

REQUIREMENTS:

Provide a Solid Foundation



ADMISSION TO THE UNIVERSITY

The University accepts applications from graduates of secondary schools, adults who have completed the G.E.D., international students, home school students, and transferring college students. Southwestern Christian University, in compliance with *Title VI of the Civil Rights Act of 1964* and *IX of the Education Amendments of 1972 (Higher Education Act)*, does not discriminate on the basis of race, color, national origin, sex, qualified handicap, or disability in any of its policies, practices or procedures. This provision includes but is not limited to admission, employment, financial aid, and education services.

Permission to enroll at SCU is a privilege and carries with it certain responsibilities. The University reserves the right to cancel enrollment and to require withdrawal whenever it becomes evident that the student is not conforming to the standards of scholarship and conduct established by the University.

Students seeking admission should become aware of the Mission and objectives of the University when making application. These objectives are carefully outlined in other sections of this catalog.

APPLYING FOR ADMISSION

Students seeking admission to Southwestern Christian University must 1) complete an application and 2) provide all supporting documentation, including official transcript documentation of all previous colleges attended. Students who enroll after the financial aid deadline must be prepared to pay 25% of their tuition up front.

Entrance requirements are as follows:

2.5 minimum high school CGPA **or**
2.0 minimum college CGPA **and**
19 ACT with a 6 on the writing portion **or**
1360 SAT with a 450 on the writing portion.

Students are advised that the University's decision to admit them is contingent upon the truthfulness of the information contained in the application file. Discovery of false information subsequent to admission is, at the University's discretion, grounds for withdrawal of the offer of admission. False information includes failure to disclose any other colleges attended. Discovery of false information at any point in the student's course of study may result in immediate dismissal from the institution. Such dismissal shall result in forfeiture of all charges paid and all academic credits earned.

G.E.D. Applicants

Applicants who have not completed high school must submit a passing G.E.D. score and an official transcript of completed high school credits. The G.E.D. must have no scores less than 40 on the five components of the G.E.D. instrument and all of the component scores must total a minimum of 225 for an average of 45 or above. The applicant's high school class must have graduated prior to the date of the application for admission.

Home Schooled Applicants

Students who have been home-schooled must submit a copy of their diploma and must achieve satisfactory test scores from either the ACT or SAT in order to be admitted to the University as a regular student.

International Student Applicants

Any international student who is interested in attending Southwestern Christian University may request an I-20 from the Registrar's office.

In order to be accepted, an international student must complete the following admission procedures:

1. The Application must be completed in the English language and returned to the Admissions office. All items on the application must be completed.
2. An application fee of \$200.00 in U.S. funds must be included with the application. This fee is non-refundable.
3. Since English is the language of instruction at SCU, the student must provide evidence of proficiency in spoken and written English. A score of the Test of English as a Foreign Language (TOEFL) must be at least 500 PBT or 173 CBT.
4. The student must submit official transcripts of his/her high school and college work. These transcripts should be translated into English.
5. The student must demonstrate that he/she has the ability to pay the cost of a college education at Southwestern Christian University. The "CERTIFICATION OF FINANCIAL RESOURCES" section of the Estimated Cost Sheet must be returned with the application.
6. The University requires a \$1,000.00 (U.S. funds) financial deposit. One-half (1/2) of this deposit will be applied toward tuition and fees, upon acceptance. The remainder will be retained by the University until the student departs.
7. All students are required to carry medical insurance and must show proof of insurance upon admission.

NOTE: Upon completion of all the admissions requirements, a letter of full acceptance will be sent. It is the student's responsibility to have all required Department of Immigration and Naturalization forms completed.

Concurrent High School Students

High School students may take four (4) hours per semester at reduced tuition. If the student desires, he/she may take an additional three (3) hours per semester at the regular tuition rate.

ADMISSION CATEGORIES

Acceptance

Upon receipt of the completed application, recommendations, health record, all transcripts and application fee, the institution will determine the applicant's eligibility for admission. Upon acceptance the student will be notified by the Office of Admissions.

If a student's high school grades, ACT/SAT scores or interview with the Academic Council indicate he/she will likely face academic difficulty, but shows reasonable promise of success at SCU, the student may be accepted on academic probation.

Admission on Probation

The University will limit the number of new students admitted on probation to approximately 8% of each incoming class. Applicants who do not meet the minimum entrance requirements may go through an appeals process, which includes an interview with the Academic Council. After meeting with all appeals, the Academic Council will select which applicants will be admitted on probation. The selected applicants will then be sent a contractual agreement detailing the condition(s) of their acceptance.

Provisional Acceptance Admission

Students whose acceptance file does not have all the required admission test scores, or other supporting data required for full acceptance, by the start of semester, are given Provisional Acceptance.

A student will have through the first eight weeks of classes to make certain all required materials are in place. A student may also be given provisional acceptance if the Academic Dean and/or Academic Council believe certain provisions, requirements, or conditions should be met before regular student status is granted. Students must meet all conditions for full acceptance by the end of one semester of provisional status unless otherwise stated by the Dean of Academic Affairs.

Once all required materials have been received, a provisional acceptance can be rescinded by the Office of the Dean of Academic Affairs and/or the Academic Council.

Re- admittance

Students who have been out of student status at SCU for part of a semester or longer must apply for re-admittance to the University. A *Re-admittance Application* is available from the Office of Admissions.

