

Graduate Studies

Master of Business Administration

Master of Science in Education

Master of Science in Education/Instructional
Technology Leadership

Master of Science in Education/Lead Teacher

Master of Science in Education/Athletic-Activity
Administration

Master of Science in Educational Administration

Education Specialist in Educational Administration

Doctor of Physical Therapy

COLLEGES AND ACADEMIC DEPARTMENTS

Graduate

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INTRODUCTION

Within the mission of the University, Southwest Baptist University administers graduate programs and courses offered through the colleges and departments of the University. Currently there is a program in business administration offered through the College of Business and Computer Science, two programs in education offered through the College of Education and Social Sciences, and a program in physical therapy offered through the College of Science and Mathematics. Graduate courses are offered by several departments.

Admission to a graduate program at Southwest Baptist University presumes a degree of initiative on the part of the graduate student. Graduate students assume responsibility for engaging in intellectual activities at the graduate level as well as responsibility for complying with all policies and procedures as set forth in this catalog and in departmental regulations in earning an advanced degree.

Financial Information

A primary goal of Southwest Baptist University is to provide quality Christian higher education at a reasonable cost to the student.

The University does not provide banking services on campus. There are, however, several banks in Bolivar, all of which provide for personal. An ATM is available on campus for the convenience of our students.

Graduate Tuition and Fees

Master of Science in Education and

Master of Science in Educational Administration

Tuition per credit hour – All Locations\$200

TechnologyProgram/location specific

Education Specialist in Educational Administration

Tuition - per credit hour\$215

TechnologyProgram/location specific

Master of Business Administration

Tuition - per credit hour

Regular and Online Courses\$450

Technology\$15 per course

Doctor of Physical Therapy

Tuition - per semester\$10,000

Technology - per semester\$130

Curriculum/lab fees - per semester\$215

Special Fees (Non-Refundable)

(Charged to students using the designated service)

Most common fees are identified on page 22 of this catalog.

Unique Program Fees

Application/transcript evaluation fee \$45

Student Services feeprogram/location specific

Continuous enrollment fee \$55

Health Administration Certificate fee \$70

MS Athletic/Administration Internship \$50

MS Educational Administration Internship \$50

Lab/course feessee course descriptions

NOTE: All mandatory fees are non-refundable.

Payment of Accounts

Any student who is found to be negligent in making adequate arrangements to pay his or her account or is negligent in abiding by the arrangements made to pay his or her account is subject to immediate dismissal. **No student is permitted to finalize registration until all account balances have been settled or satisfactory arrangements have been made with the Credit and Collections Manager.** To aid students in paying accounts, the University offers a variety of financial avenues. Interest will be charged on unpaid balances at an annual rate of 9%. Delinquent accounts requiring additional collection efforts will be subject to the costs incurred for collection (including, but not limited to, legal fees and collection agency costs).

Education

Payment of graduate tuition and fees may be made by check, cash, or credit card - American Express, MasterCard, Discover. Payment may be in full or in installments with a promissory note at the start of the course. All tuition and fees must be paid before a diploma and/or grade reports will be issued.

Business Administration

All charges for tuition, fees, and books are due in full by the beginning of each course. Students unable to pay the full amount at the time of registration must select one of the payment plans. Complete information is sent to all new students each spring or may be obtained from the University's Office of Graduate Studies-Business.

The University offers payment options as follows:

1. Full amount paid upon enrollment (cash, check, credit card - American Express, MasterCard, Discover).
2. Promissory Note - The balance of all charges is payable in two monthly installments plus interest on the unpaid balance equivalent to an annual rate of nine percent. The unpaid balance is defined as the total initial charges less any prior payment. Full amount of the financial balance is due by the end of the course.

Physical Therapy

Students must pay a non-refundable \$500 deposit upon acceptance into the program which will be applied to tuition. All charges for tuition, fees, room and board are due in full twice a year in February and August at registration. Students waiting on loans to pay their account will be allowed to defer the amount due from the various loan programs until they are received by SBU. However, the out-of-pocket cost to the student must be paid in full before classes begin. Loan applications must be completed and in the possession of the Office of Financial Aid before consideration will be made for deferring that amount. Students unable to pay the full amount at the time of registration may make arrangements through the University's Credit and Collections Manager at 417-328-1570.

Tuition Refund Policy

Tuition Charge Refunds - Bolivar Campus

Refund policies may be found on page 23 of the catalog.

Graduate Student Loans

Southwest Baptist University offers Federal Direct Student Loans and limited Perkins loans to assist students in meeting their financial obligations. All assistance is awarded on the basis of financial need and the total amount of assistance cannot exceed that need. Application for assistance is made by (1) filing a Free Application for Federal Student Aid. (2) If selected for verification, supplying additional information as requested. All assistance application forms must be completed before aid can be awarded by the University. All questions concerning the application process, application deadlines or the following available assistance programs should be directed to the offices of Financial Aid or Admissions.

