

Post-Graduate—taking courses for credit or noncredit after completing a baccalaureate degree
Graduate—taking courses to fulfill the requirements of a graduate degree

Repeating a Course

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

Course Load

The standard student load during a long enrollment period is 12-18 hours. Students who hold jobs or who rank in the lower quarter of the ACT examination are encouraged to take fewer than 15 hours during their first college semester. Students on probation must take no more than 14 hours. Students who want to take more than 18 hours must have permission from the dean of their college.

Special Courses

Course numbers ending in 99 are writing and research projects. Each course consists of special educational activities including directed readings, projects, research, and reports to enhance student knowledge and skill in a particular field. Course numbers ending in 52 are special topics and courses ending in 70 are seminar classes. Special topics courses include a variety of educational experiences, such as seminars, workshops, and institutes. Enrollment in special courses requires approval by the academic advisor.

Bible

Enrollment in a Bible course each semester is required for all full-time students during their freshman and sophomore years. Transfer students must take ten percent of their hours, but no less than two classes in Bible. Transfer students enrolled for as full-time students must take at least one Bible course each semester until they have completed the requirement. Beginning freshmen and initial transfer students are not permitted to drop their Bible class.

Chapel Attendance

Chapel attendance is mandatory. Please refer to the Student Handbook for chapel attendance policy.

Class Attendance

Students, whether present or absent, are responsible for material presented in or assigned for their courses, and will be held accountable for such material in the determination of course grades. Three, six, or nine absences in courses meeting once, twice, or three times per week, respectively, and absences for athletic or school-related participation exceeding 25% of the class meetings and/or laboratory sessions may, at the discretion of the professor, cause students to be dropped from the course with a grade of F. Absences for athletic or school-related participation are counted as any other absence. Students that enter the university after the starting date will accrue absences from the beginning class session. Students do have the right to appeal dismissal and should follow the appeals process set forth under Grade Appeals above. 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 will be given an opportunity to rectify, in a manner acceptable to the professor, any deficiencies which may have resulted from such absences. The professor has the prerogative of determining whether or not a student may rectify deficiencies occasioned by absences for other reasons. It is the responsibility of each student to inform the professor of the reason for an absence. Faculty will not apply a more restrictive attendance policy than the one outlined above. If students disrupt a 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 of appeal to the appropriate dean concerning the dismissal.

Transfer 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 appeal, 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.

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.

- 1.7 for 1-29 hours
- 1.9 for 30-59 hours
- 2.1 for 60-89 hours
- 2.25 for 90 hours and above

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 14 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.

Academic Suspension

Students are placed on academic suspension for the following reasons.

- Failing all their courses in any enrollment period
- 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 again, however, should 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 spring 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

institution must provide documentation of enrollment in a university graduate program and the approval of that university to enroll. Students admitted with non-degree seeking status are prohibited from earning more than 15 semester hours at that status, are not eligible for financial assistance, and must reapply for admission each enrollment period.

Readmission

Students who withdraw from Lubbock Christian University or stay out a full semester, but who later desire to return, must apply for readmission. Students must meet the requirements for admission described in the catalog current at the time of re-admission. Students who were suspended for academic deficiency may apply for readmission in the university after one enrollment period. The following offices must approve students applying for readmission—admissions, business, dean of campus life, financial assistance, and registrar.

Transfer Credit Policy

Applicants wishing to transfer graduate hours must meet unconditional admission requirements or submit a letter of appeal for conditional admission. Course credit submitted for transfer credit must be evaluated by the registrar. Graduate courses accepted for transfer credit must be of appropriate level and content and the student must have earned a grade of B or higher. Students wishing to appeal the registrar evaluation may appeal, in writing, to the appropriate dean, whose decision is final. Students may apply up to 12 transfer hours to 35-37 hour master degrees; 15 hours to the 48 or 49 hour degrees; and 39 hours for the 84 hour degree.

Good Academic Standing

Academic standing is based on the cumulative grade point average for the graduate work attempted at Lubbock Christian University. Grade point averages will be computed at the end of each semester. 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. A permanent transcript of academic work is maintained in the office of the registrar. Students may view their transcripts on the student information system or request copies on the university web site.

Academic Probation

Students must maintain a 3.0 cumulative GPA for graduate work at Lubbock Christian University. Students failing to do so will be placed on academic probation and have one enrollment period to raise their cumulative GPA to 3.0. Probationary status will be recorded on their transcripts.

Academic Suspension

Students placed on probation who fail to raise their cumulative GPA to 3.0 within one enrollment period will be placed on academic suspension and are prohibited from enrolling in graduate courses for one enrollment period. Students will also be placed on academic suspension by failing all courses in any enrollment period. The suspension status will be recorded on their transcripts. Students placed on academic suspension must re-apply for admission.

Academic Suspension Appeal Procedure

To appeal a suspension, students must submit a letter to the registrar explaining all extenuating circumstances. This letter will be forwarded to the graduate appeals committee. Students on suspension who wish to enroll for classes at another institution must have prior permission. Students desiring to re-enroll after a second academic suspension must petition the Provost in writing for reinstatement before enrolling in any additional graduate courses.

Program Policies

Some policies vary by program. What follows are policies common to all graduate studies programs. Please see the appropriate section of this catalog for these program specific policies.

Academic Integrity

As a Christ-centered institution of higher education, Lubbock Christian University expects its students to conduct themselves with a level of honor and integrity befitting members of a Christian learning community and in keeping with the university mission. To underscore the importance of academic honesty, all students will sign a Pledge of Academic Integrity as a part of the admission process. The full Code of Academic Integrity, including definitions related to academic integrity, disciplinary responses to academic dishonesty, and the appeals process are found in the Student Handbook.

Leveling

Graduate students are expected to demonstrate appropriate competencies in their academic discipline. While not a condition of admission, students must demonstrate these competencies by earning 18 upper level undergraduate hours in