

SOUTHERN METHODIST UNIVERSITY
SPRING 2018

Handbook for

Master of Liberal Studies

Certificate of Advanced Graduate Study

Non-Degree Program

Academic Rules and Guidelines

(This Handbook is subject to change with the growth of the program)

Revised as of February 2018

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INTRODUCTION

Students should familiarize themselves with all the rules, regulations, and procedures relevant to their pursuit of the Master of Liberal Studies (MLS) degree, Certificate of Advanced Graduate Study (CAGS) or Non-Degree Program detailed herein. Caveat: The HANDBOOK will be revised periodically in conformity to program changes and Simmons School of Education policy revisions.

The Simmons School of Education reserves the right to alter academic or financial conditions as needed. Other provisions affecting students may also be changed as necessary. Such rules, regulations, and procedures may govern both new and continuing students and will be considered effective – and an integral part of this codification-after notice of the change has been posted on the GLS Program website.

THE GRADUATE LIBERAL STUDIES (GLS) ADVANTAGE

Graduate liberal studies education allows each student the intellectual and personal freedom to chart his or her own self-directed course to a master's degree, certificate of advanced graduate study (post-master's), and/or doctoral degree without the typical constraints or requirements of a traditional graduate program. Students are encouraged to cultivate their own passions with the opportunity to personally select subject matter, discover that special interest along the way, or randomly sample the rich palate of intellectually challenging learning experiences at SMU. The decisions are as individual as the students who make them, encouraging focus on personal and professional growth, and providing the opportunity to make greater contributions to society.

The most frequent response of prospective students when they first encounter our catalog and the concept of graduate liberal studies is: “It sounds wonderful . . . but what can I do with it?” Why is it that the liberal arts are considered, in today's world, an educational luxury item? In today's world – or more precisely, in today's business world of global transactions, fast-paced change, and floods of information – the ability to think critically and contextually about a wide range of issues is vital.

Philosophically, graduate liberal study is tied to the earliest ideas of education. In 1852 John Henry Cardinal Newman wrote in *The Idea of a University* that the liberal education “is simply the cultivation of the intellect, and as such its object is nothing more or less than intellectual excellence.” Yet in today's educational milieu, where most learning is characterized by a specialized path that helps individuals achieve professional success, the GLS's broad-based, multidisciplinary curriculum represents (to use a current business phrase) “thinking outside of the box”. A greater understanding of cultures and values, an expanded historical and geographical context in which to consider current issues, the exchange of viewpoints in a diverse classroom filled with professional adults from all walks of life – this is learning that is of the greatest use, in the workplace as well as in our private lives.

SMU's GLS catalog describes the educational objectives of the program, and its role in the practical world, this way:

Two kinds of learning touch and diverge, keeping the intellect braced to act and conditioned to endure. Vertical learning takes off straight up, cutting a narrow, precise slice through the particular. The specialist operates on this vertical axis, using professional training to transport thought beyond the imaginable. Horizontal learning assumes a broader approach, addressing a cross section of knowledge and blending information from different fields to reach new levels of understanding.

Few would debate that technological advances have done much to open exciting possibilities for a better future. Yet specialized knowledge allows only a moment for reflection before it changes shape to reappear transformed and unfamiliar. Only those with a capacity to take a long look into all that has passed will possess the vision to imagine a future that stretches beyond the next innovation.

Pace and perspective, balance and form belong to the province of the liberal arts. Everywhere along the horizontal line the same questions emerge, dissolve, and reemerge: What is justice? What deserves to be defended? Why do civilizations flourish? What are we to value?

The leaders of the Association for Graduate Liberal Studies Programs (AGLSP) have also wrestled with this balance between “vertical” and “horizontal” learning. In its earlier publications, the association stressed the need for such programs as a reaction against learning that had become increasingly utilitarian:

Unfortunately, the dominant spirit of our times has encouraged us to evaluate the worth of any enterprise, including liberal learning, in terms of concrete results: the product. As a result we are seduced into assessing the success of liberal learning solely in “objective” terminology, for example, in terms of salaries, vocational advancement, satisfactory social adjustment, marriage, and career. As Schiller put it nearly two hundred years ago, “Utility is the great idol of time, to which all powers do homage and all subjects are subservient.”

But in a more recent revision of this statement of mission, liberal arts proponents wonder whether the “practical” side of such a degree has been underemphasized. This rethinking comes primarily, they claim, from listening to what GLS students tell them they get from the programs:

They are always telling us how useful the degree is. A communications entrepreneur taking a course on the relationships between chaos theory, plate tectonics, and evolutionary biology writes a note to the director of his program exclaiming that “there’s so much knowledge here, and it’s so practical.” A mortgage banker takes a class which explores the changing images of the universe from Plato to Kepler. She considers the idea that science is largely a social construct and that numbers and formulas which seem to be derived strictly from rational, “scientific” processes are dependent upon theology and a host of other cultural constructs as well. Suddenly she begins to wonder how the numbers in mortgage tables got there, what cultural “norms” they’re dependent on, and her master’s project explores fundamental ways to alter practices that have upheld the racial and class biases she found “surrounding” mortgage figures. It is helping the way she works, and her industry works, day by day, practically. . . . “What struck me,” wrote the reviewer after meeting with several students, “was the way that each one of them, while rejecting further professional education, was able to bring insights gleaned from liberal studies back to their workplace.”

Business does not operate in a vacuum. It operates within history and within culture and is almost completely shaped by those forces. Likewise, a business enterprise is no more than the individuals who, as leaders, workers, and consumers, shape its path. By integrating the humanities into the world of commerce, both individuals and businesses not only prosper but make a contribution to the creation of a better, more thoughtful future.

THE GLS PROGRAM OVERVIEW

The Department of Graduate Liberal Studies at SMU offers a master’s degree in Liberal Studies (MLS), a Certificate of Advanced Graduate Studies (CAGS) as well as a doctoral degree in Liberal Studies (DLS). Collectively, the school aims to provide optimal lifelong learning experiences. For the Graduate Liberal Studies program, this involves providing students with opportunities to sharpen their creative and critical thinking skills, expand their worldview to include a global and multicultural perspective.

These graduate programs are available to students on a part-time or full-time basis. The programs offer a broad approach to the study of the liberal arts, addressing cross sections of knowledge and blending information from the behavioral sciences, fine arts, humanities, and social sciences to create deeper levels of understanding. Individuals examine the expanse of human achievement through multiple lenses in order to learn more about themselves; the social, political, and natural environments in which they live; and the world at large.

If there has been a single precept that has shaped the curriculum it has been that each course must present an idea that is both timeless in nature and socially or culturally relevant. All of the courses reflect this precept through contemporary considerations of fundamental human issues. Meeting the challenges of an increasingly complex society is difficult at best but made easier with the historical perspective that GLS courses apply to the fundamental issues that confront us. While the technological and scientific achievements of humankind have created untold possibilities for a more technologically sophisticated future, it will be those who have the capacity to understand the human journey across time who can imagine a brighter and better world beyond the next innovation.

