

S O U T H E R N M E T H O D I S T U N I V E R S I T Y



M A S T E R O F L I B E R A L S T U D I E S

Southern Methodist University

Graduate Liberal Studies

Student Handbook
Fall 2011

“No Outside. No Box. Just Think”

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Simmons School of Education & Human Development

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OVERVIEW: Master of Liberal Studies (MLS) Program

The Master of Liberal Studies (MLS) program offers 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 MLS 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? 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 MLS courses are taught during evening hours, with the exception of select Saturday 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.

THE LIBERAL STUDIES ADVANTAGE

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, the MLS degree 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 MLS’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 MLS 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.

TEACHING WITH THE MLS DEGREE

While the MLA/S degree was not designed to prepare community college teachers, some graduates have secured teaching positions at a local community college 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 masters 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.

THE STUDENTS

MLS 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 MLS students adds a measure of depth and intellectual excitement to classes that are not ordinarily found in a graduate program.

MLS FACULTY

The faculty of the MLS program is drawn primarily from the SMU faculty. Adjunct professors are appointed upon the recommendation of the MLS Academic Council.

Jeremy Du Quesnay Adams, Professor of History, Ph.D., Harvard University
William Barnard, Associate Professor of Religious Studies, Ph.D., University of Chicago
Charlotte Barner, Adjunct Professor, ED.D. in Human & Organizational Learning, The George Washington University
Robert Barner, Associate Director of Executive Education, Ph.D. in Organizational Development from the Fielding Graduate Institute
Dianne Betts, Adjunct Professor in Economics, Ph.D., Texas (Austin)
Richard Blackburn, Adjunct Professor, Executive Director of the Lombard Mennonite Peace Center.
Richard R. Bozorth, Associate Professor of English, Ph.D., University of Virginia
Caroline Brettell, Professor of Anthropology, Ph.D., Brown
Bradley K. Carter, Associate Professor of Political Science, Ph.D., California (Berkeley)
Michael Callaghan, Visiting Professor, Ph.D. in Anthropology from Vanderbilt University
Edward Countryman, University Distinguished Professor of History, Ph.D., Cornell
Thomas Cox, Adjunct Professor, Clinical Psychologist, Psy.D.
Crista J. DeLuzio, Associate Professor of History, Ph.D., Brown
Silvio De Santis, Adjunct Professor of Medieval History, Ph.D., University of Cagliari (Italy)
Martinella Dryburgh, Adjunct Professor, Ph.D. in Public Policy from the University of Texas at Dallas
Melissa Barden Dowling, Associate Professor of History, Ph.D., Columbia
Yolette Garcia, Assistant Dean for External Affairs and Outreach in Annette Caldwell Simmons School of Education and Human Development, M.A., Southern Methodist University
Dianne Goode, Adjunct Professor in Art History, Ph.D., Texas (Dallas)
Randy Gordon, Adjunct Professor in English, LL.M. Columbia, Ph.D. in English, Kansas
Holly Hill, Adjunct Professor, Ph.D. in Theater from the City University of New York
Rick Halperin, Director of the SMU Human Rights program, Associate Professor in History, Ph.D., Auburn Kenneth M. Hamilton, Associate Professor of History, Ph.D., Washington
Janet Harris, Adjunct Professor in Literature, Ph.D., North Texas
Adam Herring, Assistant Professor of Art History, Ph.D., Yale
James K. Hopkins, Altshuler Distinguished Teaching Professor, Ph.D., Texas (Austin)
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
Camille Kraeplin, Professor of Journalism, Ph.D. in Journalism from the University of Texas at Austin
Bruce E. Levy, Senior Lecturer of English, Ph.D., Brown
John Mirick Lewis, Associate Professor of English, M.A., Harvard
Nancy Cain Marcus, Adjunct Professor, Ph.D., Institute of Philosophic Studies, University of Dallas
Alexis M. McCrossen, Associate Professor of History, Ph.D., Harvard University
Tom McFaul, Adjunct Professor, Ph.D. in Sociology of Religion and Social Ethics, Boston University
Njoki McElroy, Adjunct Professor in Literature, Ph.D., Northwestern
John A. Mears, Associate Professor of History, Ph.D., Chicago
Vicki Meek, Adjunct Professor, Manager of the South Dallas Cultural Center, M.F.A., University of Wisconsin (Madison)
Hugh Parmer, Adjunct Professor, JD, President Emeritus, US Aid and the American Refugee Committee
Annette R. Patterson, Adjunct Professor, Genetic Counselor, M.S., Sarah Lawrence College
Darwin Payne, Professor Emeritus of Communications, Ph.D., Texas (Austin)
Tony Pederson, Belo Distinguished Chair in Journalism, M.A., Ohio State University
Gerald Perkus, Adjunct Professor in Literature, Ph.D., Rochester
Benjamin Petty, Associate Professor Emeritus of Philosophy and Religious Studies, Ph.D., Boston
Tony Picchioni, Chair of the Department of Human Development at SMU, Ph.D. from the University of North Texas in Counseling
Jody Potts, Adjunct Professor in Social Science, Ph.D., North Texas
Morton Prager, Adjunct Professor of Chemistry, Ph.D., Purdue

