

DESCRIPTION OF FACILITIES

Southwest University at El Paso currently has one main campus and one separate classroom space. Our main campus is located at 1414 Geronimo (extending to 1420 Geronimo) in El Paso, Texas. The Medical Assistant/Laboratory Assistant; Business Management and Accounting Systems; Health Administration; Magnetic Resonance Imaging; Medical Coding and Billing Systems; Radiological Sciences; and Diagnostic Medical Sonography programs are fully taught at this location. Each of the Twenty Five classrooms can accommodate between 16- 40 students. Adequate space for office and administrative work is provided. Over one hundred computer workstations are available for student use in five separate computer laboratories. These workstations are networked and have access to a high-speed (Fiber Optic) Internet connection. Four medical laboratories are available for student use, so they can gain experience in such areas as phlebotomy, EKGs, and blood analysis. Each classroom is furnished with an erasable ink board and bookshelves with multi-media resources available as needed. The lounge areas are furnished with tables, chairs, snack machines and a water cooler. The facility is centrally located and convenient to bus routes and support agencies.

The Diesel Technician and Automotive Technology program are offered at 6500 Montana, El Paso, Texas. The separate classroom space consists of five bays that allow the students to work on engines and vehicles. Currently, there are over twenty diesel engines and fifteen vehicles available for the students to work on. The campus has a capacity of one hundred students per shift. The AAS Degree in Diesel and Automotive Technology were approved in June 2012 and will be offered at this campus.

The University library is located in the Main Campus. The library includes areas featuring computer stations and areas for both group and individual study. All students are also encouraged to use the digital library subscriptions made available through SU Learning.

STUDENT DISABILITY SERVICES

Southwest University at El Paso strives to serve all students equally.

All entrances and exits to all Southwest University at El Paso buildings and all offices and classrooms meet ADA requirements. In addition Southwest University at El Paso provides students with special needs ADA approved restrooms, and modified classroom furniture to meet their needs.

Students who seek special arrangements are encouraged to submit a request with academic advisor 10 days before the start of a term. All accommodation requests will be considered and suggestions will be provided to the student on how to accommodate them.

Academic Advisor

Hours of Operation

Monday-Friday 9:00am-5:00pm

Contact Information

915-778-4001

mgutierrez@southwestuniversity.edu

Location

Main Campus

ACADEMIC MISCONDUCT

- A. **Academic Misconduct** - Any Student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions:
1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
 2. Plagiarism, which includes, submitting examinations, themes, reports, drawings, laboratory notes, undocumented quotations, or other material as one's own work when such work has been prepared by another person or copied from another person.
 3. Unauthorized possession of examinations or other course related material.
 4. Unauthorized changing of grades on an examination, in an instructor's grade book, or a grade report.
- B. **Academic Discipline Process** - The faculty member or School Director must inform the student of the alleged offense upon discovery, and after an investigation, will take one of the following actions:
1. The allegation may be dismissed as unfounded
 2. The allegation may be dismissed for lack of clear evidence
 3. The student may admit guilt and a sanction will be imposed
 4. The School Director will determine guilt based on clear and convincing evidence and a sanction will be imposed
- C. **Sanctions That May Be Imposed**- If the student admits guilt to academic misconduct or is found guilty by the School Director the following sanctions may be applied.

1. The student may receive a failing grade for the assignment, report, or test and be put on six weeks of probation
2. The student may receive a failing grade for the course and be put on six weeks of probation
3. The student may be dropped from all the courses he or she is currently taking
4. The student may be permanently expelled from Southwest University at El Paso

ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

Southwest University faculty and employees are prohibited from using the SU information network to illegally download or share music, video and all other copyrighted intellectual property; Southwest University supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Lieder the law, college administrators may be obligated to provide copyright holders with information about users of the SU information network who have violated the law.

Be aware that illegal forms of downloading and Peer to Peer file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and _ may subject you to academic sanctions from the college as well as criminal and civil penalties including a lawsuit against you by the Recording Industry Association of America (RIAA) learn more at www.campusdownloading.com.

The University has developed policies and consequences to ensure that faculty and staff respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies below under the Misuse of Computer information & Resources Policy.

There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options; including download and subscription services legitimate peer to peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading- sites, access www.riaa.com.

MISUSE OF COMPUTER INFORMATION & RESOURCES POLICY

This administrative procedure implements **Procedures Regarding Misuse of Computer Information**.