Federal Direct Subsidized Loan

Federal Direct Loans are made by the federal government to students who are enrolled on at least a half-time basis and who demonstrate financial need. Graduate students may borrow up to \$8,500 per year. Repayment begins six months after half-time enrollment status ceases at a minimum rate of \$50 per month plus interest. The interest rate is fixed at 6.8%. Please contact the Financial Aid Office regarding application procedures.

Federal Direct Unsubsidized Loan

The terms and conditions mirror those in the subsidized program described above. Graduate students may borrow up to \$10,000 per year if eligible. Deferments and interest rates are the same as for the Federal Stafford Loan; however, no in-school interest subsidies are provided by the federal government. Students will pay interest during in-school and deferment periods on a monthly or quarterly basis, although the interest can be capitalized.

Direct Plus Loan

As with Plus loans made to parent borrowers, eligible graduate and professional students may borrow under the Plus program up to their cost of attendance, less other aid offered. The interest rate is 7.9% and no in-school interest subsidies are provided by the federal government. Some deferment opportunities are available.

Work Opportunities

Graduate Assistantships

A limited number of graduate assistantships may be available. Contact the Office of Graduate Studies in Education for further details.

Student Life

Student Behavior

All graduate students are required to abide by the Student Life regulations listed on pages 33. Students should contact the appropriate graduate program director for clarification of student life regulations.

Student Housing

The University provides student housing in campus dormitory facilities during the summer sessions and regular semester sessions. In order for a student to request dormitory housing, a dormitory contract must be completed by the student 6 weeks before arrival on the Bolivar campus.

Housing information is available through the Office of Student Life. Prices for room and board are for actual school days and do not include holidays or periods between terms.

Graduate students must make a \$100 housing/enrollment deposit if they are full-time fall or spring semester students. Any damage for which the student is responsible will be charged to his/her account or deducted from the housing/enrollment deposit.

Cancellations must be made 14 days prior to the beginning of the semester. If the cancellation is received after this time the housing/enrollment deposit will be subject to forfeiture. Students who cancel housing reservations before the fifth day of classes during the fall or spring semesters will receive a 90% refund of semester housing charges. Students who cancel housing reservations after the fifth day of classes will not receive a refund of semester housing charges.

Local motels are available in the Bolivar area for those students not wishing to stay on campus during short summer sessions. Students are responsible for making their own motel arrangements.

A variety of meal plan options are available for those students not living on campus but desiring to eat in the cafeteria. Contact the Collegiate Catering office (417-328-1542) on campus Monday-Friday (9:00-5:00).

Automobiles

The State of Missouri requires motorists to carry public liability and property damage insurance. Students from other states who bring automobiles to campus are urged to carry this insurance. Each student operating an automobile must purchase and display the University vehicle permit and obey University and community regulations regarding the care and use of an automobile.

Parking permits may be purchased from the Physical Plant office or the college/department office. The price of a parking permit is \$30 per semester. Parking permits are issued each academic year beginning with the fall semester. The permit may be used during the fall, spring, and summer terms. Tickets are issued for unidentified cars parked on campus.

Disabled or otherwise handicapped persons may obtain a handicap parking decal, good for any authorized parking space, provided that approval is documented by the University Health Center. Disabled permits may be obtained from the Physical Plant office.

For more information concerning parking on campus, please see the brochure "Motor Vehicle Regulations" available at the Physical Plant office or in college/department offices.

Student Identification Card

Each student is required to obtain a student identification card for identification and library purposes from the Office of Safety and Security. No charge will be made for the original card. The card is revalidated each semester of enrollment. The revalidation sticker is required for each semester of enrollment and is available from the accounting office.

If a replacement identification card is needed, the student will be assessed a \$25 replacement fee and may pick up the replacement at the Office of Safety and Security during regular office hours.

Student identification cards are important for library use, entrance to the dining hall on campus, and access to the campus computer network.

Student Services

Counseling and Testing

See page 35 of this catalog.

Career Services

The Career Services office is available to assist current students and alumni in the areas of: career assessments, giving students information that will guide them toward an academic major; career exploration, pointing students toward resources that give details on various careers; resume/cover letter writing, showing rules of proper format for resumes and cover letters. We will also critique resume and cover letter; job interview preparation, including proper dress, points on how to present yourself well on a job interview, practice interview questions; job postings for SBU students and general links to job listings. The Career Center is located in the office suite of Mabee Chapel on the main campus in Bolivar. The phone number is (417) 328-1610 or (417) 328-1689. Office hours are 8:00 a.m. - 5:00 p.m. Monday through Friday.

Student Health Services

Southwest Baptist University offers a student health service which provides medical services for minor illnesses or injuries on a walk-in basis during the hours of operation. This service is extended to all undergraduate students through the health fee (optional for graduate students). The only charge made to the student is for laboratory work. The health center uses a referral system with local doctors when necessary. Undergraduate students at the Bolivar campus also have access to the out-patient clinics of Citizens Memorial Hospital in Bolivar (available to graduate students through the optional health fee). Additional information is available at the SBU Health Center. SBU offers no student health services for students at the Branch Campuses.

