



**SOUTHWESTERN CHRISTIAN
U N I V E R S I T Y**

Scholarship • Spirit • Service

Adult and Online Student Handbook Addendum

2015-2016

This is the Adult and Online Education addendum to the Southwestern Christian University Student Handbook.

Students are responsible for policies in both the Southwestern Christian University Student Handbook and this addendum.

[Click here for a complete copy of the Student Handbook.](#)

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WELCOME FROM THE DEAN

Welcome to Southwestern Christian University! I welcome all new and returning students and wish you success as you pursue your academic goals and spiritual interests. This is an exciting time to be a student at SCU.

At Southwestern Christian University, we are committed to our student learning outcomes:

Scholarship

Being a disciplined learner.

Spirit

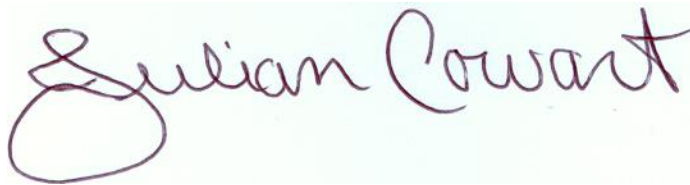
Embracing a Christ-like identity.

Service

Pursuing servant-minded leadership.

As you have chosen to invest your time and energies into SCU, I pray that God will pour back into you many blessings. By the time you graduate from SCU, it is my prayer and belief that you will have received much more than just a degree, but you will have developed as a whole-person.

This handbook is the Adult and Online Education addendum to the Southwestern Christian University Student Handbook. Students are responsible for policies in both the Student Handbook and this addendum. Please [Click here for a complete copy of the Student Handbook](#) .



Julian Cowart, Dean
The School of Adult and Online Education

UNIVERSITY CONTACT INFORMATION

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Dean of School of Adult and Online Education Dr. Julian Cowart	405-603-7835	julian.cowart@swcu.edu
Director Library Services Dr. Jonathan Sparks	405-789-7661 X 3451	jonathan.sparks@swcu.edu
Director of Adult Studies Mr. Gary Burchette	405-603-7829	gary.burchette@swcu.edu
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Coordinator of Adult Studies

Ms. Amanda Diltz

405-603-7827

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Tulsa Metro Site Director

Ms. Holly Wilson

918-872-7706

holly.wilson@swcu.edu

Tulsa Metro Administrative Asst.

Dalayna Dillon

918-872-7706

dalayna.dillon@swcu.edu

**POLICIES APPLICABLE TO ALL ADULT
STUDIES & ONLINE STUDENTS**

Academic Responsibility

The student is expected to commit herself/himself to the highest level of academic integrity when involved in and fulfilling requirements for all courses. Academic dishonesty on any level and of any form will not be tolerated. This applies not only to active involvement but also to passive knowledge.

Any student involved in academic dishonesty may be dropped from the course and assigned a grade of “F” for the assignment or for the course, depending on the severity of the plagiarism. Furthermore, academic dishonesty may result in the dismissal or expulsion of the student from the program and/or the university. Instructors will submit an Academic Referral Form (See appendix) to the dean in cases of plagiarism or disruptive behavior.

Evaluation and Grading

Evaluation for each course is the responsibility of the instructor. Evaluation of the student may include performance in the classroom, group participation, outside assignments, problem solving exercises, take-home tests, and examinations. The course syllabus will specify the method of evaluation. **All assignments, unless specified otherwise in the syllabus, are to be individually completed by each student.**

Grading Scale

The grading scale used in all online courses will be the University standard. Grading will be based upon the following scale:

90-100 A
80-89 B
70-79 C
60-69 D
59-0 F

Grade Points

Grade points are numerical weights, which are assigned to letter grades as follows:

Grade A carries 4.0 grade points for each hour of credit.
Grade B carries 3.0 grade points for each hour of credit.
Grade C carries 2.0 grade points for each hour of credit
Grade D carries 1.0 grade point for each hour of credit.
Grade F carries 0 grade points for each hour of credit

A grade point average (GPA) is the quotient obtained by dividing the number of grade points earned by the number of hours attempted.

Homework

It is wise to save all of your work in more than one location. (example: your computer and flash drive) so that if one source is lost or damaged, you still have access to your work from another location. You may also consider e-mailing your homework to yourself so that you will have an electronic version of your work as well. Please note, your instructor is not responsible for lost work. Homework must be evaluated for a grade to be earned. If an additional copy of your homework is requested, “I didn’t save it to my computer” is not an acceptable excuse. In these cases, the student will be expected to redo the assignment and submit it again.