Abuse of computing, networking or information resources contained in or part of the network may result in the loss of computer privileges. Additionally, abuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college policies, or procedures. Complaints alleging abuse of the

network will be directed to those responsible for taking appropriate disciplinary action illegal reproduction of material protected by U.S. and International Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Examples of behaviors constituting abuse include, but are not limited to the following activities:

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse.
- Forging email messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes. Masking the identity of an account or machine.
- Deliberately wasting computing resources.
- Downloading, displaying, uploading or transmitting obscenity or pornography, as legally defined.
- Attempting to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the network.

Harassment

- Using the telephone, email or voice mail to harass or threaten others.
- Knowingly downloading, displaying or transmitting by use of the network, communications, pictures, drawings or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying or transmitting by use of the network sexually explicit images, messages, pictures, or cartoons when done to harass or for the purposes of harassment.

- Knowingly downloading, displaying or transmitting by use of the network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals.
- Posting on electronic bulletin boards material that violates existing laws or the University' Codes of Conduct.
- Using the network to publish false or defamatory information about another person.

Copyright

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on Web sites in violation of copyright laws.

Exceptions

Activities by technical staff, as authorize by appropriate university officials to take action or security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of the network. Although personal use is not an intended use, SU recognizes that the network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provide that such usage is ordinarily on an employee's own time is occasional and does interfere with or burden SU's operation.

Faculty

Faculty members are listed in the Southwest University at El Paso catalog and may be accessed on the SU website <http://southwestuniversity.edu/wp-content/uploads/2014/04/Instructor-By-Program.pdf>

Student Body Diversity

Information about student body diversity, including the percentage of enrolled, full-time students

in the following categories: Male, Female, Self-identified members of a major racial or ethnic

group and Federal Pell recipients may be accessed on the College Navigator website at

<http://nces.ed.gov/collegenavigator/>.

Costs For Award Year 13-14

The cost for attending school at Southwest University at El Paso (SU) including tuition and fees charged to students are located on the SU catalog website

at <http://southwestuniversity.edu/wp-content/uploads/2014/04/Cost-Of-Attendance.pdf>

Estimates of typical charges for room and board, transportation, and miscellaneous costs of a program in which a student is enrolled or expresses a specific interest are listed below.

Monthly Indirect Costs at SU:

Student Living on Own:	
Room and Board	\$1,125
Transportation	\$ 190
Miscellaneous/ Personal	\$ 295
Total Monthly Indirect Cost	\$1,610

Student Living with Parents	
Room and Board	\$ 460
Transportation	\$ 190
Miscellaneous/ Personal	\$ 295
Total Monthly Indirect Cost	\$ 945

TUITION BREAKDOWN

Medical Assistant/Laboratory Assistant Program

Total Program Price:	\$ 17,812.00
Tuition:	\$ 15,600.00
Books:	\$ 1,112.00
Technology Fee:	\$ 300.00
E-book Fee:	\$ 800.00

Associate of Applied Science Degree Diagnostic Medical Sonographer

Total Program Price:	\$ 24,204.00
Tuition:	\$ 21,824.00
Books:	\$ 1,330.00
Technology Fee:	\$ 250.00
Electronic Reader	\$ 800.00

**Associate of Applied Science Degree
Business Management and Accounting Systems**

Total Program Price:	\$ 27,170.00
Tuition:	\$ 23,760.00
Books:	\$ 1,810.00
Technology Fee:	\$ 800.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Medical Coding and Billing Systems**

Total Program Price:	\$ 26,965.00
Tuition:	\$ 22,990.00
Books:	\$ 2,375.00
Technology Fee:	\$ 800.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Health Administration**

Total Program Price:	\$ 26,845.00
Tuition:	\$ 22,990.00
Books:	\$ 2,255.00
Technology Fee:	\$ 800.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Diesel Technology**

Total Program Price:	\$ 27,670.00
Tuition:	\$ 23,670.00
Tool Fee:	\$ 1800.00
Book Fee:	\$ 1400.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Radiological Sciences**

Total Program Price:	\$ 33,390.00
Tuition:	\$ 30,760.00
Books:	\$ 1,780.00
Application Fee:	\$ 50.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Magnetic Resonance Imaging**

Total Program Price:	\$ 31,870.00
Tuition:	\$ 29,240.00
Books:	\$ 1,780.00
Application Fee:	\$ 50.00
Electronic Reader:	\$ 800.00