ORIENTATION

Orientation is required for all new college students (first time and transfer students). The orientation is conducted at the beginning of the fall and spring semesters. A student who fails to report on the date scheduled and complete placement testing may be denied admission.

During the important pre-registration and orientation time, students are introduced to the University, its services, lifestyle, and activities. Faculty advisors will assist the student with declaration of a program and selection of appropriate courses. Testing and other necessary activities will be included in the schedule. Additional orientation to the programs, services and activities are scheduled during the entire semester and integrated into campus life.

REGISTRATION

First-time students must register for classes on the days designated for advisement and registration. Registration day includes faculty advisement, obtaining individual class schedules, finalizing matters with the Financial Aid Office and arranging with the Business Office for payment of charges.

Returning students who have completed advising and pre-registration will finalize the process on the day designated for returning student registration.

Students failing to finalize registration by the end of the scheduled registration period may be denied admission or charged a late registration fee.

Changes in Registration (Drop/Add Period)

Students will be permitted to make changes in their schedules with the approval of the student's faculty advisor. Changes will not become effective until the proper forms have been filed at the Registrar's Office and financial adjustments have been made in the Business Office. A fee will be charged for any classes dropped or added. This fee must be paid in cash before the drop is completed. The Controller or Dean of Academic Affairs may waive the fee under special circumstances. A drop/add fee will not be imposed until 24 hours after the class in which the student is enrolled meets for the first time. After this grace period, the penalty will follow the scheduled drop/add period.

Courses may be added during the schedule adjustment period which begins the first day of classes and continues through the first full week of classes. No classes may be added after this

time period without the approval of the Dean of Academic Affairs. Courses may be dropped throughout the semester. Withdrawal from a course after the schedule adjustment period and before the eleventh full week of the semester will be listed as a “W” on the student’s transcript. Withdrawal from courses after the tenth full week of the semester will receive a grade of “W” or “F” depending on whether the student is passing or failing in the course at the time of withdrawal. Students dropping below an enrollment of 12 hours during a regular semester will not be permitted to reside in the University residence halls.

Instructor-Initiated Drop

Students who improperly register for any course are subject to an instructor-initiated drop. That is, during the add/drop period the instructor of the course in question may notify the Registrar to drop the student from the course. Improper registration includes registering without the prerequisites stated in this catalog, registering in upper-level courses before having successfully completed 40 hours and registering without the instructor’s permission as specified in certain courses.

Students who fail to attend a course the first three class periods may be automatically dropped from the course by the instructor or the Dean of Academic Affairs.

Withdrawal from the University

If it becomes necessary for a student to withdraw from the University before the end of the semester, he/she must be approved for withdrawal in the office of the Dean of Academic Affairs. The withdrawal is not complete until the proper forms have been signed by the President, the Financial Aid Office, the University Library, and the Business Office. **Students must formally withdraw; students who simply quit attending a class receive a grade of “F.”** The University, through the Academic Dean, reserves the right under certain conditions to administratively withdraw a student from the institution. Documentation of grades will follow the designations explained under “changes in registration (drop/add period)”.

Declaration of a Major

A degree program must be chosen within the first two years at the university (up to 2 years for a bachelor’s or 1 year for an associate’s). Students may change their major at any time by completing a ‘**Change of Major**’ form available from their advisor. This form will need to be approved by the Chair of the Department the student wishes to transfer into. Certain degree programs require that the student make formal application for candidacy (Creative Arts, English, Behavioral Sciences, etc.). The application for those programs must be filed with the Registrar during the sophomore year. The Dean of Academic Affairs or the Faculty Advisor can guide the student in the process of acceptance into a particular degree program. An appeal of the decision regarding acceptance into a degree program may be submitted to the Academic Council. All decisions of the Academic Council are final. If denied admission into a program, students may reapply after one semester. A student may apply no more than two times. Admission to the University does not assure acceptance into a professional degree program/major.

Degree Requirements

A student working towards a degree at SCU must complete his/her work for the degree according to the requirements of the catalog in force when the major was chosen. The University’s right to change degree requirements is explained in the section titled “Notice” on page 3 of this catalog. A student who is required to enroll in developmental courses must complete these in addition to the courses required in the curriculum in which he/she has enrolled. The hours and quality points earned in developmental courses will be included in the calculation of the overall grade point average. As specified in the “Bridge” program, if a student remains at SCU before graduation developmental hours will be awarded as partial elective hours.

Degree Audits

A degree check sheet will be initiated for the student during the first semester of a student’s enrollment and maintained throughout the course of the student’s studies. Transfer students will

be notified of those courses which have been accepted for transfer into their degree program at Southwestern Christian University.

Deviation From Curriculum Requirements

In general, freshman level courses should be taken before sophomore level; sophomore level before junior level and junior level before senior level. A deviation from the normal requirements of a curriculum and substitutions must be approved by the Advisor and Dean of Academic Affairs. Refusal to take a course as advised by the Administration through the advisors may prevent a student from graduating.

Concurrent Enrollment

Students may not be concurrently enrolled at SCU and at another academic institution, for purposes of transferring credit to SCU, without receiving the approval of the Vice President of Academic Affairs in advance of such concurrent enrollment. This policy must be followed during the regular semester, between semesters and summer terms.

Academic Load

In order to complete a prescribed degree program in a four-year period, a student should enroll in 15-17 hours per semester. Enrollment in more than 18 hours is permitted with the approval of the Dean of Academic Affairs. For Financial Aid purposes, a student is considered full-time when he/she is enrolled in 12 or more semester hours. To complete degrees within a specific time period (2 or 4 years) students may need to take 15-18 hours.