All homework that is submitted electronically for grading must be saved in one of the two following options:

- Word Document (.doc)
- Rich Text Format (.rtf)

Documents saved in any other format will not be graded.

Late Work

If you have extenuating circumstances that prevent you from completing projects, quizzes, seminars or participating in class by the due date, it is the students responsibility to contact the instructor to make alternative arrangements before the due date whenever possible. Acceptance of late work is at the discretion of the instructor and the instructor may require the student to provide evidence/documentation for verification. Prior notification does not automatically result in a waiver of the late penalties.

Examples of extenuating circumstances where grace should be given to students may include but are not limited to: personal/family member hospitalization, death in the immediate family, weather/environmental evacuation due to fire/hurricane, or active military assignment where internet connectivity is unavailable for a limited time period. General computer-related issues and internet connectivity issues are not considered extenuating circumstances. Students must ensure the technology they are using is compatible with SCUs technology requirements.

SCUs late policy guidance is as follows below. Instructors may deviate from this policy as long as they post their specific late policy for the students at the beginning of class. Instructors may deviate by offering more liberal late policies, but should not offer a more stringent late policy than that of SCU.

- 10% per assignment per day late (includes weekends)
- No work will be accepted more than 10 days after the due date. Any requests for the submission of late work that would extend beyond the last day of the course would require an approved request for a grade of incomplete (I), which is at the discretion of the instructor.
- Late work must be submitted prior to the last day of the course.

- All assignments due on the last week of class must be submitted by the last day of class to be considered for the final course grade.

Please note that if SCU is on break (such as spring break), SCUs or the instructors specific late policy DOES NOT apply the week that classes are not in session.

Student Portal

Once you have your financial aid complete, you will receive an email from the financial aid department with the information on how to log on to the CAMS Student Portal. The email will be sent to the email that you listed on your FAFSA application. The Student Portal contains a lot of information that will be beneficial to you. With the Student Portal you can view your:

- Grades
- Transcript
- Schedule
- Financial Aid
- Ledger Balance

Probation Status

It is essential that a student maintain a 2.0 grade point average (GPA) each semester in the program. A cumulative grade point average of at least 2.0 is required to graduate. A student who fails to meet the minimum 2.0 GPA will be placed on academic probation for the following semester of enrollment. If the student fails to meet minimum satisfactory progress at the end of the probation semester, he/she will be suspended for one semester.

Students being accepted on probationary status must meet the required 2.0 grade point average every semester they are in the program. Failure to maintain a 2.0 GPA will result in suspension for one semester.

Complaint, Appeals, and Grievance Policy

In an effort to serve SCU students more effectively, all complaints or appeals concerning a course grade or any aspect of a course should be addressed to the Instructor. If a satisfactory resolution is not found, a written appeal to the Director of Online Education or Director of Adult Studies (as appropriate) can be submitted. See the University Catalog for complete grade appeal process.

Grievances concerning general aspects of one's experience at SCU should be directed to the Vice President and Dean of Student Life.

Disability Support Services

Any student with a documented disability seeking academic adjustments or accommodations must request the adjustment during the first week of class. Students should present the notification received from the Office of Disability Services of their approved eligibility to the instructor. The instructor will work with the student to provide reasonable accommodations.

Students are required to provide documentation of a disability to the Office of Disability Services prior to the provision of academic support services or facility adjustments. For specific requirements regarding these procedures please review the Disability Support Services information here: <http://www.swcu.edu/disability-services>.

Student Email

Your SCU student email is the official communications method used by the university. Federal regulation, *Family Educational Rights and Privacy Act (FERPA)* requires that all official email correspondence between the university and students be through the university email system. Important info will be sent to your email; such as information regarding your schedule, graduation, class cancellations, and much more. We will not be held responsible for information you did not receive because you did not check your email.

All communication in your course between students and instructors will be through the official SCU email address.

Please go to: www.swcu.edu and click on the word EMAIL at the top right corner

Your username will be: `firstname.lastname`

Your password to get in will be: `scunewuser`

Your email address will be: `firstname.lastname@swcu.edu`

Library Information

All Adult and Online students have access to the resources available in the Springer Learning Center/Library. All students are able to access the electronic databases offered to SCU students. Through these databases, students have access to thousands of newly published articles and peer reviewed journals.