The student is responsible for expenses incurred for ambulance service, calls at a local physician's office, emergency services, and other services provided by any local hospital where students may be taking classes.

All international students accepted for admission to Southwest Baptist University are required to purchase a 12-month medical insurance policy from a United States based company prior to campus arrival. Once medical insurance is purchased, the student must provide documentation verifying the health policy to the University Health Center. If a student cannot make such arrangements, and provide documentation by the first day of classes, the University Health Center will automatically bill the student's account for a medical insurance plan provided by a qualified insurance company. A 12-month medical insurance policy must be maintained while the international student is attending SBU.

Technology Services

Information technology resources, services, and facilities of Southwest Baptist University are provided to support the mission of the University. Computing resources are available in a number of locations including University provided and maintained computer labs, classroom and office areas, My Wireless SBU, and in a variety of other open sites. In some cases, these resources may be accessible from remote sites by dialing in via computer modem or on local or wide-area networks.

Access to the Internet, or other wide-area networks and resources, through computer facilities is provided primarily to address the computing and information needs associated with the educational and scholarly activities of the University.

All currently enrolled students will be allowed to use academic computing resources as a privilege, subject to availability, current academic priorities, adherence to this and subsequent computing resource policies, and the payment of lab or other access fees.

Academic Advising

Each graduate student is assigned a faculty advisor in the degree program the student chooses. The advisor will assist the student in planning his/her program of study and adjusting to the academic demands of graduate studies.

University Libraries

See pages 9-10 of this catalog.

Goodson Student Union

The Felix Goodson Student Union is a center for student activities available for both the graduate student and the undergraduate student. Included in the Union are the snack bar, student lounge, game room, student leadership offices, bookstore, the Office of Student Life, University Ministries and Davis Theatre.

University Bookstore

The University Bookstore, located in the Goodson Student Union, carries a complete stock of textbooks, selected trade books, supplies, and many items for personal use. Sales are mainly on a cash basis, however, checks and major credit cards are accepted.

Student Organizations

Education

Students in the Master's Certification program are encouraged to join the Student Missouri Student Teacher Association. Information is available in the Office of Teacher Education.

Physical Therapy

Students in the physical therapy program are encouraged to join the American Physical Therapy Association. The SBU Student Physical Therapy Association is a student organization open to all students in the professional physical therapy program.

University Life And Ministry

Graduate students are not required to attend chapel. However, graduate students are invited to participate in this spiritual experience.

University Activities

See page 38 of this catalog.

Community Activities

See page 38 of this catalog.

Academic Regulations

Grades

A graduate student completing a graduate course at Southwest Baptist University will receive a final grade in the course of A, B, C, F, P, IP, or I.

A student must receive a grade of C or higher in each course on the approved program of study. No more than 6 semester hours of credit with a grade of C will be applied toward degree requirements.

Graduate students completing the M.S. in Education or Educational Administration or the Education Specialist may only have six (6) hours of C on a graduate-level transcript. Students with more than six (6) hours of C must retake these courses with Southwest Baptist University.

Credit earned by correspondence will not be applied toward graduate degree requirements.

Work experience may not be applied as credit toward the master's degree.

Graduation

Students must participate in commencement unless absence is approved by the Provost prior to the ceremony. The reason for not participating in commencement must be explained in writing to the Provost who will grant or to deny permission to be excused from commencement.

Students completing graduation requirements in January may participate in the December commencement if they have no more than 6 hours to complete and upon approval by the Provost. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) and upon approval by the Provost. These students need to receive permission to walk early by submitting the Request to Walk Early form and submitting it to their college dean. Student diplomas will be dated in the completion semester.

Incomplete Grades

An incomplete (I) grade may be given when a student is doing passing work or has the possibility of earning a passing grade but is unable to complete all of the course requirements because of unusual circumstances acceptable to the instructor (such as illness or accident). In no case may an I be agreed to unless the student has completed at least eighty percent of the class. An I may not be used to permit a student to repeat a course or to improve a grade. The instructor must complete the Application for Incomplete Grade form and it must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, instructor, academic advisor and the college dean. Requirements for completing the course and appropriate grade designations are to be specified on the application by the instructor.

It is the responsibility of the student to satisfactorily complete all of the course requirements within one year. If the incomplete is not cleared within this specified time limit the I will be changed to an F.

In-Progress Grades

An In-Progress (IP) grade may be given for courses that usually require more than one semester to complete; e.g., readings, projects, internships or practicum courses. Requirements for completing the course and a specific completion date are to be specified by the instructor on the application. The In-Progress Grade form must be signed by the instructor and submitted to the appropriate department chair and college dean for approval. The completed and signed form must then be filed in the Registrar's Office; additional copies of the form will be given to the student, instructor, academic advisor and the college dean.

It is the responsibility of the student to satisfactorily complete all course requirements, under the supervision of the instructor, by the specified completion date. If the In-Progress grade is not cleared within this time limit, the IP will be changed to an appropriate letter grade based on the completed work. If there are extenuating circumstances beyond the student's control, the student may request a time extension through the special academic request process.

Transcripts

See page 26 of this catalog.