



CATALOG ADDENDUM

2016-2017 Graduate 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

registrar@usw.edu

CONTENTS

What is an Addendum?	2
Administrative Withdrawal Policy	3
Initial Course Participation	6
General Revisions- Entire Catalog.....	8
Course Additions, Removals and Edits	10

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

[Expanded policy to clearly define parameters and compliance with Federal Regulations.]

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.

GENERAL REVISIONS- ENTIRE CATALOG

FINANCIAL INFORMATION

REPEATED COURSES

[Policy expanded to express Federal Financial Regulations, second paragraph added. (pg. 15)]

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

FULL-TIME STUDENT STATUS

[Corrected definition of full-time enrollment status for graduate students, in regards to Federal Aid. (pg. 23)]

Full-time graduate student status requires the student to be enrolled in **six credit hours per trimester** of graduate work. Registrations for more than six hours of graduate credit, including concurrent enrollment in another accredited institution, must have the approval of the Dean for the appropriate program. If a student receives financial aid the student must contact the Financial Aid Office if he/she takes less than six hours of work.

SCHOOL COUNSELOR IN NEW MEXICO

[Expanded parameters. (pg. 20)]

Second Bullet updated to: 36-42 graduate hours that incorporate the New Mexico Secretary of Public Education's approved competencies in the area of school counseling and include an internship **with a certified school counselor** in a **K-12** school setting; and

INCOMPLETE WORK

[Updated policy for incomplete work. (pg. 24)]

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 four (4) 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.

ACADEMIC PROGRAMS

EARLY CHILDHOOD EDUCATION

Added to Major description: "An on line Comprehensive Exam must be passed prior to graduation. Students are encouraged to begin this process upon enrollment in their first Early Childhood course rather than at the end of their studies." (pg. 36)

COURSE ADDITIONS, REMOVALS AND EDITS

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

COURSE DESCRIPTIONS

EARLY CHILDHOOD EDUCATION

ECE 5263 Practicum I: Change hours from 30 to 45 (pg. 39)

ECE 5273 Practicum II: Change hours from 30 to 45 (pg. 39)