Students who are involved in part-time employment during the academic year should plan their academic load very carefully with their advisor. Full-time students should limit their weekly hours of employment according to the following suggested schedule:

Working: 1-20 hours weekly – 18 hours maximum load
 20-30 hours weekly – 15 hours maximum load
 30-40 hours weekly – 12 hours maximum load

ACADEMIC AFFAIRS

ACADEMIC ADVISING

SCU assists its students in making wise educational and vocational choices through the University advising program. Each student is assigned a faculty advisor who provides guidance concerning the student's academic program and is available to the student throughout the semester for counseling.

The academic advising process of the University focuses on helping the student enroll in courses in their proper sequence, answering any special questions which might arise, and otherwise guiding the student through his/her entire college career. It is recommended that students visit at least twice a semester with their advisor to maximize their assistance.

SCHOLASTIC STANDARDS

Academic Integrity

Personal integrity is presumed to be sufficient assurance that a student completes his/her own work without unauthorized help from any other source. Students who are involved in forms of academic dishonesty are subject to the jurisdiction of the Dean of Academic Affairs. A student who violates the Academic Honor Code may forfeit the privilege of continuing his/her studies at SCU.

The honor principle of the campus depends on the willingness of students, individually and collectively, to maintain and perpetuate standards of academic honesty. Each student accepts the responsibility of not only being honorable in his/her own academic affairs but also supporting the principle of honesty as it applies to others.

Students are responsible for obtaining from their instructors an explanation of the freedom they may exercise in collaborating with other students or using outside sources, including the student's own work prepared and submitted for another course. If a student does not obtain a clear definition of the application of the Honor Code, the student must assume that the Dean of Academic Affairs and appellate bodies will follow the strictest interpretation of the Honor Code with respect to that class.

Honesty and integrity in the performance of academic assignments is expected of every student.

ACADEMIC HONOR CODE

The following are included as violations of the Honor Code:

1. **Cheating on an exercise, test, problem or examination.** Cheating includes the use of unauthorized aids, such as crib sheets, digital tools, the aid of another instructor on a take-home exam; copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing (before, during or after the quiz/examination), in such a way as to gain or give an advantage over other students; or any similar action contrary to the principles of academic honesty.
2. **Plagiarism on an assigned paper, theme, report or other material** submitted to meet course requirements. Plagiarism is defined as incorporating into one's own work the work of another without properly indicating that source. Included, but not limited to, are infractions of submitting for credit papers or reports written by someone other than the student, providing such a paper to a student, and failure to indicate the source of ideas, expressions, phrases or sentences (lack of citations). This also includes the use of commercially prepared papers or texts.
3. **Non-reporting of suspected violations of the Honor Code.**
4. **Actions designed to deceive a member of the faculty or a fellow student** regarding principles contained in the Honor Code, such as securing assistance from a faculty member in another course when such assistance has been unauthorized.

5. **Double Submissions of Work**, prepared for another course, without specific prior authorization of the instructors in BOTH courses.
6. **Falsification of results of study and research.** Presenting material that is known to be false and/or fabricated.
7. **Infringing upon the right of others to fair and equal access to the library** and classroom resources. Failure to sign for material and equipment taken from the library, classrooms and/or other college depositories of information and equipment. Abuse of library privileges by defacing resources, failing to check out materials, or return materials in a timely fashion.
8. **Actions or statements showing disrespect, contempt, or insolence** for the institution's educational philosophy, Mission, faculty, or administration.

Appeals of a decision by the Academic Dean regarding violations of the academic Honor Code shall be filed with the Academic Dean within 48 hours of receiving written notification of the case decision. The appeal must be in writing and shall state whether a) new information is to be presented or b) if the severity of the penalty is being appealed. Either the student or faculty member involved may appeal the decision. The appeal shall be heard by the Academic Council. If a majority of the appellate body is directly involved in the case, then the appeal shall be heard by the full-time faculty and those individuals who are full-time employees of the University and hold faculty status. Either party, including the Academic Dean, may appeal the decision of the appellate body. The appeal will then be heard by the Administrative Committee. All decisions of the Administrative Committee shall be binding and final. Penalties for violation of the Honor Code may include, but not be limited to, suspension and/or dismissal from the institution.

Duplication and use of Copyrighted Materials (Adopted 2009)

It is the intent of Southwestern Christian University to delineate, enforce, and abide by the provisions of current United States copyright laws as they affect the life and activities of the institution, its employees, and its students.

1. Copyrighted materials, whether they are print or non-print, will not be duplicated or used unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.
2. Details about "fair use" (that copying and/or use which is allowed by federal law) will be made available to all instructors, students, or administrators as requested or needed. A summary of these standards will be posted or otherwise made easily available at each duplicating machine used for making copies. A summary of these standards will be made available to all in the University Library.
3. The administration of SCU does not sanction illegal duplication or use in any form. Employees and students who willfully disregard the university copyright position are in violation of SCU Policy; they do so at their own risk and assume all liability personally.