How useful, then is an MLS degree, advanced graduate certificate or DLS degree? A greater understanding of cultures and values, an expanded historical and geographical context in which to consider current issues, the exchange of viewpoints in a classroom filled with a diverse group of professional adults led by a distinguished faculty member ... such is learning that is of the greatest use, both in the workplace and in private life.

All GLS courses are taught during evening hours, with the exception of select Saturday and study abroad courses.

Behavioral sciences courses examine the individual and its behavior in various environmental settings such as family and the workplace. Courses introduce students to issues in human development and human relations and to human behavior as it is influenced by cultural values and expectations.

Humanities courses offer the broadest possible treatments of literature, philosophy, religion, and communications. Included are courses that examine the ways in which literature supplies us with images of business and technology and heroines and heroes.

Fine arts courses offer a variety of perspectives on artistic expression throughout history and across cultures. The variety of courses encourages students to integrate the study of Western and non-Western art and architecture with the socio-historical context in which they are embedded.

Science and culture courses deal with many issues, including health, the environment, and pollution as approached by professors of chemistry, geology, physics, and biology.

Social science courses provide a blend of history, economics, and political science in the study of wealth, power, and status. These courses enable the student to step away from the headlines and slogans of the day and take a long look at what it means - and has meant - to be a thoughtful citizen of the world.

Students will find the historical and philosophical approach to these subjects accessible and challenging.

GLS STUDENTS

GLS students are highly motivated and mature adults who bring a variety of professional skills, life experiences, and educational backgrounds to their courses. This variety among GLS students adds a measure of depth and intellectual perspective to classes that are not ordinarily found in a graduate program.

GLS FACULTY

The primary pool of teaching faculty in the GLS program includes tenured and tenure-track at SMU, many of whom have already developed and taught seminars for the Simmons MLS program and qualified adjunct faculty.

Rachel Ball-Phillips, Adjunct Lecturer in History and Indian Studies, Ph.D., Boston College

William Barnard, Associate Professor of Religious Studies, Ph.D., University of Chicago

Robert Barner, Associate Director of Executive Education, Ph.D. in Organizational Development from the Fielding Graduate Institute

Candice Bledsoe, Adjunct Professor in Education, Ed.D., University of Southern California

Caroline Brettell, Professor of Anthropology, Ph.D., Brown

Edward Countryman, University Distinguished Professor of History, Ph.D., Cornell

Simon Dalley, Senior Lecturer of Physics, Ph.D., University of Southampton, UK

Joan Davidow, Adjunct Professor in Contemporary Art, MFA, University of Florida

Crista DeLuzio, Associate Professor of History, Ph.D., Brown University

Jill DeVito, Adjunct Professor of Biology, Ph.D., University of Texas at Arlington

Brian Fennig, Adjunct Professor, Ph.D. in Humanities, University of Texas at Dallas

Regina Franklin-Basye, Adjunct Professor of Theology, M.Div., SMU

Yollette Garcia, Associate Dean for External Affairs and Outreach, Simmons School of Education, MA, SMU

Pan A. Garner, Adjunct Professor in Human Rights, Ph.D., University of Texas, Austin

Maria Reis Habito, Adjunct Professor in History and Religion, Ph.D., University of Munich

Ruben Habito, Professor of World Religions and Spirituality, Doctoral Studies, Tokyo University

Rick Halperin, Director of the SMU Human Rights Program, Associate Professor of History, Ph.D., Auburn
Janet Harris, Adjunct Professor in Literature, Ph.D., University of North Texas
Rosanne Hart, Adjunct Professor in Communication and Public Affairs, M.A., Kent State University
Holly Hill, Adjunct Professor in Theater, Ph.D., University of New York
Vicki Hill, Professor of English, Ph.D., University of Buffalo
Leroy T. Howe, Professor Emeritus of Pastoral Theology at Perkins School of Theology, Ph.D., Yale
Robert Hunt, Director, Global Theological Education, Ph.D. in History, University of Malaya
Cara Jacocks, Adjunct Professor in Organizational Communication, Ph.D., Texas A&M
Ray Jordan, Adjunct Professor in Interdisciplinary Studies, Ph.D.(c), Union Institute and University
Michael Keevak, Associate Professor of History, Ph.D., Yale
Brad Klein, Associate Director of the SMU Human Rights Program, Ph.D., University of Denver
Camille Kraeplin, Professor of Journalism, Ph.D., University of Texas, Austin
LaiYee Leong, Fellow at Center for Political Studies, Ph.D., Yale University
Bruce E. Levy, Senior Lecturer of English, Ph.D., Brown
John Mirick Lewis, Associate Professor of English, M.A., Harvard
Michael L. Lindsey, Adjunct Professor of Psychology, Ph.D., JD, University of Louisville, University of Alabama
Anthony Mansueto, Adjunct Professor in Religion, Ethics and Society, Ph.D., Graduate Theological Union
Derek Marr, Lecturer in Applied Physiology and Sports Management, Ph.D., University of Missouri
Njoki McElroy, Adjunct Professor in Literature, Ph.D., Northwestern
Thomas R. McFaul, Adjunct Professor in Sociology of Religion and Social Ethics, Ph.D., Boston University
John A. Mears, Professor Emeritus of History, Ph.D., Chicago
Maria del Pilar Melgarejo, Adjunct Professor of Hispanic Literature, Ph.D., University of Pittsburgh
Evelyn L. Parker, Associate Professor, Perkins School of Theology, Ph.D., Garrett-Evangelical Theological Seminary/Northwestern University
Hugh Parmer, Adjunct Professor, JD, President Emeritus, US Aid and the American Refugee Committee
Jennifer Parvin, Adjunct Professor of Educational Policy and Leadership, Ph.D., University of Texas at Arlington
Rena Pederson, Adjunct Professor in Journalism, M.S., Columbia
Anthony Picchioni, Adjunct Professor of Human Development at SMU, Ph.D., University of North Texas
Jody Potts, Adjunct Professor in Social Science, Ph.D., University of North Texas
Tony Robinson, Adjunct Professor in Science and Culture, MS, University of North Texas
Sara Romersberger, Associate Professor of Theater, MA, University of Illinois
Justin Rudelson, Adjunct Professor, Ph.D. in Social Anthropology, Harvard University
Elizabeth Russ, Associate Professor of Spanish, Ph.D., Columbia University
Martha G. Satz, Assistant Professor of English, Ph.D., University of Texas (Dallas)
Michelle Shughart, Adjunct Professor Organizational Dynamics, J.D., SMU
M. Carmen Smith, Director of Education, SMU's Meadows Museum, Ph.D., University of North Texas
Anubha Sood, Adjunct Professor, Ph.D. Sociocultural Anthropology, Washington University in St. Louis
Joyce Stubblefield, Adjunct Professor in Environmental Science, MA in Sustainability and Development from SMU, Lyle School of Engineering
Charles Sullivan, Adjunct Professor in History of Political Economy, Ph.D., Columbia University
Omar Suleiman, Adjunct Professor in Islamic Studies, Ph.D., International Islamic University of Malaysia
Gary D. Swaim, Adjunct Professor, Ph.D., University of Redlands and Claremont Graduate University, California
Rob Tranchin, Adjunct Professor of Radio and Film, M.A., New York University
Nicolay Tsarevsky, Assistant Professor of Chemistry, Ph.D., Carnegie Mellon University
John Vernon, Adjunct Professor, Simmons School and Dedman School of Law, JD, St. Mary's University
Ben Voth, Associate Professor of Corporate Communications and Public Affairs, Ph.D., University of Kansas
Andrew Weaver, Adjunct Professor in National Security and Strategic Studies, Public Administration and Business, MA, US Naval War College, MPA, Public Administration, Troy State University

MASTER OF LIBERAL STUDIES (MLS)

Designed to offer freedom and flexibility to students in planning a course of master's level study. Its coursework encourages critical and imaginative thinking on intellectual, social, political, historical, literary and artistic issues within a broad humanistic perspective. The MLS program requires 36 credit hours of graduate study to be completed in six years. Students can pursue an optional concentration by taking 18 hours in a specific curricular field.