**Associate of Applied Science Degree
Automotive Technology**

Total Program Price:	\$ 30,755.00
Tuition:	\$ 26,280.00
Tool Fee:	\$ 1800.00

Book Fee:	\$ 1,875.00
Electronic Reader:	\$ 800.00

**Baccalaureate of Science Degree
Business Management**

Total Program Price:	\$ 46,783.00
Tuition:	\$ 40,830.00
Books:	\$ 4,453.00
Electronic Reader:	\$ 1500.00

**Baccalaureate of Science Degree
Health Administration**

Total Program Price:	\$ 46,793.00
Tuition:	\$ 41,160.00
Books:	\$ 4,133.00
Electronic Reader:	\$ 1500.00

**Associate of Applied Science in
Medical Laboratory Technology**

Total Program Price:	\$ 27,652.00
Tuition:	\$ 24,090.00
Books:	\$ 1,962.00
Technology Fee:	\$ 800.00
Electronic Reader:	\$ 800.00

For the most recently posted book prices please see our Textbook Information under the Consumer Information section of our web site <http://southwestuniversity.edu/wp-content/uploads/2014/04/TEXTBOOKS-BY-PROGRAM-COST-TO-STUDENT1.pdf>

WITHDRAWAL PROCESS

An official withdrawal occurs when a student formally informs the institution of his/her desire to withdrawal. Students must complete a withdrawal form. Southwest University at El Paso will automatically withdrawal a students if the student incurs 10 consecutive absences.

All fees, including materials fees, are non-refundable after the start of a course.

The University will follow the refund policy to determine if a payment or refund is due.

Any s Federal financial aid recipient who withdraws or is withdrawn from the University is subject to a Federal Return of Title IV Aid Calculation. The calculation will determine the amount of Federal aid that the school and the student are eligible to retain along with the amount that must be returned to the federal government.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination (determined date of withdrawal) for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.
3. Students who wish to withdraw from the course of study must complete the withdrawal process. The withdrawal process consists of:
 - a) Completing a withdrawal form
 - b) Conducting an interview with the School Director or President.
 - c) Verifying refund status with the accounting department.Students who do not complete this process will be automatically withdrawn from the institution after the tenth consecutive absence.
4. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.

5. If a student enters a residence program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
6. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
7. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) If an enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

¹ More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

9. **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program
10. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

The Return of Title IV Funds calculation is as follows:

Withdrawal from the University through the 60% of the payment period will result in a prorated

percentage of aid being earned.

Any unearned aid due from the school will be returned to the appropriate funding source.

In

some instances a portion of unearned aid will be the student's responsibility. Withdrawal from

the University after the 60% point in the payment period will result in 100% of the student's Title

IV aid being earned. The institution will retain 100% of institutional costs.

Voter Registration

As a participant in Title IV Federal Student Financial Aid programs, Southwest University at El Paso would like to remind students who are U.S. citizens of the importance of registering to vote.

In addition, Southwest University at El Paso will have physical applications for voter registration in the registrars office.

To register to vote in Texas, please go to

<https://team1.sos.state.tx.us/voterws/viw/faces/Introduction.jsp> .

Net Price Calculator

The net price calculator for Southwest University at El Paso may be accessed at

<http://southwestuniversity.edu/npcalc.htm>

Student Body Diversity

The student body diversity can be found in the National Center for Education Services website http://nces.ed.gov/globallocator/col_info_popup.asp?ID=451556

Contact Persons

The following persons are designated to assist enrolled or prospective students in obtaining information:

Financial Aid Counselors and Student Services Advisors

Responsibility: Assist students with planning financial assistance and resources needed to fund their education. A detailed description of available federal is located in the Financial Information link on the Consumer Information page of the SU internet. Phone: (915) 613-0459

Student Advisor/ Public Safety Department

Responsibility: Tracks student progress to degree completion, evaluates transcripts, and admits

students to the University. Information on completion and graduation rates may also be obtained

from this office. To ensure safety on the campus of SU. To obtain school security policies and

crime statistics you may go to the Consumer Information section of our web site.

Phone: 915-778-4001

Email: mgutierrez@southwestuniversity.edu

Methods of Disseminating Consumer Information

The primary method of disseminating consumer information to university students is through the SU Catalogs. In addition, information is distributed through:

Consumer Information documents distributed to students.

Southwest University's website <http://southwestuniversity.edu/consumer-information/>