Academic Appeals Process

In the event that any student of SCU considers that he/she has an academic grievance, or that some action is not justified, or constitutes an encroachment upon the student's academic rights, the student may present the grievance according to the provisions of the student academic grievance process; e.g. any question of examinations, assessments or student outcomes, requirements for satisfactory progress in a course, or personal difference with any instructor, etc. The process is defined below:

1. **Direct Appeal to Instructor:** The student will seek to resolve any academic problems by direct appeal to the instructor or person(s) involved, if feasible. (Appeals made after the end of the academic semester will not be heard until the beginning of the following semester. Faculty should not be contacted by the student during the summer months for the purpose of an appeal.)
2. **Department Chair:** If a meeting with the Department Chair does not resolve the matter to the satisfaction of the student, he/she shall be entitled to a hearing before the Dean of Academic Affairs.
3. **Academic Dean:** The appeal should be addressed to the Dean of Academic Affairs in a written format. It should be sealed in an envelope and submitted to the Dean of Academic Affairs. The Academic Dean will establish a

mutually satisfactory date for hearing the appeal. (Final grade appeals must be filed with the Dean of Academic Affairs no later than 45 days after the grade is deposited with the Registrar for recording.) The 45-day appeal period also applies to students prevented from receiving final grade notification due to an outstanding financial account.

4. **The Dean of Academic Affairs** has the responsibility to rule on all appeals and may do so in private consultation with the parties. Should the Dean feel that a formal hearing of the case is necessary, the student and instructor involved will receive written notification of the date, time and place to meet. The Dean of Academic Affairs may refer the matter to the Academic Council. The Academic Council may hold such informal or formal hearings as it deems necessary.
5. The burden of proving grievances shall be upon the aggrieved student, but he may be entitled to witnesses if approved by the Academic Dean. The Academic Dean may dismiss any case where, in his judgment, the aggrieved student fails to make a *Prima Facie* case.
6. **Academic Council:** Should the process include the Academic Council and action is warranted, the student will be notified. Any appeal will be heard by the Administrative Committee of the University. All decisions by the Administrative Council shall be final and binding upon all parties involved.

Official Summons

A student who neglects, or disregards, an official request for a conference with a faculty member, or an administrative officer, including a request from the Financial Aid or Business Office, will be subject to disciplinary action. Such requests may be delivered in person, by telephone, email, student mail, or by U.S. Postal Service.

Academic Calendar

SCU operates on the semester system. Credit for work completed is expressed in semester hours.

Course Numbering System

The number of credit hours for each course is identified in the last digit of the course number. For example, the course number of English Grammar & Composition I is ENGL 1113. The first digit "1" shows that this is a freshman level course and the middle two numbers are course differentiation numbers. The last digit "3" shows that it is a 3 semester hour course. Courses numbered 3000 and above are not open to freshmen. Exception to the regulation will be made by the Dean of Academic Affairs only when there is justifiable evidence that the freshman is adequately prepared for the advanced course.

A **grade point average** is the quotient obtained by dividing the number of quality points earned by the number of credit hours attempted. Letter grades are used in evaluating the work of a course. The evaluation is not based on test average alone, but upon the general attitude of the student, daily assignments, general comprehension of the subject, and thoroughness and promptness in completion of assignments.

OFFICIAL SOUTHWESTERN CHRISTIAN UNIVERSITY GRADE SCALE/CRITERIA

GRADE SCALE	STUDENT WORK REFLECTS
A (90-100) 4 POINTS	A sophisticated understanding of the material is demonstrated; 'big picture' drawn from assignment. <ul style="list-style-type: none"> • Pre-work /products completed before class • Active participation in discussion of main and finer points • Work reflects high skill in basic grammar, organization, logic, and presentation • Consistently reflect synthesis of information with application to everyday life
B (80-89) 3 POINTS	An intermediate understanding of the material is demonstrated; <ul style="list-style-type: none"> • Pre-work /products completed before class • Work reflects higher skill in basic grammar, organization, logic, and presentation • Frequently reflect a growing synthesis of information with application to everyday life
C (70-79) 2 POINTS	Basic understanding of the material is demonstrated; <ul style="list-style-type: none"> • Pre-work/ products completed before class • Work reflects developing skills in basic grammar, organization, logic, and presentation • Frequently little to no growing synthesis of information with application to everyday life
D (60-69) 1 POINTS	Basic understanding of the material is substandard; <ul style="list-style-type: none"> • Pre-work/products not completed before class • Work reflects no higher skills in basic grammar, organization, logic, and presentation • Work reflects lack of synthesis of information with no application to everyday life; few connections made
F (0-59) 0 POINTS	Basic understanding of the material is absent <ul style="list-style-type: none"> • Pre-work/products not completed • Work reflects lack of skills in basic grammar, organization, logic, and presentation • No attempt at synthesis of information or application to everyday life; no connections made
Approved 1/2010	Southwestern Christian University. Academic Affairs. Academic Council.

Transfer of Credit

Transcripts from regionally accredited colleges and colleges accredited by the Association of Biblical Higher Education will be accepted by SCU for transfer credit. All courses on the accepted transcript will be placed on the student's transcript and the transfer transcript cumulative grade point average (CGPA) will become part of the student's CGPA. **Courses utilized in the student's major must carry a grade of C or better.**

Limited credit from non-accredited colleges may be conditionally accepted on a course-by-course basis. All courses accepted must carry a grade of C (2.0) or better. The student must complete a minimum of 12 semester hours of course work at SCU with a GPA of 2.0 or better before the transfer credit will be placed on the student's transcript.

The utilization of transfer courses to satisfy SCU degree plans will be at the discretion of the Dean of Academic Affairs.