MLS ADMISSIONS REQUIREMENTS

Southern Methodist University's Master of Liberal Studies program (MLS) accepts and reviews applications throughout the year on a rolling basis for Summer, Fall and Spring semesters. The preferred application deadlines are May 15 for Summer admission, January 1 for Spring admission and July 1 for Fall admission.

SMU strives to enroll motivated and enthusiastic students prepared and interested in rigorous graduate education. All applicants must have a bachelor's degree (or equivalent) from an accredited college or university. Our most successful applicants typically have a GPA of about 2.7 - 3.5 from their undergraduate institution; however, every aspect of the application submitted is carefully reviewed and considered for the experience and contribution each student brings to the SMU classroom.

To apply for admission to the Master of Liberal Studies program please submit the following for consideration:

The Application:

- Official "sealed" transcripts required for matriculation from all the colleges and universities you attended.
- Two letters of recommendation:
 - Academic (if possible)
 - Professional (supervisor or administrator) - two professional recommendations may be submitted if an academic reference is unavailable.
- A personal interview is required.
- Two Essays:
 - (1) Using a book of your choice, write an essay (about 3-5 pages type written, double-spaced) in which you could describe the author's central argument, proposal, or theme. Please be sure to describe how this is developed in the book as well as any conclusions you may have reached.
 - (2) Write a short essay (about 3 pages type written, and double-spaced) in which you describe what you have been doing since you were last a full-time student. Please be sure to describe two personal or professional achievements in your life and explain why you wish to pursue a degree in liberal studies.
- A resume is recommended.
- Application fee
- The Graduate Record Exam (GRE) is not required for admission.

MLS DEGREE REQUIREMENTS

Thirty-six (36) credit hours of approved graduate study must be completed within six years after enrolling in the program.

Students must take two required foundational courses plus a capstone or thesis:

- 1) HUMN 6316/The Human Experience (within the first 12 hours)
- 2) A designated (WI) writing intensive course (within the first 12 hours)
- 3) HUMN 7311 Capstone Course or HUMN 6303 Thesis Course (last semester of study)

Students must complete their coursework with at least a B (3.0 GPA) average. All courses attempted for credit on a student's graduate program must average B (3.0) or better, with no grade less than C (2.0) applying toward the degree.

Within the 36 hours, students may include up to six hours of transfer graduate credit from another accredited institution or another academic department at SMU (see page 9).

Within the 36 hours, students may also include up to six hours of Independent Study (see page 9).

CERTIFICATE OF ADVANCED GRADUATE STUDY (CAGS)

Provides students the opportunity to pursue advanced graduate studies in the liberal arts in a focused and disciplined manner. The certificate program encourages in-depth study of a core topic while drawing upon various disciplines to provide a broad understanding of the subject. The CAGS program is an 18-hour course of study beyond the master's degree.

CAGS ADMISSIONS REQUIREMENTS

This program is designed for applicants with a Master's degree in the arts/fine arts, humanities, or social sciences with a GPA of 3.0. The completed Application for Admission must be accompanied by:

- ▶ A 750-word draft proposal that identifies the student's interest area, purposes for advanced study, previous study or background knowledge of the topic, and a tentative course of study. This document will be used by the Program Directors and Faculty/Program Chair to determine whether the student's study proposal is appropriate for the program, and upon acceptance will be used as a working proposal for the introductory seminar.
- ▶ Official transcripts from SMU's Master of Liberal Studies or another graduate program.
- ▶ Application fee

CAGS DEGREE REQUIREMENTS

The course of study detailed below must be completed within four years and students must maintain a 3.0 GPA throughout the program.

A core curriculum of 18 credit hours drawn from:

- the MLS course offerings
- a maximum of three credit hours in approved departmentally based graduate courses
- a maximum of three credit hours of independent study

GRADUATE LIBERAL STUDIES POLICIES AND PROCEDURES

Graduate Liberal Studies students will adhere to the guidelines within the Graduate Liberal Studies Student Handbook, the SMU Student Code of Conduct (within the SMU Student Handbook), and those outlined in the annual Annette Caldwell Simmons School of Education and Human Development Graduate programs catalog with policies and procedures. Failure to comply with these collective policies may result in dismissal from the Graduate Liberal Studies program and SMU.

GLS ADVISING

The academic advisors for students in the GLS program are the Program Directors and Faculty/Program Chair. They are available to consult with students about developing an MLS or CAGS curriculum to suit individual interests and needs; to discuss appropriate class selections, independent study proposals, capstone/thesis proposals, or eligibility of transfer work; to evaluate progress toward graduation and help solve academic problems; or to help resolve other academic or administrative issues.

Note: A phone or in-person advising session with a Director or the Chair is required before students can initiate an independent study or interdepartmental enrollment.

TRANSFER CREDIT/INTERDEPARTMENTAL ENROLLMENT

Six hours of transfer credit *may be awarded* as determined by the Program Directors in consultation with the Faculty/Program Chair of the GLS program. Such credits must be from graduate-level academic work earned at SMU or other approved universities, and be compatible with the overall curriculum of graduate liberal studies.

The student must file a Petition for Transfer Credit (the appropriate form may be found on the GLS website under the Forms Library), accompanied by a course description and official transcript, with the GLS office. Transfer credit will be accepted by a Program Director under the following regulations:

- The course must be compatible with the overall curriculum of liberal studies and be directly related to the student's focal area of study.
- The course must be graduate level (6000 or above or institutional equivalent).
- The course must have earned a grade of A or B.
- The course must have been taken within the past six years.
- Courses taken prior to matriculation must be approved within one year of beginning the MLS program.
- Transfer credit will be considered for study by correspondence or online study on a case-by-case basis.

INDEPENDENT STUDY COURSES

Students may earn up to 6 credit hours through Independent Study in a subject area relevant to the GLS curriculum. Students must first complete the two required courses and must be in good academic standing to be eligible to undertake an independent study.

To enroll in an Independent Study, students must first meet with Director or Chair for initial approval before discussing the independent study proposal with an instructor. The student may then meet with the GLS faculty member to define specific course requirements and complete an Independent Study Contract subject to the final approval of the Directors and Faculty/Program Chair. Independent Study courses may be taken for one, two, or three credit hours. The deadline to submit proposals to the GLS office is at least three weeks before the beginning of the term for which the study is requested.