To access the library go to <http://swcu.libguides.com/home>.

Transfer of Credit

Transcripts from regionally accredited colleges those accredited by the Association of Biblical Higher Education, and nationally accredited colleges will be accepted by SCU for transfer credit. **Please refer to the University Catalog for complete information on transfer policies.**

Graduation Requirements

A student who plans to graduate from Southwestern Christian University must fulfill all applicable course requirements for his or her chosen major and the following requirements:

- At least a 2.0 Cumulative Grade Point Average. At least a 2.50 CGPA for work in the major.
- A minimum of 50 hours of upper division courses.
- Fulfillment of all contracts (ie. financial) and obligations to the University.
- At least 30 semester hours of resident work at SCU(15 hours for the Associate of Arts degree).

Please refer to the University Catalog for complete information regarding graduation requirements.

**POLICIES SPECIFICALLY APPLICABLE TO
ONLINE STUDENTS**

Online Classroom

Your online classroom is accessible by typing this web address into your browser: www.southwesternlogin.org. If you have trouble accessing the site, please contact technical support at 1-877-704-1371.

Online Attendance Policy

Definitions

Attendance – The act of participating in a Class by submitting homework, participating in discussion forums, or other required assignments that are due during the week and contribute points toward the student's grade.

Semester – A semester is one of the units of an academic year. At SCU, the spring semester is defined as January 1 – June 30, and the fall semester is defined as July 1 – December 31.

Module – A module is a unit of the academic semester. At SCU, the online program contains modules that are 5 weeks in length. The spring semester will generally contain 5 modules and the fall semester will generally contain 4 modules.

Class – A Class is a unit of teaching that lasts one academic unit, is led by one or more instructors (teachers or professors), and has a fixed roster of students. It usually describes an individual subject taken. Students may receive a grade and academic credit after completion of the Class. At SCU, students in the online program generally take one Class each module for 5 weeks. Occasionally Classes are 10 weeks in length and span two modules.

Full Time Student – For federal financial aid purposes, a student is considered full time if he/she is enrolled in and attending 12 credit hours during a semester.

Drop – A drop is a student request to be removed from a Class prior to attending that Class.

Withdrawal – A withdrawal is a student request to be removed from a Class after attending that Class.

Administrative Drop – An administrative drop is the action by the University to remove a student from a Class prior to student attendance of that Class.

Administrative Withdrawal – An administrative withdrawal is the action by the University to remove a student from a Class after student attendance of that Class.

Withdrawal from the Program – Withdrawal from the program means a student will be removed from all remaining Classes with no intention of returning the following semester.

No Show – A no show is a student who fails to attend their first Class at the University.

Continuing Student – A continuing student is a student who has attended his/her first Class at the University and is registered for his/her next Classes.

Non-Attender – A non-attender is a continuing student who fails to attend a Class in which he/she is registered.

Attendance Policy

Students are required to login to their classroom throughout the week. During these login times students should read announcements posted in the Announcements Forum, post and respond to classmates in the Discussion Forums, listen to lectures, review other Class components, submit assignments and check for revisions or clarifications to assignments.

For the purpose of attendance tracking, students are absent if they did not post to their discussion forums or submit any work for the week. A student is present if they participated at least once during the week. Attendance is recorded each Monday for the previous week. Simply logging into a Class without participating does not count as attendance.

First Class

All online students are required to begin the online program with PSYC2003, Effective Learning Strategies. Students who are absent from this Class for the first seven (7) calendar days will be considered a “no show” to the university and will be administratively dropped. No charges will apply.

Continuing Classes

After completion of their first Class, students are considered continuing students with the University. Students who are absent from continuing Classes for the first seven (7) calendar days will be considered a “non-attender” to that Class and will be administratively dropped from that Class and all remaining Classes for the semester.

Non-attender students will be subject to the same drop policy as a student who drops after the drop deadline. (See Dropping or Withdrawing from a Class) To avoid this action, students should request to be dropped from Classes they choose not to attend.

Returning to Classes

First time non-attenders who request to be returned to classes will be permitted to return to class in the next upcoming module and will be returned to all remaining classes for the semester from which they were administrative dropped.

Second Non-Attendance Incident

Students who have a second non-attendance incident will be suspended. A student, who wishes to return to class after a second incident of non-attendance, must submit a letter of appeal to Academic Council requesting readmission to the University. The Academic Council will determine if the student’s request for readmission will be approved.