William Pulte, Associate Professor of Anthropology, Ph.D., Texas (Austin)
Anthony Robinson, President of Axis Design-Build, Inc. MS in Design, Engineering Technology and Business Administration
Robert W. Rasberry, Assistant Professor of Organizational Behavior and Business Policy, Ph.D., Kansas
Sara Romersberger, Assistant Professor of Theatre, M.A., Illinois
Martha G. Satz, Assistant Professor of English, Ph.D., Texas (Dallas)
Jan Sayers, Adjunct Professor in Communication, Ph.D., North Texas
Clive Siegle, Adjunct Professor, Association Manager of Santa Fe Trail Association, Ph.D., SMU
Dennis Simon, Altshuler Distinguished Teaching Professor in Political Science, Ph.D., Michigan State University
Carmen Smith, Director of Education, SMU's Meadows Museum, Ph.D., University of North Texas
Gretchen Smith, Associate Professor of Theatre and Head of Theatre Studies, Ph.D., University of Indiana
Gary D. Swaim, Adjunct Professor, Ph.D., University of Redlands and Claremont Graduate University (California)
Harry M. Teitelbaum, Adjunct Professor, Ed.D, Ph.D., University of Massachusetts, Amherst
John Ubelaker, Professor of Biological Sciences, Ph.D., Colorado State
John Vernon, Adjunct Professor, Simmons School and Dedman School of Law, JD, St. Mary's University
P. Gregory Warden, Professor of Art History, Ph.D., Bryn Mawr
Bonnie Wheeler, Associate Professor of English, Ph.D., Brown

MLS POLICIES AND PROCEDURES

The Department of Graduate Liberal Studies offers a Masters degree in Liberal Studies as well as a Graduate Certificate in Advanced Graduate Studies. Collectively, the school aims to provide optimal lifelong learning experiences. For the Program in Liberal Studies, this involves providing students with opportunities to sharpen their creative and critical thinking skills, expand their worldview to include a global and multicultural perspective. Terms of Graduate Student and Program Compliance

Graduate Liberal Studies students will adhere to the guidelines within the Master of 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 Bulletin with policies and procedures. Failure to comply with these collective policies may result in dismissal from the Graduate Liberal Studies program and SMU.

ADMISSIONS CRITERIA

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. All applications must be received by 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.

HOW TO APPLY

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

- Official "sealed" transcripts 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 encouraged but not required.
- MLS Essay: a 3-page critical response to the article we provide, or a book of your choice (includes a summary of the author's intent, development of theme, and your reaction to it). Articles are available upon request from the MLS Office.
- A resume is recommended.
- Fee: \$75 (checks may be made payable to Southern Methodist University)
- The Graduate Record Exam (GRE) is not required for admission.

DEGREE REQUIREMENTS

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

Students entering the program after Fall 2009, must take two required foundational courses plus a capstone or thesis:

- 1) HUMN 6316/The Human Experience
- 2) A designated (WI) writing intensive course
- 3) HUMN 7311 Capstone Course

Students who entered the program prior to Fall of 2009 may choose from the following required foundational courses to be completed within the first 12 hours of their coursework:

- 1) HUMN 6370/The Literate Mind at Work and HUMN 7104
- 2) HUMN 6316/The Human Experience and a designated writing intensive of your choice.

