

## Undergraduate Academic Policies

Students are responsible to comply with the academic policies listed in this catalog. Unfamiliarity academic policy does not constitute a valid reason for failure to comply.

### Glossary

- Semester Hours-College courses are offered for one, two, three, or four semester hour credits. Traditionally delivered three-hour courses meet three hours per week for one full semester and typically require two hours of study or preparation time for each hour in class. Courses occurring in shorter terms or courses delivered through distance education formats are designed to provide learning opportunities that are equivalent to traditionally delivered courses.
- Course Load-Students usually take from 12 to 18 hours during a semester.
- Full-time/Part-Time-Undergraduate students enrolled for 12 semester hours or more in a term are considered full-time. Graduate students enrolled for six hours or more in a term are considered full-time.
- Grade Point Average (GPA)-GPA is figured by dividing total grade points by the number of hours attempted. Values assigned are, A=4, B=3, C=2, D=1, F=0 points.
- University Core-The university core is comprised of courses that are central to the college education.
- Academic Calendar-the official calendar that defines the start and end date for each term and communicates significant deadlines.
- Academic Year-The academic year is composed of three long terms, fall, spring, and summer. Each term is comprised of sessions of varying lengths, including 16 week traditional length terms and short sessions of varying lengths.

### Academic Integrity

Students must conduct themselves with honor and integrity. Refer to the student handbook code of academic integrity.

### Grading

Final grades are recorded by faculty and available to students at the end of each enrollment period through the student information system. Grades can only be changed by written authorization of the instructor and academic dean. Grade changes must be received in the office of the registrar within one long semester after the initial grade was given.

### Grade Appeals

Students appealing a grade must complete the following.

- First, discuss the grade in question with the instructor of the course
- If the issue is not resolved with the instructor, students may appeal to the chair of the department offering the course
- If there is still no resolution of the problem, students may appeal to the dean of the appropriate college
- Finally, students may appeal to the academic appeals committee

Grade appeals must be in writing and are only accepted within one semester after the grade was assigned. During the appeal, students and faculty will meet with the members of the committee to present their cases. Decisions of the academic appeals committee are final.

### Letter Grades

- A-Excellent, four grade points per hour
- B-Good, three grade points per hour
- C-Average, two grade points per hour
- D-Poor, one grade point per hour

The following designations are calculated at zero grade points per hour

- F-Failure, no credit, given for failure to meet standards for passing the course or for failing to meet university attendance requirements.
- IP-In Progress, given at the discretion of instructors if requested by the student. When an IP is granted, students have the next consecutive term the course. For example, students receiving an IP in the spring, must complete the

course before the end of the summer. If the course is not completed within the allotted time, the grade will be changed to F.

- N-Non-credit, indicates a student took a course and completed required work and tests, but requested no credit.
- O-Audit, indicates a student attended the class, but did not participate or complete required work.
- P -Indicates passing credit received without academic grades or grade points. A limited number of elective courses may be annotated with the grade of P.
- TR-Credit accepted from another university and credit by examination.
- W-Indicates a student has withdrawn or been dropped officially during the first 2/3 of the term.

## **Audit**

Students may audit one lecture class per term with the approval of the department chair. Courses delivered by distance education formats are not eligible for audit. Non degree seeking students, may audit courses provided the department chair approves and space is available. Auditors may be removed, if the space is needed for a student taking the course for credit. Students who audit a course are not eligible to take the same course for academic credit or seek credit for the same course through credit by exam. Students are not permitted to change a class from audit to credit or from credit to audit after the 11th class day of a semester or the 4th class day of a short term. Audit tuition is non-refundable.

## **Non-Credit**

Students enrolled in non-credit classes, attend classes, turn in assignments, confer with the instructor, and take tests, but the transcript will identify the course as taken for non-credit. Students are not permitted to change a class from non-credit to credit or from credit to non-credit after the 11th class day of a semester or the 4th class day of a short term. Non-credit tuition is non-refundable. Courses delivered by distance education formats are not eligible for non-credit.

## **Pass/Fail Grades**

Students with at least 30 semester hours, a grade point average of at least 2.0, and advisor permission, may elect to take one elective course each semester on a pass/fail basis. No more than 12 total hours may be taken pass/fail. Pass/fail forms are available in the office of the registrar. Consult the academic calendar to determine the period of time when pass/fail is an option.

## **Adds/Drops**

Students may change their course schedules, with advisor approval, before the end of the drop/add period. Students dropping or adding courses after the drop/add period expires will be charged a \$25 drop/add fee per course. Courses dropped during the drop/add period will not appear on the transcript. Courses dropped after the drop/add period, but before the last day to drop with a W, will be recorded on the transcript with a grade of W. Electing not to attend classes without dropping a class will result in a grade of F. Drop/add period dates are found on the academic calendar.