Dropping or Withdrawing from an Online Class

To avoid any charges accruing, students should request to be dropped from Classes they choose not to attend. The drop deadline is two weeks prior to the Class start. To avoid any charges accruing, students should request a drop prior to the deadline. The charts below indicate the charges/refunds for dropping a Class:

The refund policy can be viewed in three parts: (times reflected are per module)

- 1. Any time prior to the drop deadline (15 calendar days prior to the Class start)**
 - Students who drop prior to the two week deadline will receive a 100% refund of all tuition and fees.
- 2. The two week period between the drop deadline and the Class start**
 - Students who drop a Class during the two weeks prior to the class start date will receive an 80% refund of tuition and technical fees. They will be charged a \$3 per credit hour drop fee, and they will not receive a book refund.
- 3. The time after which the Class has commenced**
 - Students who withdraw from a class after attending the Class will receive a 0% refund of tuition, books, and technical fees.

Prior to Start (Drop)		Class Start (Withdrawal)
Any time prior to 15 Calendar Days Before Class Start	2 WEEKS BEFORE CLASS	Day 1
\$3 Per Credit Hour Drop Fee	\$3 Per Credit Hour Drop Fee	No Drop Fee
Refunds: 100 % Refund of Everything	Refunds: 80% Tuition 100% Tech Fees 0% Books	Refunds: 0% Tuition 0% Tech Fees 0% Books

Procedure for Dropping or Withdrawing from a Class

Students must officially request to be dropped from a Class by completing a Drop/Withdrawal form. Requests via email or telephone will not be accepted. Submission of the Drop/Withdrawal form is required to document the date/time of the student's request in order to ensure that the appropriate refunds/charges are applied.

Students can find the Drop/Withdrawal form in the Online Classroom area. Completing and submitting the form automatically applies the date and time that the form was submitted.

Within the Class Room here along the left-hand side of the page:

Welcome

Click a course on the right side of this screen to begin

Quick Links:

- [SCU Email](#)
- [SCU Student Portal](#)
- [SCU School Homepage](#)
- [SCU Drop/Add Procedure and Instructions](#)
- [SCU Drop/Add Form](#)
- [SCU Disability Services](#)
- [SCU Textbook Receipt Policy](#)

The ~~2014-2015~~ **FAESA** is now available for students to fill out, once you have completed your 2013 Tax Return (*if required to file*)

SOCL3113: Juvenile Delinquency - S. Krar
 SOCL3443: Aging and Gerontology - Dr. A
 THEO3913: Biblical Discipleship - Dr. P. W

Adult Studies February 9, 2015 Module

BIBL2223: Biblical Hermeneutics - Chis Fo
 BIBL2223: Biblical Hermeneutics - Chuck C
 MATH2123: Business Math with Excel - La
 PHIL2123: Christianity & Western Thought
 POLI2223: History of the US Government
 SPCH1203: Interpersonal Communication

Orientation for the February 9, 2015 S
 Southwestern Christian University Orient

March 16, 2015 Module

BIBL1403: Old Testament History and Liti
 BIBL2223: Biblical Hermeneutics - M. Hen
 BIBL3123: Life and Leadership of David -
 BIBL3123: Life and Leadership of David -
 BUSN2443: Introduction to Business - H.
 BUSN3113: Business Law - B. York - Secti
 BUSN4113: Strategic Management - Dr. K
 ENGL1113: English Grammar & Compositi

Financial Aid and Billing Results of Drops/Withdrawal

Upon dropping/withdrawing, though a refund (credit) of tuition/fees may result in some cases, a change in financial aid eligibility may also result and cause a balance due from the student. Students dropping below full-time status or withdrawing from the program may no longer be eligible for the same amount of financial aid as at the beginning of the semester. Those considering a drop or withdrawal should contact the Financial Aid office (finaid@swcu.edu) with questions regarding changes to their eligibility. If financial aid is recalculated and a debit balance is created, the student must immediately contact the Business Office (billing@swcu.edu) to make payment on his or her student account. Please take this into consideration before submitting a drop/withdrawal form.

Textbook Receipt Policy

Ordering Process

Textbooks are ordered for continuing students approximately two weeks prior to the new class starts. (See timeline chart below.) In most instances, textbooks will be delivered to the student during the week prior to the class start. Students should have their textbooks in hand by the first day of class.