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 below).

Within the 36 hours, students may also include up to six hours of Independent Study (see below). Students may not take more than three one-credit-hour classes unless special permission is given by the Director/Dean.

TRANSFER CREDIT

The student must file a Petition for Transfer Credit, accompanied by a course description and official transcript, with the MLS office. Transfer credit will be accepted by the Dean under the following regulations:

- The course must be compatible with the overall curriculum of liberal studies.
- The course must be graduate level (6000 or above).
- The course must have earned a grade of A or B.
- The course may not have been used in attaining a previous degree.
- 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

INTERDEPARTMENTAL OR NON-GLS ENROLLMENT

A student must submit the Application to Enroll in Non GLS Courses (available on the website/MLS Office) to use another SMU Department's course as part of their MLS degree. Enrollment in another SMU Department and course is not guaranteed. This application must include:

1. a course description
2. and/or syllabus

Students must receive permission to enroll from the SMU department offering the course, the MLS Director and Dean of the ACS School of Education and Human Development. The student will need to provide their student ID number in order to be eligible for cross-registration.

INDEPENDENT STUDY CONTRACTS

Students may earn up to 6 credit hours through Independent Study in a subject area relevant to the MLS 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 work with an MLS faculty member to define specific course requirements and complete an Independent Study Contract subject to the approval of the Director and/or Dean. Independent Study courses may be taken for one, two, or three credit hours. The deadline to submit proposals to the MLS office is at least two weeks before the beginning of the term for which the study is requested. The form is available online at: <http://www.smu.edu/education/liberalstudies/mls/library.asp> as well as in the Forms section of this handbook.

CURRICULAR FIELD CONCENTRATIONS

The SMU Master of Liberal Studies program offers students the opportunity to specialize or concentrate in a particular curricular area through the course of the degree. All students selecting a concentration must meet with their academic advisor and program director to ensure fulfillment of all requirements.

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

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 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 (may not be used as part of the 18 hours required for the concentration)
- 9 elective credit hours

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 "Program Detail" or "For Current Students" or call the MLS office at: (214)768-1016 to make an advising appointment.

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. Students who elect not to pursue a thesis must then pursue the capstone. Students who wish to take the thesis option should consult with the Director/Advisor 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 100-250 pages (this is generally determined by the faculty sponsor), 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

Thesis proposals should be submitted to the Director of the MLS program and must ultimately be approved by the Dean of the Annette Caldwell School of Education and Human Development.

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 MLS 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. 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 Dean in consultation with the faculty member.

THESIS EVALUATION

As the thesis progresses, it will go through a series of checks with the sponsoring professor. At each point, the 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 Dean for review and approval. The thesis also requires approval by a committee the Dean will select. The committee may require a student to present an oral defense of the thesis.

Students enroll for six hours of thesis, either concurrently or sequentially, as the final six hours in the 36-hour degree plan. If the courses are taken sequentially, 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 MLS is a terminal, non-professional degree. Thesis projects are usually required in professional, disciplinary fields because it is essential to moving on into doctoral programs in those fields. Students in the MLS who wish to continue their education in specific disciplinary areas will, in most cases, be required to obtain a master's degree in that field, generally including a thesis.

The thesis is not appropriate for students who take, or have taken, a wide diversity of classes in the MLS. It is appropriate only if the student's classwork has been concentrated in one area, such as literature, history, philosophy, or religious studies.

MLS 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 MLS 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 MLS faculty. The candidate must propose his or her own faculty sponsor/director who will then be appointed by the Dean of Education and Human Development after consultation with both the student and the faculty member.

The thesis, typewritten in final form and accompanied by a statement of approval written by the thesis director, must be presented for inspection by the Dedman College Office of Research and Graduate Studies/must be presented for inspection by the Dean, who may elect to require an oral defense of the thesis before an MLS faculty committee.

