

SOUTHERN METHODIST UNIVERSITY
SPRING 2018

Master of Liberal Studies
Certificate of Advanced Graduate Study
Non-Degree Program



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INTRODUCTION

MLS ADMISSIONS REQUIREMENTS

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

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

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

The Application:

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

MLS DEGREE REQUIREMENTS

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

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

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

TRANSFER CREDIT/INTERDEPARTMENTAL ENROLLMENT

Six hours of transfer credit _____ as determined by the Program Directors in consultation with the Faculty/Program Chair of the GLS program. Such credits must be from graduate-

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

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

Once the student satisfies the requirements for a given concentration, the concentration area will appear on the student's final transcript (not on the diploma). For more information about courses that may be used for these concentrations, please see the SMU MLS website under "Courses Descriptions" or call the MLS contact at (214) 768-5203 to arrange an advising appointment.

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

STUDY ABROAD OPTIONS

**"For my part, I travel not to go anywhere, but to go.
I travel for travel's sake. The great affair is to move."
²Robert Louis Stevenson**

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

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

CAPSTONE

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

PLEASE NOTE THE FOLLOWING PARAMETERS:

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

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

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

THESIS

General Information and Requirements

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

The master's thesis is a major, comprehensive research and writing project that serves as the culminating 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 (br

Southern Association of Colleges and Schools requirements for continuing faculty:

Faculty teachi

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

MY.SMU.EDU

My .SMU.edu is the University's student enrollment and information management system. It is web-based and accessible 24/7. An online tutorial is available on the SMU website to walk you through the online registration process.

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

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

READMISSION AND SCHEDULE CHANGES

A student who wishes to withdraw must contact the GLS office to initiate a Student Petition for Withdrawal form and obtain approval from a Program Director. T

Note:

integrity. Students should be aware that personal experience in completing assigned work is essential to learning.
Pe

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

Student DART Card Order form Link:

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

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

DEFERRED PAYMENT PLANS/AMS

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

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

PAYMENT DUE DATE AND LATE FEES

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

WEBPAY AND PAYMENT OPTIONS

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

IMPORTANT FORMS

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

Feel free to download them from the Registrar's office and the GLS website at :