Books are ordered here.

Courses start here.

	Two Weeks Prior to Class							One Week Prior to Class						Class Starts			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
	Drop/Add for Free Ends	Confident PSYC2003 students added to tracker*	Order Books					Students are in LMS for upcoming mod: PSYC2003 Ends			Grades from PSYC2003-remaining students added to tracker: Final Add Day for Continuing Students	Remainder of Textbooks are Ordered and overnight					Final day to add students from PSYC2003: Books Overnighited

* Confident = student is passing and all enrollment documents are here

Online Student's Responsibilities Regarding Textbooks

It is the student's responsibility to keep your mailing address current in order to ensure that textbooks are delivered to the correct address and on time. Southwestern Christian University is not responsible for textbooks mailed to an incorrect address. You may be charged for a second book and the cost of mailing if you did not provide the correct address. Students must:

1. Ensure that your mailing address is correct in your profile within the online classroom.
2. If your mailing address changes, you must update it in the online classroom **not later than two weeks prior to the next course start**. Failure to do so may result in your

textbook being sent to your previous address. The University is not responsible for books sent to an incorrect address. You must keep your mailing address current.

3. Notify your academic advisor, Teresa Bittle, (teresa.bittle@swcu.edu) or at 405-470-2636 if you have not received your textbook by the end of the first day of class.

Students must attend to the above items to ensure that their textbooks are delivered on time and to the correct address. The University will not consider releasing you from your financial obligation for a course if you have failed to keep your address current, or notify your academic advisor that your textbook has not arrived.

**POLICIES SPECIFICALLY APPLICABLE TO
ADULT STUDIES STUDENTS**

Adult Studies Attendance Policy

Definitions

Attendance – The act of participating in a Class by physically attending the Class.

Semester – A semester is one of the units of an academic year. At SCU, the spring semester is defined as January 1 – June 30, and the fall semester is defined as July 1 – December 31.

Module – A module is a unit of the academic semester. At SCU, the Adult Studies program contains modules that are 5 weeks in length. The spring semester will generally contain 5 modules and the fall semester will generally contain 4 modules.

Class – A Class is a unit of teaching that lasts one academic unit, is led by one or more instructors (teachers or professors), and has a fixed roster of students. It usually describes an individual subject taken. Students may receive a grade and academic credit after completion of the Class. At SCU, students in the Adult Studies program generally take one Class each module for 5 weeks. Occasionally Classes vary in length.

Full Time Student – For federal financial aid purposes, a student is considered full time if he/she is enrolled in and attending 12 credit hours during a semester.

Drop – A drop is a student request to be removed from a Class prior to attending that Class.

Withdrawal – A withdrawal is a student request to be removed from a Class after attending that Class.

Administrative Drop – An administrative drop is the action by the University to remove a student from a Class prior to student attendance of that Class.

Administrative Withdrawal – An administrative withdrawal is the action by the University to remove a student from a Class after student attendance of that Class.

Withdrawal from the Program – Withdrawal from the program means a student will be removed from all remaining Classes with no intention of returning the following semester.

No Show – A no show is a student who fails to attend their first Class at the University.

Continuing Student – A continuing student is a student who has attended his/her first Class at the University and is registered for his/her next Classes.

Non-Attender – A non-attender is a continuing student who fails to attend a Class in which he/she is registered.

Attendance Policy

Accelerated courses have a limited amount of classroom time. It is necessary for students to attend every class session to learn the course material. There exists a no tolerance policy regarding absences and tardiness in the accelerated courses.

Absence

Absence from a Class session will result in a ten point deduction from the final grade of the student. A student will be dropped from the course and assigned a grade of “F” after missing more than one session. In the case of major emergencies, the professor will assign extra course work for the student in place of the 10 point reduction. The Director of Adult Studies must approve exceptions to this policy.

First Night of Class

Under no circumstances may a student miss the first night of class. Students who are absent from the first night of class will be dropped from the course as a no-show.

Tardiness

Tardiness is unacceptable; it disrupts the class and disturbs other classmates. Therefore, please be punctual for all classes; this includes designated “Breaks.” If a student is late for class, she/he will be marked as absent; it is her/his responsibility to notify the professor of her/his presence after the immediate class session. Failure to report to the professor is not an acceptable excuse.

First Class

All Adult Studies students are required to begin the program with PSYC2003, Effective Learning Strategies. Students who are absent from this Class on the first night of class will be considered a “no show” to the university and will be administratively dropped. No charges will apply.