Incomplete (I)

The grade of "I" (Incomplete) may be given when all requirements in a course have not been completed due to circumstances beyond the student's control, such as a major illness. An "I" may not be given in order to improve a grade. The responsibility for requesting an "incomplete" rests on the student and arrangements should be made by the student with the instructor. A **"Request**

for Incomplete” form may be obtained in the Registrar’s Office. The form is to be completed by the student and faculty member prior to the “I” being assigned for a course.

Course work to satisfy the “I” must be completed within the first six weeks following the close of the semester in which the “I” was granted. Exceptions must be approved by the Dean of Academic Affairs. The grade issued to replace an “I” should be filed in the Registrar’s Office by the instructor on a “Request for Change of Grade” form. Work not completed by the deadline will be listed on the student’s transcript as an “F”. Requests for extensions must be made to the Dean of Academic Affairs prior to the six week deadline.

Academic Probation

Academic Probation is a term used to designate a period of close academic supervision, generally including reduced allowable activities, imposed to improve **unsatisfactory academic performance**. Students on academic probation may not register for more than 13 hours per semester during the probation period, excluding physical education activity courses and music courses, without the approval of the Dean of Academic Affairs. Such students shall not hold offices or participate in traveling groups or outreaches. Students on academic probation may be required to participate in the BRIDGE Program (study hall and/or required course).

To maintain satisfactory academic progress, a student must successfully complete at least 75% of the total cumulative hours attempted and must earn the required cumulative grade point average (CGPA) of 1.75 for 0-30 credit hours or 2.00 for 31 or more credit hours. At the conclusion of each semester every student’s academic progress is evaluated to assess satisfactory progress. A student who does not attain a grade point average of at least 1.0 for any given semester will be subject to academic suspension. A student who fails to complete the minimum number of hours and the minimum CGPA needed to maintain satisfactory progress 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 placed on academic suspension.

If the reason for academic probation is **excess absences**, the student will be allowed only half the usual number of excused absences. If the student is re-taking a class because of excess absences, only one absence per semester is allowed.

SCU has three causes for probationary status: **academic**, **disciplinary** and **chapel**. A student placed on two or more of these probations in any semester shall be suspended from the institution. The length of the suspension shall be determined by the Dean of Academic Affairs.

Academic Suspension

The period of ineligibility for a student placed on academic suspension will be for one to two semesters, depending upon the seriousness of the deficiency. This will be determined by the Dean of Academic Affairs. After the expiration date of the ineligibility period, the student may be considered for re-enrollment by the Academic Dean, Academic Council or any other committee designated at the time of suspension. In cases of scholastic ineligibility, the expiration date is recorded on the student’s permanent record. Two academic suspensions from SCU will result in permanent dismissal.

Academic Sanctions

The Dean of Academic Affairs and/or the Academic Council may place a student on academic sanctions at any time during or at the end of a semester. This status may be used for students who show signs of academic slothfulness, attitude problems, lack of self-discipline or behavior that negatively affects the development of the student’s spirit, mind and body or is out of harmony with the institutional objectives and/or academic objectives and goals of the University. The sanctions shall be determined for a designated period. Students placed on academic sanctions may be ineligible for extracurricular activities, outreaches, etc. and will be required to adhere to supervision by the Academic Dean or appointee. If sanctions have been set by the Dean of

Academic Affairs, final appeal is to the Academic Council. In cases where the Academic Council sets the sanctions, appeals will be heard by the full-time faculty in session.

Suspension/Dismissal

Suspension or dismissal means the student is involuntarily separated from the University for a specified time. Parents may be notified and a temporary record is kept. A student who is dismissed from the University for the duration of a given semester is not eligible for refunds or academic credit for the semester in which he/she was dismissed.

Expulsion

Expulsion means the student is permanently separated from the University with an appropriate notation of the reasons for such termination on the student’s record.

Full –Time Study

The normal academic load is between twelve (12) and fifteen (15) credit hours per semester. To be classed as full time for financial aid a student must be enrolled for a minimum of twelve (12) hours for traditional programs. Students wishing, therefore, to finish their degrees in the minimum time frames should consult carefully with their advisor since this will require the heavier load per semester. Students carrying more than eighteen (18) hours must have the permission of the Office of Academic Affairs.

Classification of Students

Class standing is determined on the following basis:

Freshman	Satisfaction of entrance requirements
Sophomore.....	24 earned semester hours of credit
Junior.....	56 earned semester hours of credit
Senior.....	90 earned semester hours of credit

Students will be considered “unclassified” who are mature adult students who have not been admitted to regular college standing, pre-college students who are below college level, and designated special students.

Classification of Transfer Students

The total credit hours on transcripts accepted for transfer to SCU will be utilized to determine the classification of a student.

Attendance Policy

Student’s in higher education take on the responsibility of maximizing their educational experience. It is to the student’s personal advantage to be involved in every class session of each course. The interaction of the instructor and student is of vital importance in the learning process. Each student is expected to be regular and punctual in attending all classes. Any absence may adversely impact the student’s grade as determined by the instructor. Faculty may have a stricter attendance policy than stated here – check the course syllabus as individual policies will be outlined in the class syllabus.

A student is allowed **five (5) Unexcused Absences** over the course of the semester. Students participating in athletic, recruiting, academic, or creative arts travel approved by the Office of Academic Affairs can have an additional **five (5) Excused Absences**. Sponsoring campus groups (Athletics, Music group, Admissions, etc.) must notify the Office of Academic Affairs with a

list of proposed students early enough so Instructors can be notified in advance to approve the student absences.