CURRICULAR CONCENTRATIONS

The Graduate Liberal Studies program offers students the opportunity to specialize or concentrate in a particular curricular area through the course of the degree. Concentrating in a particular curricular field is not required to earn the MLS degree. All students selecting a concentration must meet with a program director or Faculty/Program Chair to ensure fulfillment of all requirements.

- American Studies
- The Arts and Cultural Traditions (includes: Literature, Art, Poetry, Performing Arts, and Society)
- Communication, Media and Technology
- Creative Writing
- Global Studies (includes: Global Trends, Power, Non-Western Literature, and Geography)
- Human Rights and Social Justice (includes: Human Rights, Political Science, History, Psychology, and Gender Studies)
- Humanities
- Organizational Dynamics
- Self-Designed

If you elect to concentrate or specialize in a certain curricular area, you must complete the following requirements:

- 3 credit hours for the required introductory course: HUMN 6316 The Human Experience (may not be used as part of the 18 hours required for the concentration)
- 3 credit hours for a designated writing intensive (WI) course of your choice(may not be used as part of the 18 hours required for the concentration)
- 18 credit hours of approved credit from your chosen area of concentration
- 3 credit hours for the required capstone course/experience related to the area of concentration or 6 credit hours for the thesis option (may not be used as part of the 18 hours required for the concentration)
- 9 additional elective credit hours with the capstone course or 6 additional hours with thesis course option

Once the student satisfies the requirements for a given concentration, the concentration area will appear on the student's final transcript (not on the diploma). For more information about courses that may be used for these concentrations, please see the SMU MLS website under "Course Descriptions" or call the MLS office at: (214)768-4273 to make an advising appointment.

These concentrations are not designed to be professional or vocational credentials, but rather to enrich the student's understanding and knowledge in their chose curricular field of study.

STUDY ABROAD OPTIONS

**"For my part, I travel not to go anywhere, but to go.
I travel for travel's sake. The great affair is to move."
– Robert Louis Stevenson**

All Study abroad opportunities will be advertised and communicated to GLS students through their SMU webmail accounts and on the GLS website.

If you seek credit for a GLS study abroad program, register through my.smu.edu or call the GLS office to arrange for course credit. For specific travel arrangements associated with the experience, contact the faculty instructor leading the trip.

CAPSTONE

A capstone or thesis experience is required of all MLS students* in order to fulfill the requirements for graduation with a Master of Liberal Studies degree (*All students who were admitted in Fall of 2009 or later).

PLEASE NOTE THE FOLLOWING PARAMETERS:

1. In order to initiate a capstone, students must first meet with the Director/Program Chair to ensure they are eligible to propose a capstone and to receive approval before contacting a potential instructor. The capstone experience will be conducted as directed study independently with a faculty mentor.
2. The capstone must be completed as the last course of a student's program for this degree.
3. MLS and CAGS students earning a concentration must pursue a capstone project related to the curricular field area of the concentration.
4. Once a student has received Director/Chair approval, and chosen their faculty advisor, they will co-design the proposal and submit their topic and/or project using the Capstone/Thesis form to the Program Director/Chair for final approval.
5. Available options for capstone proposal submission include: Portfolio Project, Graduate Project, Creative Project or Internship/Service Experience (see Capstone/Thesis form for descriptions).
6. Once the capstone proposal has been approved, an individual capstone course will be created especially for the student by a GLS Director.
 - a. Both the capstone student and directing faculty member will receive confirmation of the proposals approval or revisions required via email.
 - b. The course title and class number will be sent via email to both student and faculty member once approved.

- c. Student is expected to register himself or herself via my.smu.edu before the start of the semester in which they plan to do the capstone work.
- d. Student is required to present at the Capstone Forum at the end of the semester the work is completed.
- e. Capstone proposals are due no later than 3 weeks before the start of the semester.
- f. The Capstone Forum presentation is required of all graduating students completing their capstone project.

Student must complete and submit the Capstone Application available on the MLS website under the Forms Library.

THESIS

General Information and Requirements

MLS students are not required to produce a thesis to complete the program, but may choose that option in their last six hours of study to be enrolled in sequential semesters (three hours per semester). Students who elect not to pursue a thesis must then pursue the capstone. Students who wish to take the thesis option should consult with a Program Director and Faculty/Program Chair as early as possible in their MLS curriculum to plan a course of study that will lead to the thesis, and to select a faculty advisor for the thesis project. The thesis may be used to satisfy the capstone requirement for students admitted to the program in Fall 2009 or later.

The master's thesis is a major, comprehensive research and writing project that serves as the culmination of a focused course of study, and trains the student in the processes of scholarly inquiry and writing under the direction of members of the graduate faculty.

The research component is directed toward ensuring that the student has a comprehensive familiarity with all or most of the important literature (both primary and secondary sources) pertinent to the thesis topic. Unlike the typical seminar paper of 20-25 pages, the thesis will require a body of research of which only a small percentage will end up in the final paper. Most theses require an introductory section that reviews the literature on the topic.

The paper itself is, of course, thesis-driven or argumentative, and the assertion or claim must be an original idea on the subject. The length of the thesis may vary widely, anywhere from 75-100+pages and should include a bibliography that includes not only works cited in the paper, but also works consulted in arriving at the thesis statement – in other words, that reflects the body of research described above.

THESIS PROPOSALS

Following the consultation with the Director/Chair, thesis proposals should be submitted to them for review and approval at least three weeks before the start of the semester in which the thesis will commence.

A successful proposal should include an original and significant (though tentative) thesis statement. It is important that this proposed thesis be focused and definitive enough to be successfully argued in a paper of the normal thesis length.

The proposal should include a discussion of why the student is interested in the topic area, what GLS courses (or, occasionally others) the student has taken that relate to the topic, and what exploratory research the student has already done in preparing the thesis statement and the central research question. This should be presented in bibliographic form.

The student may also propose a faculty member as a sponsor; however, this will be decided by the Program Director and Faculty/Program Chair in consultation with the faculty member.

Note: Students will propose their thesis work using the Capstone Proposal Form found in the GLS website Forms Library.

THESIS EVALUATION

As the thesis progresses, it will go through a series of checks with the sponsoring professor. At each point, the faculty sponsor will advise the student in revising, editing, or seeking additional information for the thesis. Near the end of the second enrolled semester, the sponsor should be able to sign off his or her approval. The thesis then goes to the oral defense committee in which the student will present an oral defense of the thesis.

Students enroll for six hours of thesis sequentially as the final six hours in the 36-hour degree plan. The student will receive an Incomplete for the first semester, which will be replaced by the final grade at the end of the six hours. A thesis that receives a grade below B will not be accepted.

THESIS REQUIREMENTS

The thesis is optional in this program because the GLS is a non-professional degree. Thesis projects are usually required in professional, disciplinary fields because it is essential for moving on into doctoral programs in those fields. Students in the GLS who wish to continue their education in specific disciplinary areas may, in many cases, be required to obtain a master's degree in that field, generally including a thesis.