Continuing Classes

After completion of their first Class, students are considered continuing students with the University. Students who are absent from continuing Classes for the first night of the class will be considered a “non-attender” to that Class and will be administratively dropped from that Class and all remaining Classes for the semester.

Non-attender students will be subject to the same drop policy as a student who drops after the drop deadline. (See Dropping or Withdrawing from a Class) To avoid this action, students should request to be dropped from Classes they choose not to attend.

Returning to Classes

First time non-attenders who request to be returned to classes will be permitted to return to class in the next upcoming module and will be returned to all remaining classes for the semester from which they were administrative dropped.

Second Non-Attendance Incident

Students who have a second non-attendance incident will be suspended. A student, who wishes to return to class after a second incident of non-attendance, must submit a letter of appeal to the Dean of Adult and Online Education requesting readmission to the University. The Dean of Adult and Online Education will determine if the student's request for readmission will be approved.

Dropping or Withdrawing from a Class

To avoid any charges accruing, students should request to be dropped from Classes they choose not to attend. The drop deadline is two weeks prior to the Class start. To avoid any charges accruing, students should request a drop prior to the deadline. The charts below indicate the charges/refunds for dropping a Class:

The refund policy can be viewed in three parts: (times reflected are per module)

1. Any time prior to the drop deadline (2 weeks prior to the Class start)

Students who drop prior to the two week deadline will receive a 100% refund of all tuition and fees.

2. The two week period between the drop deadline and the Class start

Students who drop a Class during the two weeks prior to the class start date will receive an 80% refund of tuition. 0% of fees will be refunded. They will be charged a \$3 per credit hour drop fee.

3. The time after which the Class has commenced

Students who withdraw from a class after attending the Class will receive a 0% refund of tuition, and fees.

Prior to Start (Drop)		Class Start (Withdrawal)
Any time prior to 2 Weeks Before Class Start	2 WEEKS BEFORE CLASS	Day 1
\$3 Per Credit Hour Drop Fee Refunds: 100 % Refund of Everything	\$3 Per Credit Hour Drop Fee Refunds: 80% Tuition 0% Fees	No Drop Fee Refunds: 0% Tuition 0% Fees

Procedure for Dropping or Withdrawing from a Class

Students must officially request to be dropped from a Class by completing a Drop/Withdrawal form. **Requests via email or telephone will not be accepted.** Submission of the Drop/Withdrawal form is required to document the date/time of the student’s request in order to ensure that the appropriate refunds/charges are applied.

Students can find the Drop/Withdrawal form in the CAMS Student Portal.

Alpha Sigma Lambda

Alpha Sigma Lambda a national honor society for nontraditional, adult full and part-time students. It was established for the recognition of adult students who have distinguished themselves scholastically. Membership also means the student has leadership potential for a socially useful and satisfying career of service. The Adult Studies office will provide the Alpha Sigma Lambda application forms.

Students in the Major and LINK programs are eligible to join after they have completed 24 college hours with 12 hours at SCU, a cumulative GPA of 3.25 or better, and are otherwise in good standing. There are scholarship opportunities through Alpha Sigma Lambda Adult Education Foundation for members of the honor society. Members receive honor cords to wear with their regalia at commencement as well as an insignia pin.

Appearance and Dress

Students are expected to be accountable for maintaining a standard of dress designed to be in harmony with generally accepted guidelines for good taste and modesty. As an institution that adheres to Christian principles and seeks to maintain a relaxed, professional, educational environment, dress may be casual but must appropriately support the adult, modest, professional atmosphere desired by the faculty and administration of the University. A faculty member may advise a student when his/her attire is considered to be inappropriate. Examples of inappropriate dress would be any type of clothing that does not fully cover the following: bosom, bottom, belly, and back.

Classroom Demeanor

Students are expected to project a scholastic demeanor and to interactively respond to class activities. Students, at all times, are expected to be respectful of their peers, the institution, its facilities, and personnel. The instructor will be in control and responsible for all class activities. Up to twenty minutes in 'break-time' may be planned and authorized by the instructor for each four-hour class session. Cell phones must be turned off or silenced. Calls may be returned during the break.

Identification Card

A student ID card is furnished to each Adult and Online student via your @swcu.edu email. The identification card number will be needed for access to the Library (both in person and when using online databases) and other services on campus. Be sure to print out your ID card and have it available when requesting services. Faculty and staff may need your ID number to process certain requests.