Excessive absences will result in failure of the class and will be recorded on the student's transcript as an "F." Students may withdraw at any time before reaching the maximum absences. The policy regarding withdrawal from courses (located under "Changes in Registration" in the catalog) will apply.

Excused Absences (Limited to 5 per semester):

- 1) In certain circumstances, a student may receive an official absence when that student is representing the University in an official capacity (such as athletics), or participating in pre-approved educational opportunities deemed beneficial to the student in his/her educational pursuits. **No more than five (5) such absences will be granted.**
- 2) Students may submit any absence due to illness to the Office of Academic Affairs to be deemed an official absence. These absences must be documented with a doctor's note or equivalent. **However, submitting an absence does not guarantee approval.**

Unexcused Absences (Limited to 5 per semester):

The student is responsible for completing the "Request for Official Absence" form, which is available in the Registrar's office. An Official Absence for a University sponsored event must be approved by the Dean of Academic Affairs prior to absence and will only be granted to academically qualified students. An Official Absence for illness must be submitted within **one (1)** week of returning to class.

Note:

1. Students who arrive at class more than 10 minutes after the official starting time of the class will be considered absent.
2. Faculty is permitted to implement a more rigorous policy regarding the 10 minute rule. Students who leave a class early without permission are subject to being counted absent by the instructor.
3. On announced test days, tardies are not permissible.
4. Students whose actions result in a professor requiring the student to leave a class will be considered absent for the entire class period. Students who are required to leave class must immediately report to the office of the Dean of Academic Affairs and cannot return to the class until cleared by the Dean. Failure to report immediately to the Dean of Academic Affairs may result in lowering of a grade for the course.
5. In the event that an instructor is late for class, students should remain in the classroom until officially notified by the Academic Dean's Office that the class has been canceled or until 15 minutes after the official starting time of the class.

Required Bible Enrollment

A primary goal of SCU is to impart biblical knowledge and religious literacy to its students. Each fulltime student is required to be enrolled each semester in at least three (3) or more hours of Bible or courses specified as substitute courses for Bible until they have completed the required hours of religious literacy as outlined in their degree plan.

Required English Enrollment

Because of the importance of a quality English foundation, students who have not completed the required English courses must do so during the initial semesters of their enrollment. Students will not be allowed to withdraw from these courses. They may change their enrollment in these courses to "audit", but must attend these classes the entire semester.

Required Information Literacy Enrollment

It is SCU's desire for a student to succeed in college; therefore, the Information Literacy course is required of all traditional students. The student must enroll in the course the initial semester of his/her enrollment, or when next offered and receive a minimum of a "C" or retake the course.

American College Testing (ACT) Placement

One of the uses of the American College Testing (ACT) is for placement in the English and math courses. A student who scored 17 or below on the English testing will be required to enroll in developmental English. A student's score that is 17 or below on the mathematics testing will be required to enroll in a developmental math course. A student will receive credit for these courses, but they will in the total hours required for graduation.

Minimum Grade Requirement

In addition to the minimum GPA requirement for graduation, SCU students must attain a minimum grade of 2.0 ("C") in ENGL 1113, ENGL 1213, LIS 1001. Students whose grades in these courses are below 2.0 ("C") must repeat these courses at the earliest offering.

Students must earn a grade of "C" or better in any course within their major field of study. Failure to earn a minimum grade of "C" will require the student to repeat the course.

Students who are in degree programs under the Theology Department or Behavioral Sciences Department must also make at least a 2.0 ("C") in BIBL 1403 and BIBL 1413. Exceptions to this policy must be approved by the Dean of Academic Affairs. In a double major degree, a 2.50 GPA must be maintained in both majors throughout the last four semesters. Failure to maintain a 2.50 CGPA in the major will result in academic probation.

Academic probation will be typically for a period of one semester. A student cannot remain on probation for more than two semesters consecutively. Until probation is lifted, a student may not enroll in courses in that major, except to repeat a course that brought him/her below a 2.50 GPA.

All grades of "F" must be repeated.

Time Limit for Completing Individualized Study Courses

The desire of the University is to encourage students to complete individualized or directed study courses within a reasonable time frame.

- Students will be expected to complete each course within six months after enrollment in the course.
- If the course is not completed within the six-month period, an extension of 60 days is available upon payment of a \$50.00 fee. After the extension period, failure to complete the individualized study course will result in an "F" for the course, which will be recorded on the student's transcript.

Eligibility for Co-Curricular Activities

Students who participate in co-curricular activities must be enrolled full-time and in good standing in all phases of the program. Students on academic, disciplinary or chapel probation are ineligible for participation in co-curricular activities. Students placed on academic sanctions may also be ineligible for participation as determined by the Academic Council.

Any student with a semester grade point average (GPA) below 2.0 will not be eligible to participate in co-curricular activities and representative roles at the University the following semester. The Dean of Academic Affairs may allow limited participation in University-sponsored activities if deemed beneficial to the student.

NON-TRADITIONAL CREDIT

Advanced Standing Examination

SCU recognizes the advanced preparation some students have at admission. Up to 30 semester hours may be taken through advanced standing exams.