Students pursuing the thesis option must enroll in six hours, either concurrently or sequentially, of Directed or Independent Study. These six hours will be part of, not 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.

If you don't know whether the thesis option is appropriate for you and your goals, talk to the Director of the MLS program, your academic advisor.

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 MLS 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 in Hughes-Trigg Center, Room 218. 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. 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, Access.SMU, 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.

Transcripts should be requested in person, or online at <http://smu.edu/registrar/transcripts.asp>.

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: <http://www.smu.edu/help/access/tutorial/student/>.

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

ACCESS.SMU

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

Students use Access.SMU 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 & COMPUTER HELP DESK

Account information, student ID and instructions to activate your account in Access.SMU 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). help@smu.edu and their website is: www.smu.edu/help. There is a Password Reset Request Form located on their website.

ACADEMIC ADVISING

The academic advisor for students in the MLS program is the program Director. The Director/Advisor is available to consult with students about developing an MLS curriculum to suit individual interests and needs; to discuss appropriate class selections, independent study proposals, 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.

Students are required to meet with the academic advisor if they plan to concentrate in a particular curricular field. Academic advising is available by appointment; call the MLS office to arrange a time for advising.

CLASS AVAILABILITY/CANCELLATIONS

Class size is set by the course instructor and the MLS director. Small class size (12-20) 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. If you would like to register for a course listed as full, contact the academic advisor or Program Director. 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 strong 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).

Students in the MLS program are part-time students. This means MLS students may not enroll in more than six term-hours per semester without written permission from the Director and/or Dean of the program.

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 MLS 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](#) 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 (Course Visitor)

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 MLS office, the Registrar's office or on the MLS or Registrar's website in the forms library. There is also one available in this handbook.

Space must be available in the class, and the auditor must obtain permission from the course instructor and the MLS 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 Master of Liberal Studies website: smu.edu/mls. 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 MLS office to initiate a Student Petition for Withdrawal form and obtain approval from his or her academic advisor (the director of the MLS program). 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 ACCESS 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, Director, 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.

Grades	Description	Grade-Points per Term Hour
A	Excellent Scholarship	4.00
A-	Excellent Scholarship	3.70
B+	Good Scholarship	3.30
B	Good Scholarship	3.00
B-	Good Scholarship	2.70
C+	Fair Scholarship	2.30
C	Fair Scholarship	2.00
C-	Fair 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	*

*Grades not included in grade-point average.

INCOMPLETE GRADES

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

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 (I) 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 (I) 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: 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 for 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 AND GRADE APPEALS

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 MLS 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 MLS 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 Master of Liberal Studies program and SMU.

PROBATION, SUSPENSION, AND DISMISSAL

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

<http://www.smu.edu/education/aboutus/policiesandprocedures.asp>

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension, or dismissal.

Graduate students must maintain a cumulative GPA of 3.00. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation the cumulative GPA is not up to 3.00, the student will be removed from the program at the discretion of the Director and/or Dean.

The status of academic probation is a stern warning to the student that satisfactory progress toward graduation is not being made. A student on probation is considered in "good standing" for certification purposes and is eligible to enroll. No entry is made on the permanent academic record. Students who are notified of probationary status are strongly urged to contact their academic advisor (the Director of the MLS program).

Suspension and Dismissal are involuntary separations of the student from the MLS program. Suspension is for a set period of time. Dismissal is permanent. A suspended or dismissed student is not in good standing and is not eligible to enroll as a student during the suspension period. "Academic Suspension (or Dismissal)" is recorded on the 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 MLS office five months prior to your graduation date for your form.

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 – complete all course work by the end of the Fall Term, submit the ACG by the preceding August.
- May Graduation – complete all course work by the end of the Spring Term, submit the ACG by the preceding January.
- August Graduation – 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.

Application for Candidacy to Graduate (ACG form) – call the MLS office at 214/768-4273.

STUDY ABROAD OPPORTUNITIES

**"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**

STUDY ABROAD ENROLLMENT

All Study Abroad Opportunities will be advertised and communicated to MLS students through their SMU webmail accounts, on the MLS website, and via seasonal newsletters.