## **Withdrawals**

Students desiring to withdraw from the university must complete a withdrawal form. Withdrawal forms are available from the office of the registrar. The withdrawal process includes consulting with the office of financial assistance and the business office to determine financial implications. An appropriately executed withdrawal results in a W recorded on the transcript in lieu of a grade. In cases where a course was completed before a withdrawal, the earned grade is recorded. Students failing to complete the withdrawal process receive grades of F.

## **Late Enrollment**

Late registration is permitted during the late registration period. Enrollment after the late registration period must be approved by the academic dean.

## **Classifications**

- Freshman-completed 0-29 hours of college credit
- Sophomore-completed 30 hours of college credit
- Junior-completed 60 hours of college credit
- Senior-completed 90 hours of college credit
- Post-Baccalaureate-taking courses for credit leading toward a second degree or teacher certification after

- completion of a first degree
- Post-Graduate-taking courses for credit or noncredit after completing a baccalaureate degree

## Repeating Courses

Students wanting to raise their grade point average may repeat a course. Both grades will appear on the transcript, but the last grade received is used for the grade point average. Courses taken at other universities are not accepted to improve grade point averages.

## Course Loads

Regular student loads during a semester are 12-18 hours. Students who hold jobs or who scored in the lower quarter on their entrance examination are encouraged to enroll in fewer than 15 hours during their first college semester. Students on probation must take no more than 12 hours. Students who want to take more than 18 hours must have permission from the academic dean.

## Bible Requirements

Students must complete a general Bible requirement to earn a baccalaureate degree. Beginning freshmen must complete a 12 hour general Bible requirement. Full-time beginning undergraduates are required to take Bible their first two semesters and are not permitted to withdraw from Bible classes without permission of the dean of the college of biblical studies. Transfer student Bible requirements are the higher of 6 hours or 10% of the hours needed to complete a baccalaureate degree rounded to the nearest 3 hour increment. Transfer Bible majors must complete a 12 hour general Bible requirement.

## Chapel Attendance Requirements

Chapel attendance is mandatory for certain students. Refer to the student handbook for chapel attendance policy.

## Attendance

Students are responsible for material presented in or assigned for their courses, even when they are absent from class, and will be held accountable for such material in the determination of course grades. Faculty will not apply a more restrictive attendance policy than the one outlined below. Students who miss three, six, or nine class meetings in courses meeting once, twice, or three times per week, respectively, may, at the discretion of the professor, be dropped from the course with a grade of F. Students participating in authorized school related functions who miss more than 25% of the class meetings, may, at the discretion of the professor, be dropped from the course with a grade of F. Students will work with coaches, directors, and sponsors and their professors to keep track of their attendance and not miss more than the allotted class meetings. Students who enter the university after the starting date will accrue absences from the date the class began. Students may be required to make up any class work and/or assignments missed due to absences. Students whose absences were caused by personal illness, a death in the immediate family, or authorized participation in official school functions must be given an opportunity to rectify, in a manner acceptable to the professor, any deficiencies which may have resulted from such absences. For other reasons, professors determine whether students can rectify deficiencies. It is the responsibility of each student to inform the professor of the reason for an absence. If possible, the student should do so prior to the absence and if not, at the first attended class meeting. Students have the right to appeal dismissal using grade appeals processes outlined in the catalog. If students disrupt class, either by tardiness or by distracting noises or actions, they will be given an initial warning. Students may be dismissed from a class upon continuance of disruptive behavior, as determined by the instructor. Students have the right to appeal a class dismissal to their academic dean.

## Transfer Credit Policy

Coursework submitted for transfer credit will be evaluated for equivalency by the registrar. Only courses completed with a grade of C or higher will be considered for transfer credit. The course must be of appropriate level for the degree sought and be in a content area similar to the content area of the course offered. Teacher credentials must also be evaluated for credit earned at non-regionally accredited institutions. Although the university may offer transfer credit for a particular course, such acceptance does not guarantee that the course will satisfy the requirements of a particular degree program. Students desiring to appeal the results of an evaluation may do so, in writing, to the appropriate academic dean, whose decision is final.

## Academic Standards

Academic standing is based on the cumulative grade point average. Grade point averages are computed at the end of each

enrollment period. Students have the right to continue their studies at the university as long as they are making satisfactory progress toward a degree and complying with all other university standards.