GLS students may elect to write a thesis as part of their work in the program. A work of original research and writing approved by an academic body, the thesis is an accomplishment that can be helpful for GLS graduates who plan to do further post-graduate work in other academic areas, who wish to continue general humanities studies at a higher level, or who wish to pursue teaching at the community college level.

The thesis, if chosen, must be written under the guidance of a thesis director who is a member of the GLS faculty. The candidate must propose his or her own faculty sponsor/director and thesis committee who will then be appointed by the Faculty/Program Chair after consultation with both the student and the faculty member. The defense committee is normally comprised of a thesis director who chairs the committee and two additional faculty members.

Students pursuing the thesis option must enroll in six hours sequentially (three hours each) of the thesis course. These six hours may be part of, not necessarily in addition to, the 36 hours required to graduate and will not be counted as part of the 6 hours of Independent Study granted to every student in the program.

The thesis manuscript should be completed and approved by the thesis director no later than three weeks before finals. The defense should take place no later than final exam week and will run approximately 60-90 minutes. If the defense is not passed, revisions will be required before passing the course and graduating. The student is required to present his/her thesis at the Capstone Forum. The final copy of the thesis should be submitted for publication through SMU Scholar.

If you don't know whether the thesis option is appropriate for you and your goals, talk to the Director of the GLS program or the Faculty/Program Chair.

COMMUNITY COLLEGE TEACHING REQUIREMENTS

While the MLA/S degree and CAGS certificate were not designed to prepare community college teachers, some graduates have secured teaching positions at local community colleges if they have taken the appropriate coursework. If you are a current or prospective student and think you might enjoy using your degree to teach at this level, please keep the following information in mind as you prepare to do so. If you are an alumna/us and haven't secured 18 credit hours of coursework in your chosen discipline, you might consider the CAGS program to accomplish that goal. Be sure to review the following website for updates to the SACS requirements listed below.

SACS – Southern Association of Colleges and Schools - Faculty Credentials may be found: <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>.

Please note: The information provided here is only relevant to your requirements to teach at the undergraduate/associate degree level.

Southern Association of Colleges and Schools requirements for continuing faculty:

Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Please note that the Master of Liberal Studies degree is an interdisciplinary degree, and not a traditional, professional or vocational master's degree. Your transcripts from the MLA/S program list your courses with multidisciplinary rubrics and not disciplinary ones; therefore, it will not be readily apparent that you have met the above criteria without additional documentation or perhaps even supplemental coursework. If you decide to apply for a community college teaching position, you will need to bring your transcript AND the course descriptions for all the courses that relate to the particular discipline you hope to teach within. Furthermore, you will need to demonstrate that your course selections have covered between 80-90 percent of the course material you plan to teach. For example, if you plan to teach a course in US History, you should have graduate coursework demonstrating your competency in that area. Please contact the Director of Graduate Liberal Studies for more specific information.

UNIVERSITY ENROLLMENT AND ACADEMIC RECORDS STANDARDS

Confidentiality of Education Records: The Family Educational Rights and Privacy Act of 1974 is a federal law that grants to students the right to inspect, to obtain copies, to 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 guidelines that are available to students in the Division of Enrollment Services. Policy 1.18 of the University Policy Manual, accessible on SMU's Intranet, 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 information defined by SMU as Directory information, which may be released unless the student sends a written request to the Registrar that it be withheld.

STUDENT IDENTIFICATION/FILE NUMBER

All GLS Students are issued an eight digit student ID number. You will need your student ID number in order to register for classes, obtain grades, and access online student services.

Students also are asked to provide their Social Security numbers. The SMU ID number or Social Security number should be furnished on all forms when requested, as they are the primary means for identifying the student's academic records and transactions related to the records.

Students may obtain an SMU photo ID at the Park 'N Pony Office located at 3140 Dyer Street, Suite 216, Dallas TX 75275. The Photo ID serves as a library card and there is no fee for the card. The office is open Monday – Friday from 8:30a.m. – 4:30p.m. For additional information, call 214-768-PARK (7275).

SMU EMAIL ACCOUNT

All students at SMU are provided an SMU Email account. The account serves as the University's official form of communication and students should check the account often. To log into your webmail account, visit <http://webmail.smu.edu>. You will be required to enter your student ID number and your password to log in.

NAME CHANGES

A student who has a change in name after his or her last enrollment at SMU, or a change from the name submitted on his or her application for admission, must provide his or her Social Security card or the form issued by the Social

Security Administration to the Enrollment Services Department in the Blanton building. Enrollment or records services for the student under a name different from the last enrollment cannot be accomplished without the above documents. All grade reports, transcripts, and diplomas are issued only under the person's legal name as recorded by the University Registrar.

MAILING ADDRESS, EMAIL ADDRESS, AND TELEPHONE NUMBERS

All students are to provide the University Registrar a current home address and telephone (and cell) number, a current local mailing address and telephone number, and a current billing address and telephone number.

Students who have a change in any of their addresses or telephone numbers should update this information using SMU's web-based self-services, my.SMU.edu, or report the change in writing to the University Registrar. Students can be deemed ineligible to enroll or be administratively withdrawn from the University for providing insufficient or improper address and telephone number information.

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

University official correspondence may be sent to any of the student's mailing addresses or the SMU e-mail address. It is the student's responsibility to provide updates to all of their mailing addresses and to regularly check both their mailing and e-mail addresses, which are used for official correspondence from the University. Students are responsible for complying with requests, deadlines and other requirements sent to any of their mailing addresses on file or to their SMU e-mail address.

TRANSCRIPT SERVICE*

A transcript is an official copy of a student's official permanent academic record maintained by the University Registrar. 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 for all students of the University. Copies of transfer transcripts from other schools must be requested from the institutions where the course work was taken.

Information on how to order transcripts can be found at <https://www.smu.edu/EnrollmentServices/Registrar/TranscriptRequests>. No partial or incomplete 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.

*Chapter 675, S.B. 302. Acts of the 61st Texas Legislature, 1969 Regular Session, provides: 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.

ENROLLMENT SERVICES

Preceding each session of the University, there is an enrollment period during which the formal process of enrollment in classes is completed. Prior to each enrollment period, the University Registrar publishes instructions for the completion of enrollment. Students are responsible for complying with enrollment procedures and for the accuracy and completeness of their enrollment. Please see current enrollment procedures at: <https://www.smu.edu/EnrollmentServices/Registrar/Enrollment>.

If you require any assistance with the enrollment process, please do not hesitate to call us at: 214-768-4273.

MY.SMU.EDU

My.SMU.edu is the University's student enrollment and information maintenance system. It is web-based and online at <https://my.smu.edu>. An online tutorial is available on the SMU website to walk you through the online registration process.

Students use my.smu.edu for a number of reasons, including:

- Class Registration
- Add/Drop/Swap classes
- View grades and obtain unofficial transcripts
- Maintain Address and Phone Information
- Pay Tuition

If you require any further assistance with the enrollment process, please do not hesitate to call us at: 214-768-4273.