If you seek credit for an MLS Study Abroad program, register through Access.SMU or call the MLS office to arrange for course credit. For specific travel arrangements associated with the experience, contact the faculty instructor leading the trip.

TAOS ENROLLMENT

All Study Abroad Opportunities will be advertised and communicated to MLS students through their SMU webmail accounts, on the MLS website, and via seasonal newsletters.

If you seek credit for an MLS Study Abroad program, register through Access.SMU or call the MLS office to arrange for course credit. For specific travel arrangements associated with the experience, contact the faculty instructor leading the trip.

THE SMU-IN-TAOS EXPERIENCE...

Spend eight glorious days studying the great southwest with your favorite SMU faculty members in Taos, NM. This summer, the SMU Office of Graduate Liberal Studies is proud to offer seven outstanding graduate liberal studies courses at SMU's incredible campus in Taos, NM. With reduced tuition and reasonable fees for on-campus housing, we encourage our students to make the most of this unique and unconventional experience.

The Taos, Ft. Burgwin campus is an interdisciplinary research and teaching facility located in a mountain valley of the Sangre de Cristo Range in north central New Mexico. The campus occupies more than 300 acres in the midst of the Carson National Forest. Alpine to desert environments are in easy driving distances and adjacent watersheds include a wide range of rocky Mountain flora and fauna. The prehistory, history, art and culture are vividly represented in the Pueblo ruins, Spanish Colonial and Frontier Western Architecture. Students live in small dormitories, casitas of adobe construction each accommodating a few individuals and fostering an intimate community environment. Each casita has full amenities as well as a living room-study area with a fireplace. Meals are served in a beautiful community dining hall.

CERTIFICATE OF ADVANCED GRADUATE STUDIES (CAGS)

MLS graduates or others holding master's degrees in the Humanities/Liberal Arts/Liberal Studies disciplines may apply for admission to a further 18 hours of graduate study, under the direction of a faculty advisor to be named by the program Director and/or Dean, leading to the Certificate of Advanced Graduate Studies. For more details on this program, see the CAGS information on the MLS website, or contact the MLS office for materials describing the requirements of the CAGS program.

The purpose of the Certificate of Advanced Graduate Study (CAGS) is to provide adults the opportunity to pursue advanced studies in the liberal arts in a focused and disciplined manner. The program encourages in-depth study of a core topic, while drawing upon various disciplines to provide a broad understanding of the subject.

The Certificate program is an 18-hour course of study beyond the Master's degree. With the guidance of a faculty mentor, students select a topic and design a program of study consisting of courses from the Master of Liberal Studies curriculum, departmentally based graduate courses, and independent study under the guidance of the faculty mentor. A student's course of study will conclude with a research paper or creative project.

CAGS ACADEMIC REQUIREMENTS

The course of study as detailed below must be completed within four years and students must maintain a 3.5 GPA throughout the program.

A core curriculum of 16 credit hours drawn from:

- the MLS course offerings
- a maximum of six credit hours in approved departmentally based graduate courses
- one to four credit hours of independent study
- A capstone seminar (one credit hour) in which students will complete and present their final papers, projects, or creative work.

CAGS ADMISSION

This program is designed primarily for MLS graduates who wish to pursue advanced graduate work. Other applicants must have a Master's degree in the arts/fine arts, humanities, or social sciences with a GPA of 3.5. 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 Dean 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.
- ▶ \$75 nonrefundable application fee
[Application](#) (PDF*)

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

MLS students are subject to the jurisdiction of the Honor Code of Southern Methodist University. The Honor Council is composed of approximately 27 students selected through an application and interview process by the Honor Council Executive Board and five 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 MLS 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 & TRANSPORTATION: CAMPUS PARKING TAGS

To purchase a parking tag, you must do so when paying your tuition in Access.SMU. Print out your receipt to place on your dashboard until the formal tag arrives via postal mail. Contact Park N' Pony at (214) 768-PARK (7175) with any additional questions you may have. You may also visit them in Expressway Towers, 1st Floor, 6116 N Central Expressway. They are open Monday through Friday from 8:30 a.m. – 4:30 p.m.

The parking fee can only be paid by the student online in Access.SMU.