### **Academic Probation**

Students who fall below the grade point average required for their accumulated hours will be placed on academic probation. Their status will be recorded on their transcript. While on academic probation students must do the following:

- Enroll in no more than 12 hours in a semester
- Adhere to the attendance policies
- Suspend participation in extracurricular activities
- Repeat course with grades of F

Students who wish to appeal any condition of this policy must submit a letter to the registrar explaining their extenuating circumstances. The registrar will forward the letter to the academic appeals committee. The academic appeals committee will review the circumstances and determine whether or not academic probation should be enforced. The decision of the academic appeals committee is final. At the end of a semester of probation, students who have not earned at least a 2.0 grade point average are placed on academic suspension.

### **Good Academic Standing**

Students are considered in good academic standing when all admission requirements have been met and they maintain a cumulative grade point average based upon the greater of cumulative total hours attempted or cumulative total hours.

- 2.00 for 0-89 hours
- 2.25 for 90 hours and above

### **Academic Suspension**

Students are placed on academic suspension for the following reasons.

- Failing all their courses in the fall or spring semesters
- Failing to achieve good academic standing after a semester on academic probation

The term academic suspension refers to a period of time when, for academic reasons, students may not enroll in classes at the university. Students on academic suspension may enroll if their circumstances meet one of the following guidelines.

- They have served a suspension period extending through one fall or spring semester
- Their suspension occurred at the end of the spring semester and they elected to attend summer school while on continued probation. With this option, students must enroll for a minimum of 6 hours. At the end of the summer, if they have earned the required cumulative grade point average, they will be eligible to enroll in the fall. If not, their suspension will continue until the end of the fall semester.

### **Academic Suspension Appeal Procedure**

To appeal a suspension, students must submit a letter to the registrar explaining any extenuating circumstances that may have contributed to the problems resulting in their suspension. This letter will be forwarded to the academic appeals committee, which will hear appeals during one of the regular committee meetings in August or January to determine whether any suspensions should be lifted or enforced. The decision of the academic appeals committee is final. Students desiring to enroll at the university after a third academic suspension must petition the academic appeals committee for reinstatement before enrolling. The committee will hear the appeal during the regular meeting dates in August and January. Students who are readmitted must meet with the committee to petition for reinstatement following any subsequent suspension. Students whose appeal is denied may not enroll again for undergraduate credit. Students appealing to enroll after a third academic suspension, who subsequently have their appeal denied by the committee, may appeal in writing to the provost. The decision of the provost is final.

### **Major Changes**

Students changing majors must complete a change of major form and submit to the office of the registrar. Changes of major must be approved by the student and the losing and gaining department.

## University Core Curriculum

The purpose of the university core is to prepare students with college-level competencies and values. Students completing the core curriculum will have a foundation in the humanities, social sciences, natural sciences, and mathematics. College-level competencies include the following:

- Critical thinking-clarify, analyze, evaluate, and extend argumentative reasoning;
- English usage/mechanics-use standard written English usage/mechanics;
- Essay skills-examine, develop and support a position;
- Quantitative reasoning-use quantitative reasoning to solve math problems;
- Reading comprehension-comprehend and derive meaning from text; and
- Scientific reasoning-understand scientific knowledge and reasoning.

See each degree program for specific core course requirements.

## University Core

(45 hours)

Bible (12 hours)

- BIB 1310 Introduction to the Old Testament
- BIB 1320 Introduction to the New Testament
- BIB 3305 Christian Heritage
- BIB 3310 Christian Life

Written and Oral Communication (9 hours)

- ENG 1301 Composition Studies
- ENG 1302 Composition and Literature
- COM 2340 Communication for the Professional

Human and Social Science (12 hours)

- 3 hours from PSY 1300 General Psychology or SOC 1300 General Sociology
- 3 hours from HIS
- 3 hours from ECO, FIN, GOV, or HIS
- ESS 1200 Personal Fitness and Wellness
- UNI 1170 University Seminar
- UNI 2000 University Skills

Natural and Physical Sciences (6 hours)

- MAT 1311 College Algebra
- 3 hours from BIO, CHE, NRC, or PHY

Cultural Awareness (6 hours)

- 6 hours from AFA, Fine Arts History, ENG, GOV, HIS, PHI, REL, FOL, or BIL

First-time beginning undergraduates must take UNI 1170 (University Seminar) during their first semester of attendance. Students transferring to the university with post-secondary transfer credit totaling 30 or more hours are exempt from UNI 1170 (University Seminar).

Transfer students must take a Bible courses at the university equal to 10% of the courses taken at the university but no fewer than 6 hours.

## Assessment of Academic Proficiency

Students must successfully complete UNI 2000 in the first semester after completing 60 semester hours. To enroll in UNI 2000, students must be in good academic standing and have completed or will concurrently complete the following courses.

- English 1301 and 1302

- History 2301
- ESS 1200
- MAT 1311 or a higher level course
- 6 hours of Bible or 3 hours if admitted with 30 or more credit hours
- 3 hours of Communication
- 3 hours of Science

Students failing to comply with this requirement will not enroll in upper level courses.

