial aid eligibility.