PASSWORD AND COMPUTER HELP DESK

Account information, student ID and instructions to activate your account in my.SMU.edu will be sent to you directly from the Office of Graduate Liberal Studies. If you have questions concerning your password, please contact the Help Desk at 214-768-HELP (4357) or help@smu.edu. Their website is: www.smu.edu/help. There is a Password Reset Request Form located on their website.

CLASS AVAILABILITY/CANCELLATIONS

Class size is set by the course instructor and the Program Directors. Small class size (approximately 8-12) is an integral part of the program's educational philosophy. Classes are filled on a first-come, first-served basis. Waiting lists will not typically be kept for classes that are full unless the instructor agrees. If you would like to register for a course listed as full, contact your academic advisor or the Faculty Program Chair/Program Directors. Students should not contact a professor directly to ask permission to be added to a course that is full.

SPECIAL NOTE: Classes may be cancelled if enrollment is not high enough. Students will be notified of cancelled classes in the weeks or days preceding the start of the term.

TERM-HOUR LOADS

The unit of measure for the valuation of courses is the term-hour; i.e., one lecture hour or three laboratory hours per week for a term of approximately 16 weeks (including final examinations).

GLS is a graduate program available to students on a part-time or full-time basis.

ATTENDANCE POLICY

While the GLS program is designed for non-traditional students with professional responsibilities, it expects commitment on the part of its students. Class absences, in particular, are to be avoided. Students enrolled in MLS courses should expect to attend every class meeting. If unexpected responsibilities arise that may require them to miss more than one session of the class, they should immediately contact the professor and the Program Directors who will explain what options may be available. Under no circumstances should students miss more than one session of any course in the program without speaking with the professor in the course and the Program Directors and Faculty/Program Chair.

READMISSION AND SCHEDULE CHANGES

Continuing students who do not enroll for two consecutive regular semesters will be considered inactive and must be readmitted to the program. Please consult the GLS office to initiate readmission.

The deadline for adding courses, dropping courses without grade record, and changing sections for each enrollment period is listed in the [University Calendar](http://www.smu.edu/registrar/academic_calendar.asp) online at: http://www.smu.edu/registrar/academic_calendar.asp. A student may drop a course with a grade of W (withdrawal passing) through the deadline listed.

After the deadline, the student may not drop a class. All schedule changes must be processed by the deadline date specified in the University Calendar. Schedule changes are not complete for official University record purposes unless finalized in the Office of the University Registrar.

AUDIT ENROLLMENT

Students desiring to audit (visit) a class, whether or not concurrently enrolled for regular course work, are required to process an Audit Enrollment Request form and pay the audit fee established by the Registrar's office. Forms are available in the GLS office, the Registrar's office or on the GLS or Registrar's website in the forms library. Space must be available in the class, and the auditor must obtain permission from the course instructor and the GLS Director.

The following regulations are applicable:

- No grade is assigned and no credit is recorded; no laboratory privileges are included.
- If credit is desired, students may apply as non-degree students, or the course must be enrolled for and repeated as a regular course, and the regular tuition must be paid.
- The student's name does not appear on class rosters or grade sheets.
- Regular admission and enrollment procedures are not conducted for auditors.
- The audit fee is nonrefundable.

DROPS AND WITHDRAWALS

Graduate Liberal Studies students must observe drop and withdraw deadlines regarding grades and refunds. Students may view the drop/withdrawal/refund schedule for each term online at the SMU University Registrar's website under the Academic Calendar. Students must notify the Graduate Liberal Studies office and process withdrawal paperwork for all courses in the term. Medical withdrawals are reviewed on case-by-case basis by following the University policy and procedure for medical withdrawals.

Please be aware of the difference between a drop and a withdrawal. They have different deadlines and separate financial policies. The deadlines are posted each term on the Official University Calendar at www.smu.edu/registrar.

A drop occurs when a student removes one or more courses from his/her 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 his or her schedule PRIOR TO THE PAYMENT DUE DATE, the transaction is considered a Cancellation and does not result in financial penalty or impact the student's transcript.

Reduction of tuition and fees is based on the schedule listed in the publication Financial Information: Southern Methodist University and is determined by the effective date of the withdrawal. Students receiving financial aid should refer to the [Financial Information](#) section of the catalog.

A student who wishes to withdraw must contact the GLS office to initiate a Student Petition for Withdrawal form and obtain approval from a Program Director. The effective date of the withdrawal is the date on which the Student Petition for Withdrawal is processed in the Registrar's Office. Drops can usually be done by the student through his or her my.smu.edu account.

Discontinuance of class attendance or notification to the instructor of intention to withdraw does not constitute an official drop or withdrawal. At the discretion of the instructor, Program Directors, and/or Dean, any student who has not attended a class for three class meetings may be dropped administratively.

Medical withdrawals provide a daily pro rata refund of tuition and fees, and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals must be authorized by the Medical Director, Psychiatric Director, Counseling and Testing Director, Dean of Student Life, or Vice President for Student Affairs. Authorization may be obtained prior to or after the withdrawal, but no later than six months after the withdrawal.

GRADES

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 graduate academic record maintained by the University Registrar.

<u>Grades</u>	<u>Description</u>	<u>Grade-Points per Term Hour</u>
A	Excellent Scholarship	4.00
A-	Excellent Scholarship	3.70
B+	Outstanding Scholarship	3.30
B	Good Scholarship	3.00
B-	Adequate Scholarship	2.70
C+	Not Sufficient Scholarship	2.30
C	Not Sufficient Scholarship	2.00
C-	Poor Scholarship	1.70*
D+	Poor Scholarship	1.30*
D	Poor Scholarship	1.00*
D-	Poor Scholarship	0.70*
F	Failure	0.00*
P, CR	Pass, Credit	**
I	Incomplete	**
NC	No Credit Received	**
WP/W	Withdrawal Passing	**
X	No Grade Received in Registrar's Office	**

*Courses with grades of C- or less not counted towards degree.

**Grades not included in grade-point average.

GRADE OF INCOMPLETE

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin/Catalog.

An "I" (Incomplete) indicates that work is satisfactory but, due to reasons beyond the student's control, some portion of the required work has been left incomplete. The instructor assigning the grade/stipulates to the student in writing, at the time the grade is given, the conditions under which the "I" may be removed.

For graduate students, a maximum of two (6 hours) concurrently held grades of Incomplete in courses other than [Internship or Practicum] is allowed. If this maximum is reached the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete in courses other than thesis or dissertation, will be put on academic probation and not allowed to enroll further until the total is reduced.

Note: Students have a maximum of 12 months to resolve an incomplete grade. A student cannot graduate with any grade of Incomplete.

CHANGES OF GRADES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Changes of grades, including change of the grade of “I”, are initiated by the course instructor and authorized by the chair and by the academic dean of the program in which the course was offered. If a student requests a grade change, the instructor may ask the student to provide a written petition requesting the change of grade 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 reevaluation 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 in grade 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 a grade 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 Registrar.

GRADES FOR REPEATED COURSES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

Both the initial and the second grades will be on the student’s permanent record. Both grades will be included in the calculation of the grade-point average and in the determination of academic probation, suspension, honors and graduation. The courses a student can repeat are determined by the school of record.