Children on Campus and in Classrooms

Minor children are not allowed on campus unsupervised. They must be in the presence of a parent or responsible adult. No infant or child will be permitted in a regularly scheduled class. Students who bring children to class will be asked to leave and the student will be given an absence for that class period.

Fire arms and explosives

Students may not possess or discharge firearms, fireworks, or explosives, in any building on any campus of Southwestern Christian University or buildings leased or loaned to the University. Firearms and explosives are banned on the campus of SCU. Adult students possessing firearms

as a requirement for their profession (police, guards, etc.) are required to lock their weapon, out of site, in their vehicle while on campus.

Parking Areas

Bethany Campus

A vehicle shall be parked within a designated parking stall in the university parking lot. Each student must have the SCU parking permit decal in the bottom of the driver's-side front windshield, or a fine of \$25 may be given. Commuter students are discouraged from parking in front of the dorms, as the resident students need those spaces.

Vehicles shall not be parked in fire lanes, or within 25 feet of a fire hydrant, loading zone, handicapped parking, or in front of trash bins. These areas may be labeled or coded. Vehicles in violation of this, or inoperable vehicles left in disrepair, are subject to impoundment or fine.

The speed limit on campus is 10 miles per hour. Regardless of the stated speeds, a vehicle operator shall not drive at speeds that are excessive for existing road, weather, or traffic conditions. All state and local laws are in force on the campus.

Tulsa Metro Campus

Students must procure a parking permit from the SCU Tulsa Metro Site office. The permit must be displayed in the rear window of the vehicle. Vehicles should be parked immediately in front of building SDC2.

Inclement Weather Policy

Bethany Campus

The Provost and Vice President of Academic Affairs, will make the decision to cancel classes should the need arise. The Provost and Vice President of Academic Affairs will notify the appropriate Oklahoma City metro television stations, so that the closing of the university will be on the school closing list at the earliest possible time. All efforts will be taken to notify students of closure as early as possible.

The campus community will also be notified via SCU email.

Tulsa Metro Campus

The Provost and Vice President of Academic Affairs, in consultation with the Site Director-Tulsa Metro Campus, will make the decision to cancel classes should the need arise. The Provost and Vice President of Academic Affairs will notify the appropriate Tulsa metro television stations, so that the closing of the university will be on the school closing list at the earliest possible time. All efforts will be taken to notify students of closure as early as possible.

The campus community will also be notified via SCU email.

Responsibilities Regarding Textbooks

Textbooks are available for pickup on the last night of the student's current class. This makes it possible for students to begin reading/working on assignments for the first night of the next course. A representative from the University will be available before class to issue textbooks.

Students who fail to pick up their textbooks on the last night of class must stop by the Adult Studies offices (Bethany or Tulsa, as appropriate) to pick up books. Please call for an appointment time to ensure your book is available.

Appendix

Academic Referral Form

SOUTHWESTERN CHRISTIAN UNIVERSITY
ACADEMIC REFERRAL FORM

Student: _____

Date: _____

Faculty: _____

Class: _____

Other Students Involved: _____

Type of Incident (Check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Cheating on Exam | <input type="checkbox"/> Disrespectful to Professor |
| <input type="checkbox"/> Unintentional Plagiarism | <input type="checkbox"/> Disrespectful to Student |
| <input type="checkbox"/> Level 1 Plagiarism ¹ | <input type="checkbox"/> Excessive Absences or Tardiness |
| <input type="checkbox"/> Level 2 Plagiarism ² | <input type="checkbox"/> Talkative and/or Disruptive |
| <input type="checkbox"/> Level 3 Plagiarism ³ | <input type="checkbox"/> Unresponsive to Correction |
| <input type="checkbox"/> Other: _____ | |

*** Please attach copies of papers, exams, or sources deemed necessary ***

Comments: _____

Faculty Signature

Date

OFFICE USE ONLY

Action Taken: _____

Follow-up: _____

Signature of Academic Dean

Date

¹ Level 1 = quite possible the student sincerely did not recognize that this is a form of plagiarism.

² Level 2 = Student has incorporated someone else's work into their document without proper documentation.
Quoted material is passed off as paraphrased. Student does not disclose sources of information within the body of the paper (though it may be found within the work cited page).

³ Level 3 = Student has blatantly attempted to pass someone else's work off as their own.