The University uses the College Level Examination Program (CLEP) to validate advanced standing credit in general education courses. Incoming freshmen who feel proficient in specific academic areas are encouraged to take CLEP exams. Credit may be earned by scoring 52 or above on an exam which corresponds with a general education course listed in the catalog. To CLEP English Grammar & Composition I, the student must score above the 76th percentile. The 88th percentile is required to CLEP both English Grammar & Composition I and II. It is preferred, however, that English Composition II be completed in a classroom setting.

Waiver

Waiver of required general education courses is granted to students who attain a standard score of 46 or above on the CLEP. In place of such courses waived by examination, the student is free to select other general education courses that are in harmony with both the student's and University's educational objectives.

Credit for Military Experience

Veterans who meet the requirements for admission will be allowed advanced standing to the extent that their experience in the armed forces is applicable to the regular curriculum they expect to follow in college. The Guide to the Evaluation of Educational Experience in the Armed Forces, issued by the American Council on Education, will be followed in evaluating the applicant's educational experiences for such advanced standing. A total of two hours of credit in physical education will be allowed for basic or boot camp training.

On-line Courses

SCU recognizes credit taken through the internet from regionally accredited institutions. Courses taken concurrently by students of SCU must have prior approval for transferability. Courses offered by SCU over the internet must be approved by the Dean of Academic Affairs prior to enrollment.

Credit for Correspondence or Individualized Study Courses

Up to 30 hours of credit earned by correspondence or Individualized Study Courses will be accepted when taken through colleges that maintain accredited extension departments. A student who is already enrolled at Southwestern must secure written approval from the Dean of Academic Affairs before enrolling for credit in a correspondence course.

Credit for Prior Learning

SCU recognizes that learning takes place outside the classroom. Academic credit may be given to students in the School of Professional Studies (ABLE) program who qualify for learning from life experience. Complete information may be obtained from the Dean of Academic Affairs.

BRIDGE PROGRAM

Description:

Students who are admitted to SCU with scores or background indicating that they are 'under prepared' for successful college level work in the area of Math, English, or Reading are enrolled in preparatory courses. The Bridge courses in Math, English, and Reading do not transfer to other institutions, but will count as 1 credit hour of 'electives' for future work at SCU. These classes are designed to address the deficiency and allow the student to advance into regular, full credit courses that transfer to other institutions.

SCU BRIDGE



The Bible test helps insure student success in their religious literacy core. "Introduction to the Bible" serves not be a 'remedial' course, but to address cultural gaps in Bible knowledge among new students and improve their success in a Christian liberal arts university.

Methodology:

The limited number of student admitted into the Bridge cohort will be under Probationary classification and progress subject to review. The Math, English and Reading courses, and attendant tutorial assistance offerings, are limited by staff, funds, and space to a maximum of 10 to 12 students in any one course. To assist in retention and student satisfaction, the courses will be offered for elective credit hours *if the student stays at SCU*. They will be non-transferable to other institutions. The classes will be taught by individuals with expertise and necessary academic qualifications in subject matter, adult education, or remedial education.

During the new student orientation, or "Week of Welcome (WOW)" the following will be used to finalize enrollment:

- *Writing essay (for students who did not submit one or who wish to be reviewed for admittance),
- Bible Knowledge test,
- Music/Performance auditions (Music majors must be accepted to the music program based on audition)
- Meeting with a faculty advisor

Courses in the Bridge Program Fall Into Two Categories:

Preparation Courses -

- ENGL 0203 – Developmental English
- READ 0103 – Developmental Reading & Comprehension Skills
- MATH 0203 – Basic Math

Student Success Courses –

- LIS 1001 – Information Literacy (Not a remedial but required of all new students)
- BIBL 1113 – Introduction to the Bible (Not a remedial but required of all students with score of 25 or below on basic Bible knowledge test).

Academic Admission Criteria : An 'underprepared student' at SCU

CRITERIA	ADMISSION REQUIREMENTS	ACADEMIC PROBATION ADMISSION	PROVISIONAL ADMISSION	BRIDGE PROGRAM
CGPA, HIGH SCHOOL	2.5	2.0 to 2.4	x	2.0 to 2.4 (none lower)
CHPA, COLLEGE	2.0	1.5 to 2.0	x	1.5 to 2.0 (none lower)
ACT TEST	19 with 6 min. on Writing	Individual Scores REQUIRING probation: English 11-17 Reading 11-17 Math 11-17 Science 11-17	X	Scores between 16 to 18: Require Bridge Courses Based on ACT Scores (Math, English, etc.) Scores Between 11-15: Require Bridge Courses Interview with the Academic Dean Nothing Below an 11 Accepted
SAT TEST	1360 with 450 min. on Writing		None lower	None lower
BIBLE LITERACY EXAM	Score 25 min. on Test		x	Place in Student Success Class: Intro to the Bible
ESSAY (AS REQUIRED)		Less than 6 on Writing portion will require an essay	x	
REQ. SCORES, TRANSCRIPTS, AND ACADEMIC DATA	Due by start of school, or by 8 th week of class max. ALL REQUIRED PAPERWORK Must be in place by end of first semester.		Student awaiting required documents may be accepted under "Provisional Acceptance" until all data required is received.	

GRADUATION INFORMATION

Requirements of a Specific Catalog

A student seeking a degree at SCU may complete all requirements for the degree according to the requirements specified in the catalog of the year in which he/she matriculates, or by the requirements of the current official catalog at the time of application for graduation. The catalog year shall be considered as beginning with the fall semester.