GRIEVANCE/APPEAL OF GRADES

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development Graduate Programs Bulletin.

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 denial of a request for a grade change, and who maintains that the original grade was capriciously or unfairly determined, may appeal to the chairperson 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 for 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 for 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.

GRADE-POINT AVERAGE

This average is computed by multiplying the term 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 (above). NOTE: Students in the GLS program are responsible for maintaining a cumulative GPA of 3.0 in order to make progress toward graduation.

PASS/FAIL OPTION

Taking courses pass/fail is not an allowable option in the GLS program.

STUDENT EVALUATIONS

Instructors complete an end-of-course student evaluation form for any student exhibiting deficient academic and/or behavioral performance. The student evaluation form assesses displayed academic and interpersonal skills during a given course and term. Student evaluations become a part of the academic record used to monitor student progress, and documented concerns may lead to student competency remediation.

STUDENT COMPETENCE

Student behaviors (i.e., open-mindedness, kindness, patience, communicative style, integrity, honesty, respect, classroom demeanor, etc.) are evaluated by faculty during the academic term. Faculty concerns regarding student competence are addressed so that a remediation process may begin. Failure to progress, adhere to sanctions, or refusal to comply with competency expectations may result in student expulsion from the Graduate Liberal Studies program and SMU.

PROBATION, SUSPENSION AND DISMISSAL

Excerpt reprinted from the online Annette Caldwell Simmons School of Education and Human Development 2017-2018 Graduate Catalog.

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension or dismissal. Information regarding disciplinary action can be found under Code of Conduct in the Student Affairs section of this catalog.

Graduate students must maintain a cumulative GPA of 3.000. If in any term the student falls below this cumulative GPA, the student will be placed on probation for one regular term. If at the end of the term of probation the cumulative GPA is not up to 3.000, the student may be removed from the program at the discretion of the dean's office or records office.

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.

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.

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.

COURSE EVALUATIONS

Students complete an online course evaluation at the end of each term. Unless revealed by the student, evaluation results remain anonymous and instructors view comments and rankings on a tabulated spreadsheet only after assignment of final term grades.

APPLYING FOR GRADUATION

Students must successfully complete 36 hours of study in the MLS with a minimum GPA of 3.0. Students are required to submit the completed **Application for Candidacy to Graduate (ACG)** to the Graduate Liberal Studies office well in advance of completing their final course work. Please contact the GLS office for instructions.

Graduation ceremonies occur twice per year: May and December. Students may officially graduate in August as well, but no ceremony occurs. August graduates are invited to “walk” the following December or May if desired.

A fee for regalia (cap, gown, and hood) and diploma must be paid in advance. Filling the form and paying related fees when added to a student's account are the responsibility of the student.

Helpful guidelines:

- December Graduation – Notify the GLS office of plan to graduate by August, submit Capstone Proposal and Concentration Declaration form by August. Complete all course work by the end of the Fall Term. Submit the ACG by the preceding August.
- May Graduation – Notify the GLS office of plan to graduate by January. Submit Capstone Proposal and Concentration Declaration form by January. Complete all course work by the end of the Spring Term. Submit the ACG by the preceding January.
- August Graduation – Notify the GLS office of plan to attend graduation ceremony in May (prior to fulfilling graduation requirements) or December (after fulfilling graduation requirements). Submit Capstone Proposal and Concentration Declaration form by May. Complete all course work by the end of the Summer Term, Submit the ACG in August or January for the December or May ceremony.
- Students may walk in either the December or May Graduation ceremonies with no more than six hours of course work remaining.

ACADEMIC INTEGRITY

The Honor Code of Southern Methodist University: Intellectual integrity and academic honesty are concepts fundamental to the processes of learning and evaluating academic performance; without them, the process of inquiry is dismantled at its base and further positive educational progress is almost certainly prevented. The maintenance of the highest level of academic integrity 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 disciplines of the University.

University faculty members serve as the gatekeepers of academic integrity in a university setting. Through direct interaction with the student in the classroom, they witness firsthand the state of inquiry exhibited by the student and the process utilized by that student. Through their own actions, they represent the standard of inquiry in American higher education. Faculty bear the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should assist students in avoiding the temptation to cheat. An instructor who is unwilling to act upon discovering an offense assumes the role of accessory to the student offender in facilitating the corrosion of integrity of the University and the individual's character.

The student, however, bears the primary responsibility for creating and maintaining an atmosphere of honesty and

integrity. Students should be aware that personal experience in completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, and giving or receiving unauthorized assistance in the preparation of work to be submitted for credit are directly contrary to the legitimate process of learning.

Students and faculty must mutually share the knowledge that any dishonest practices permitted will make the legitimate evaluation of honest students almost impossible and will cheapen the integrity of the entire University. Students must recognize that their own interests, and their integrity as individuals, suffer if they condone dishonesty in others.

HONOR CODE

GLS students are subject to the jurisdiction of the Honor Code of Southern Methodist University. The Honor Council is composed of students selected through an application and interview process by The Honor Council Executive Board and faculty members nominated by the Faculty Senate. The council's responsibility is to maintain and promote academic honesty.

Academic dishonesty is defined broadly as a student's misrepresentation of his or her academic work or of the circumstances under which that work is done. This includes plagiarism 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. It also includes cheating on examinations, unauthorized access to test materials, and/or assisting another student in gaining any unfair academic advantage. Failure to prevent or report academic dishonesty by another may be considered participation in a dishonest act.

Suspected cases of academic dishonesty may be handled administratively by the appropriate faculty member in whose class the alleged infraction occurred, in conjunction with the Director and/or Dean over the GLS program. At the discretion of the instructor, Director, and/or Dean, some cases may be referred to the Honor Council for resolution. The normal penalty for a first offense of plagiarism or other academic dishonesty is the assignment of a grade of F in the class in which the case occurred. Further suspected violations may be reported to the Honor Council, investigated and, if the evidence warrants, a hearing will be held by a Board composed of at least five members of the Honor Council. Second offenses will result in the student's permanent dismissal from the program.

Any appeal of an action taken by the Honor Council shall be submitted to the University Judicial Council in writing no later than 96 hours after notification of the Honor Council's decision. Any appeal of an action taken by instructors independently of the Honor Council may be made through the traditional academic routes.

PARKING AND TRANSPORTATION

CAMPUS PARKING TAGS

To purchase a parking tag, you must do so when paying your tuition in my.smu.edu. Print out your receipt to place on your dashboard until the formal tag arrives via postal mail. Contact Park 'N Pony Office located at 3140 Dyer Street, Suite 216, Dallas TX 75275. The office is open Monday – Friday from 8:30a.m. – 4:30p.m. For additional information, call 214-768-PARK (7275).

The parking fee can only be paid by the student online in my.smu.edu.