### **Texas Higher Education Assessment for Education Majors**

The Texas Higher Education Assessment exam is required for admission to the educator certification program. Students who plan to become teachers should consider taking the exam during their freshman year so they can be assured of having met the minimum score requirements on all sections of the exam prior to their application to the educator certification program. Please refer to the educator certification program section of this catalog for further information about the THEA and other educator certification requirements. THEA registration booklets are available in the testing office.

### **Requirements for Baccalaureate Degrees**

- Completion of 120 semester hours or more, depending on the prescribed requirements. At least 39 hours must be from upper level courses
- Achieve an overall GPA of at least 2.25
- Completion of at least 25% of the hours required for the degree from the university. Residency requirement must be completed after achieving senior status and at least 15 of the hours required for residency must be upper level
- Bachelor of Science in Nursing students must complete at least 25% of their hours at the university
- Completion of major courses with a GPA of at least 2.5
- At least 18 hours of the major must be from upper level courses
- Completion of course requirements and examinations specified by the major department and the university
- Completion of an application for graduation, submitted to the office of the registrar before the deadline
- Requirements for the degree must be completed within seven years of original enrollment at the university
- Students seeking a second baccalaureate degree must complete the requirements for both degrees and earn a minimum of 24 semester hours in addition to those required for the first degree

### **Requirements for Associate Degrees**

- Completion of 60 semester hours or more depending on the prescribed requirements
- Achieve an overall GPA of at least 2.25
- Complete at least 25% of hours required for the degree in residence
- Completion of course requirements and examinations specified by the major department and the university
- Completion of an application for graduation, submitted to the office of the registrar before the deadline
- Requirements for the degree must be completed within 7 years of original enrollment in the university

### **Requirements for Minors**

Minors are a cohesive set of courses selected to compliment a major or to explore areas of interest unrelated to a major. Students are not eligible to pursue minors in the same discipline as their majors. Completion of an approved application for a minor must be submitted to the office of the registrar before the deadline to apply for graduation.

- Completion of 18 semester hours or more from a specific area of study, 9 of which must be upper level
- No more than 12 transfer hours may be counted towards a minor
- Completion of minor courses with at least a 2.5 GPA

### **Graduation Commitment**

It is the responsibility of students to know their academic plan and to register for and complete courses that fulfill the academic plans. Degrees will be awarded only when students satisfactorily complete the conditions of their academic plans and meet all other requirements for earning a degree. Students must complete the application for graduation when registering for their last semester. Students have one year from the intended graduation date to complete the requirements. Students needing longer periods of time must secure dean approval.

## Graduating Catalog

Students are entitled to graduate under the curriculum of the catalog in effect at the time of their first completed semester of enrollment with the following exceptions.

- Students may not use a catalog older than seven years
- Students who interrupt their enrollment, for reasons other than involuntary military service, for more than one calendar year shall be covered by the catalog in effect at the time of the re-entry
- Students who change their major from one department to another within the university shall be governed by the degree requirements that are in effect at the time the change of major becomes effective

## Academic Honors and Awards

### President's List

Undergraduate students are named to the President's list when they complete at least 12 hours with a 4.0 grade point average and successfully complete any courses taken Pass/Fail. Students with incomplete grades are not eligible.

### Dean's List

Undergraduate students who complete at least 12 hours, achieve a 3.5-3.99 grade point average, and pass all courses taken Pass/Fail are named to the Dean's List. Students with incomplete grades are not eligible.

### Honor Graduates

At each graduation, students who have earned a cumulative grade point average on all college work of at least 3.5 receive the designation cum laude, students with at least a 3.65 average graduate magna cum laude, and those with a 3.8 or higher grade point average graduate summa cum laude. In determining who will graduate with honors, the university calculates all college grades for each graduate, including grades transferred to the university from other colleges.

The commencement program is printed prior to graduation and will reflect honors status achieved through the last semester completed prior to the graduation term. Final honors levels will reflect on the transcript and diploma.

### Honors Scholars

Honors students who successfully complete the honors program course requirements will graduate as honors scholars.

### Gold Medals

For the Trustees Award, the faculty selects the senior male and female students who best represent the ideals of the university. For the President's Award, the faculty selects the male and female students who evidence the greatest promise of spiritual service. The dean's award goes to the graduating student of each college with the highest grade point average. The student body and faculty choose Mister and Miss Lubbock Christian University, as representatives of the ideals of the university.

### Silver Medals

Silver medals are awarded to individuals who make outstanding contributions to the university.

### Bronze Medals

Each department has the option of awarding two bronze medals to outstanding students in their fields.