A student who interrupts his/her studies at the University for more than two consecutive semesters before completing his degree objective, and then returns, will be subject to the requirements set forth in the current catalog for that particular degree. To continue a program under a specific catalog, a student must take a minimum of six semester hours each semester and complete the degree within seven years of the time he/she first matriculates.

Southwestern Christian University reserves the right to make effective, during the course of a student's work toward a degree, any changes in curricula or graduation requirements which may be considered necessary for the general improvement of the University and/or degree.

Application for Graduation

Degrees are conferred annually during commencement exercises at the end of the spring semester. Students who plan to complete degree requirements and graduate from SCU must file a "Graduation Application" form at the time of registration for the fall semester of the senior year. This application will verify the name in which the diploma is to be conferred, the date the degree is expected and other pertinent data needed by the Registrar. All graduating students will be expected to be present and participate in the commencement ceremonies. Academic regalia must be ordered by the deadline established by the Registrar. Graduation applications are available in the Registrar's office. Information will be made available on the school website.

Students planning to participate in commencement exercises in the spring of the following year must consult with the Registrar and Dean of Academic Affairs during the spring of the junior year to ascertain the student's eligibility status for graduation and to plan the student's remaining class schedule. No student will be classified as a graduating senior or placed on the prospective graduation list until the graduation application has been completed, filed, fees paid, and consultations have taken place. Failure to comply with the stated requirements may result in the student being denied graduation. All degree requirements must be completed prior to participation in graduation ceremonies. The Dean of Academic Affairs, in exceptional cases, may allow a student to participate "pending" completion of the requirements. If the requirements are not met within one semester, additional requirements may be added.

A clearance check is completed by the Registrar in the spring of the senior year to ensure that all requirements are being completed and that financial accounts, library holds, and other obligations are clear. Students are ineligible to graduate if obligations to the University are not met.

Graduation Requirements

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

- A minimum 2.0 Cumulative Grade Point Average in work counted toward graduation. A minimum 2.50 CGPA for work in the major.
- A minimum of 52 hours of upper division courses for both BA and BS degrees and 40 hours of upper division courses for the BBA degree. 60% of courses in the major must be upper division.
- A Christian testimony consistent with Scripture and adherence to the SCU Lifestyle Covenant.
- Fulfillment of all contracts and obligations to the University.

- Completion of all curriculum requirements.
- At least 33 semester hours of resident work at SCU for Bachelor degrees or 15 semester hours of resident work for the Associate degree. A student who has completed 30-64 semester hours in residence at SCU must complete 15 of the last 33 hours in residence.
- Completion of Christian Service, practicum, and internship requirements in accordance with the program.
- Payment of all necessary graduation fees.
- "Graduation Application" form filed with Registrar's Office.

"Graduation in absentia" may be requested by students in extreme emergencies and circumstances. An appeal must be filed with the Dean of Academic Affairs by the end of the fall semester and will be heard by the Academic Council. Appeals may be granted after review, but are not automatically approved.

The Dean of Academic Affairs and/or Academic Council reserve the right to deny graduation to any student whose character development or Christian testimony is contrary to standards of the University or whose proficiency in the degree program is below acceptable academic standards. The student may not graduate while on academic, disciplinary or chapel probation. The student's final semester must reflect at least a 2.0 GPA.

Second Bachelor's Degree

A student may desire to earn more than one bachelor's degree. To be graduated with a second degree, the student must complete a minimum of thirty hours beyond the first bachelor's degree and must complete all the course requirements for the second degree. Any course previously credited may not count towards the fulfillment of the required additional 30 hours.

Transfer Standards

Students transferring from other institutions must complete a minimum of 30 semester hours in residence to qualify for graduation in SCU's baccalaureate programs. Twenty of the 30 hours must be in 3000 and 4000 level courses.

Graduation Honors

SCU honors its graduating students who have excelled academically. The following academic honors are bestowed on qualifying students:

Summa Cum Laude: A student whose cumulative grade point average is 3.90 or above will be graduated with the honor "*summa cum laude*".

Magna Cum Laude: A student whose cumulative grade point average is 3.70-3.89 will be graduated with the honor "*magna cum laude*".

Cum Laude: A student whose cumulative grade point average is 3.50-3.69 will be graduated with the honor "*cum laude*".

Academic Achievement Award

The Academic Achievement Award is presented each year to the graduating senior who has maintained the highest cumulative grade point average. Candidates for the award must have completed a minimum of 90 hours at SCU in consecutive semesters immediately prior to graduation.

President's and Dean's Honor Roll

At the end of each semester, the Registrar issues the President's Honor Roll and the Dean's Honor Roll in recognition of high academic achievement.

Students are eligible for the President's Honor Roll if they have completed a minimum of 12 hours during the semester with a grade point average of 4.0.

Students who have completed a minimum of 12 hours during the semester with a grade point average of 3.75 or above are eligible for the Dean's Honor Roll.

RELEASE OF TRANSCRIPTS

Transcripts will be issued upon written request by the student. No transcript of a student's credits will be furnished for a student whose records are incomplete or whose financial obligations to the University have not been met. Five (5) transcripts will be provided at no cost. Additional transcripts are **\$5.00** each for undergraduate and **\$10.00** for graduate. Transcripts of course work at SCU are available approximately four weeks after the completion of courses. Transcripts are issued within forty-eight hours of a written request. Students or alumni wishing expedited service will be charged **\$15.00** per copy.