DART TRANSIT PASS

MLS students may obtain a Dart Transit Pass for only \$5.00 (a one time charge, AY 2008). Just go to the Park 'N Pony Office and get your ticket to ride the DART, TRE, and the "T." The pass allows you unlimited access to buses, trains and light rail. For more information on the Mustang Express and other DART services, visit the DART page at www.dart.org.

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

MLS TUITION

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 pay 1/3 less 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 for AY 2012:

Tuition for Fall 2011, Spring and Summer 2012 - \$487 per credit hour or \$1461 per 3 credit course

For students enrolled in two 3 credit courses: \$2922 per semester

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: www.smu.edu/bursar/webpay.

Limited University based grants, scholarships, fellowships, and assistantships are available to students in the MLS 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 PLAN/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.

www.tuitionpay.com – select the link for “monthly payment plan”

PAYMENT DUE DATE & LATE FEES

The payment due date for graduate students will be published on the MLS 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 2010).** Student accounts and miscellaneous accounts with past due balances will also be assessed a 1.5% penalty on the past due balance monthly.

WEBPAY & 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 www.smu.edu/bursar/webpay. 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.

MLS ENROLLED STUDENT SCHOLARSHIP PROGRAM

Limited scholarships and grants are available to Master of Liberal Studies students who qualify, have been enrolled in the MLS program for at least one semester and who can demonstrate financial need and merit.

Please complete this [application](#) to be considered for financial aid/scholarships awarded by the Department of Graduate Liberal Studies at SMU. Early applications are recommended and encouraged as financial aid is limited.

FREE ENTERPRISE TUITION SCHOLARSHIP PROGRAM

An Interdisciplinary Program for Public School Teachers Presented by the MASTER OF LIBERAL STUDIES PROGRAM at Southern Methodist University in Dallas, Texas

The Texas State Legislature has required public schools to “give instruction on the essentials of the free enterprise system.” The Free Enterprise Institute was established to assist teachers in fulfilling this requirement in their schools. The Institute was made possible with partial funding by Mr. William B. Moss and the Philip R. Jonsson Foundation. Full tuition scholarships for two courses are available to elementary and secondary public school teachers.

In an annual rotation the Master of Liberal Studies program offers four courses which address the free enterprise system, its history and evolution. Eligible public school teachers may apply for scholarship funds to cover tuition for any two of these four designated courses. All Free Enterprise courses may be applied towards the Master of Liberal Studies Degree at Southern Methodist University.

FREE ENTERPRISE COURSES

SOSC 6332: Ideas Shaping the American Character, Part 1 and 2

Examines the ideas that have shaped the American character from colonial era through the 20th century. Economic ideas are emphasized as a basic concern affecting all other areas of American thought: religious, scientific, political, and social. Specific attention is given to those ideas undergirding the free enterprise system as an economic concomitant to democracy

SOSC 6343: America: The Politics of a Capitalist Democracy

Examines the special relationship between American democratic politics and the free market economy as well as the rationale of free enterprise. Individuals interested in the political and philosophical questions raised by our system of democratic capitalism will find the course particularly relevant. Current issues, problems, values, and criticisms of the free enterprise system will be discussed.

SOSC 6344: American Economic History I

American economic history applies economics to history and history to economics. The methods of economics are used to explore historical issues, and historical examples are used to understand the process of economic development. Historical period reaches from colonial times to the Civil War.

SOSC 6345: American Economic History II

Continuation of SOSC 6344, covering historical and economic development from the Civil War to the present time.

SOSC 7322: Women and the American Experience, Part 1 and 2 (NEW)

FREE ENTERPRISE FACULTY

Dr. Diane Betts is an Adjunct Assistant Professor in the History and Economics departments at Southern Methodist University. She has taught courses in economic history in the Master of Liberal Studies Program since 1988.

Dr. Brad Carter is an Associate Professor in the Political Science Department at Southern Methodist University. His specialty is political theory with an emphasis on how democracy changes institutions.

Dr. Jody Potts is an Adjunct Lecturer and has been active in the SMU History Department and the Master of Liberal Studies Program since 1971. She is also the successful author and publisher of an innovative History textbook.

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