DART TRANSIT PASS

Students must be registered for classes in order to be eligible for the DART Transit Pass. As a benefit of enrollment at SMU, students may obtain an Annual DART System Transit Passes for a one-time charge of \$5.00 on your SMU account. The fee can be paid access.smu.edu. Students are required to bring their SMU ID card to complete all transactions. Annual DART System Transit Passes allow for unlimited ridership on all DART buses and trains, the Trinity Railway Express trains between Union Station and Centre Port/DFW Airport Station and DART On-Call and FLEX service. DART Transit Passes are valid for the calendar year, January 1st through December 31st. To apply for or

renew your Annual DART Transit Pass you must submit your request using the on-line application for students. You will receive an e-mail to your SMU email address notifying you when your new DART Transit Pass is ready for you to pick-up at the Parking and ID Card Services Office.

Student DART Card Order form Link:

<https://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/parkingservices/darttransitpass>

SMU STUDENT BENEFITS

- Tate Lecture Series – tickets are free to MLS Students
- Dedman Recreational Sports Center Membership is free to MLS students
- Access to the SMU Pool
- Tickets for Meadows/Margo Jones Theater – concert, lecture and performance tickets are discounted for MLS students.
- Fondren Library Center Access

FINANCIAL INFORMATION

TUITION AND FEES

The Graduate Liberal Studies program at Southern Methodist University affirms its commitment to serving the Dallas community by offering reduced tuition to all its Master of Liberal Studies candidates/students. MLS students less than ½ tuition for their enrollment in this program in comparison to most other SMU graduate programs. The Annette Caldwell Simmons School of Education and Human Development plans to uphold this tradition in an effort to make this program affordable and accessible to all community members. There are no additional fees charged by the institution. However, in order to plan appropriately, we encourage students to plan for an extra \$400 per semester (based on enrollment in 2 courses), approximately, for the cost of text books and required reading materials.

Tuition Costs

AY 2017–2018 (Fall 2017-Spring/Summer 2018): \$649 per credit hour or \$1947 for a 3 credit course.

A bulletin supplement, Financial Information: Southern Methodist University, 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 and fees. The supplement is available on the Bursar's page on the main SMU website.

Students registering in the Continuing Student Enrollment period must ensure that payment is received by the payment due date given to students at the time of registration (and available on the registrar's website). No confirmation of receipt of payment will be sent.

If an invoice has not been received two weeks prior to the due date, Enrollment Services should be contacted. The registration of a student whose account remains unpaid after the due date may be cancelled at the discretion of the University.

Important: Students registering after the due date in the New Student Enrollment and/or Late Enrollment periods must pay at the time of registration or within 24 hours.

Note: If you haven't received your student ID number and need to register and pay your tuition bill, it is possible to pay as a guest payer through this website:

<http://www.smu.edu/EnrollmentServices/Bursar/Payments/MakePaymentSMUpay>.

Limited University based grants, scholarships, fellowships, and assistantships are available to students in the GLS program. Grants and loans for Texas residents and/or private and federal loans may be available by filing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To be eligible for federal assistance, a student must be enrolled in a minimum of 5 credit hours.

For more information, contact the SMU Financial Aid office at:
Web Address: www.smu.edu/financial_aid
Phone: 214-768-3417

DEFERRED PAYMENT PLANS/AMS

Deferred payment may be arranged through AMS TuitionPay, which may be used alone or in combination with financial aid or Federal Stafford Loans. The AMS TuitionPAY Monthly Plan is not a loan, and therefore lets you spread payments over a number of months without interest charges. AMS also offers loan options for qualified applicants.

To arrange for a deferred payment plan, call Enrollment Service at 214-768-3417.

PAYMENT DUE DATE AND LATE FEES

The payment due date for graduate students will be published on the GLS website each semester. It is the date by which tuition must be paid each term. **All accounts with an outstanding balance after the payment due date will be assessed a \$150 late payment fee (AY 2016).** Student accounts and miscellaneous accounts with past due balances will also be assessed a 1.5% penalty on the past due balance monthly.

WEBPAY AND PAYMENT OPTIONS

The University accepts checks, cash, MasterCard, Discover, and American Express for tuition payments. Check and credit card payments should be processed by the student online at <http://www.smu.edu/EnrollmentServices/Bursar/Payments/MakePaymentSMUpay>. Credit card payments will incur a 2.65% convenience fee. The amount of the Service Charge is added to your payment and is combined with your payment as one amount that appears on your credit card statement. The Service Charge is not a fee or charge assessed by SMU. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

SCHOLARSHIPS

SMU Graduate Liberal Studies scholarships are made possible by the generous support of the William and Dianne Moss Foundation, Sheila M. Glassford Fund, and individual donations.

All MLS and CAGS students who are registered or who are applying for the academic year are eligible to apply for limited scholarships based on need and/or merit. Additional scholarships are available for K-12 teachers.

How to Apply

Please download and complete the application to be considered for scholarships awarded by SMU's Department of Graduate Liberal Studies. Early applications are recommended and encouraged as scholarships are limited.

Preferred Scholarship Application Deadlines:

November 15 - Spring

April 15 - Summer

July 15 - Fall

GLS COMMUNITY LEADERS SCHOLARSHIP

Limited merit and/or need-based scholarships and grants are available to students in the Master of Liberal Studies and Certificate of Advanced Graduate Study programs who wish to customize their graduate liberal studies coursework with the goal of increasing their impact in local, national, and international communities. Eligible students must have been accepted as degree candidates for the MLS program or Certificate of Advanced Graduate Study and may apply for

scholarship funds to cover a portion of tuition for the coursework on a semester-by-semester basis.

GLS INTERDISCIPLINARY EDUCATORS SCHOLARSHIP

Scholarships are available for K-12 teachers wishing to further their knowledge and enhance their roles as educators via interdisciplinary graduate coursework. Eligible teachers may apply for scholarship funds to cover \$1,000 tuition for up to two courses of their choice in the Master of Liberal Studies or Certificate of Advanced Graduate Study program.

IMPORTANT CONTACT INFORMATION

Department of Graduate Liberal Studies

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MLS Academic Council Members, 2016-2017 Academic Year:

Edward Countryman, University Distinguished Professor of History
Rick Halperin, Director, Embrey Human Rights Program
Janet Harris, Adjunct Professor
Robert Hunt, Director of Global Theological Education
Sara Romersberger, Associate Professor of Theater
Bruce Levy, Senior Lecturer of English
M. Carmen Smith, Adjunct Professor
Nick Tsarevsky, Associate Professor of Chemistry

Postal Mail:

Graduate Liberal Studies • Southern Methodist University • P.O. Box 750253 • Dallas, TX 75275

Office Location:

Annette Caldwell Simmons Hall
Southern Methodist University
3101 University Boulevard, Suite 234
Dallas, Texas 75205

Registrar 214-768-3417
enrol_serv@mail.smu.edu; www.smu.edu/enrollment_services

Financial Aid 214-768-3417
www.smu.edu/financial_aid

IMPORTANT FORMS

All forms should be submitted to the Office of Graduate Liberal Studies
Fax to: 214-768-2104
Mail to: PO Box 750253, Dallas, TX 75275-0253

Feel free to download them from the Registrar's office and the GLS website at:
<https://www.smu.edu/simmons/Academics/LiberalStudies/MLS/Resources-and-Policies/Forms-Library>
<https://www.smu.edu/EnrollmentServices/Registrar/FormsLibrary>