

# Undergraduate Admission Standards

Lubbock Christian University is open to all persons regardless of race, color, gender, age, religion, national origin, or disabled condition who are otherwise eligible for admission as students. In all of the educational programs and activities of Lubbock Christian University, the students of the university are treated without discrimination in their participation. Beginning freshmen and transfer students must apply thirty days before the beginning of a semester or summer session. Applications received after this time will be admitted as space allows. The university may exercise due diligence and deny admission to otherwise qualified individuals who have a history that indicates their presence might endanger members of the university community. Further information can be obtained by calling 1-806-720-7151 or 1-800-933-7601. The Admissions FAX number is 1-806-720-7162. The undergraduate admissions e-mail address is [admissions@lcu.edu](mailto:admissions@lcu.edu).

## Unconditional Admission

Beginning freshmen

- Composite score of 18 or higher on the ACT or a total score of 860 or higher on the SAT critical reading and math sections
- Graduated from an accredited high school, completed a home school secondary curriculum, or passed the General Education Development (GED) with a minimum average score of 45 or higher

Transfer students with 15 or fewer hours of credit

- Composite score of 18 or higher on the ACT or a total score of 860 or higher on the SAT critical reading and math sections
- Graduated from an accredited high school, completed a home school secondary curriculum, or passed the GED with a minimum average of 45

Transfer students who have 16 or more hours of credit

- 1.70 or higher GPA for 1-29 hours
- 1.90 or higher GPA for 30-59 hours
- 2.10 or higher GPA for 60-89 hours
- 2.25 or higher GPA for 90+ hours

## Conditional Admission

Applicants whose academic records do not meet the standards for Unconditional Admission may, nevertheless, be admitted to the university under the following circumstances.

- Freshmen who scored between 15 and 17 on the ACT or 710-850 on the combined score for critical reading and math on the SAT.
- Transfer students with 15 or fewer hours of credit from an accredited college or university who scored between 15 and 17 on the ACT or 710-850 on the combined score of critical reading and math on the SAT.

Stipulations applying to the conditionally admitted students during the first semester of enrollment are as follows.

- Enroll in no more than 14 semester hours
- Must meet with their academic advisor at least twice during the semester
- Will not participate in extra-curricular activities

Violation of stipulations will be cause for dismissal. Students admitted conditionally will be removed from academic probation by achieving the cumulative grade point average required for good academic standing. Students who appealing conditions of this policy must submit a letter of appeal to the registrar who will forward the appeal to the appropriate committee. NAIA governs eligibility for student athletes. Conditionally admitted athletes are ineligible for athletics in the first semester. Student athletes may become eligible their second semester and should contact the athletic department for eligibility regulations.

## Special Admission

Students who do not meet requirements for unconditional or conditional admission may appeal in writing to the admissions committee for special admission. Students accepted by the admissions committee will be admitted on academic probation. Stipulations may be placed on students enrolled in the university by special admission. Students admitted with stipulations are required to sign a contract agreeing to those stipulations. Violation of the special admission contract by students entering the university will be cause for dismissal from Lubbock Christian University.

## Readmission

Students who withdraw from Lubbock Christian University or stay out a full semester, but then return to the university, must submit a new application for admission, a new health form, and a transcript from each school attended in the interim. Students who were suspended for academic deficiency may apply for readmission to the university after one long semester. The following offices must approve the applications of students applying for readmission: admissions, business, dean of campus life, financial assistance, and the office of the registrar.

## Temporary Admission

Students who are not seeking a degree may be admitted with a temporary status, but they are limited to nine hours of undergraduate work during an enrollment period. The student will be allowed to complete up to 12 hours of undergraduate work unless they are seeking a degree at another university. When students reach this 12 hour limit, they must apply for unconditional admission. Students applying for temporary admission must re-apply for each enrollment period.

## Concurrent Enrollment

The university has an agreement with Texas Tech University and with South Plains College that allows students enrolled in one institution to register concurrently in the other institution. Freshmen cannot concurrently register without permission from the appropriate academic dean. Texas Tech or South Plains College students seeking a concurrent course at Lubbock Christian University must apply through the Admissions Office. Students seeking concurrent enrollment at another institution must give prior notification to the registrar before applying.

## International Student Admission

The following items must be submitted to the admissions office before the university can issue an I-20 to international students.

- Completed application for admission
- Recent photograph
- Copy of passport
- Completed health form
- Immunization Record demonstrating required immunizations
- Transcripts—an international student must have an official English translation of transcripts for secondary school and university/college courses completed. Note: a student who has completed college level work in a foreign country is required to submit an academic evaluation done by a reputable educational consulting service. The admissions office will be glad to provide the necessary contact information upon request.
- Application Fee—nonrefundable fee of \$25
- Housing Advance—non-refundable \$100 housing advance is necessary to reserve campus housing.
- Foreign Student Deposit—deposit of \$700 is placed in an account in the student's name. If the student's account is paid in full when he or she leaves the university, this deposit is returned. The deposit may be used at the discretion of the university, however, to meet some emergency, to make it possible for a student to go home, or to pay off part of the last semester's account.
- Prepayment—each student must make a prepayment for the first semester's tuition, for various fees, and for room and board, if applicable. Payment must be made to the student account advisor in the Business Office.
- Verification of Source of Support: Satisfactory evidence of financial resources must be established, which includes a financial statement for the last six months and an affidavit of support
- TOEFL English Language Test—minimum composite score of 525 on the written version, or 196 on the computer-based test or a 71 on the internet-based test must be achieved for admission. A score of 5.5 or higher on the IELTS will be accepted in place of the TOEFL.
- Signed F-1 Status Contract
- Statement of Purpose—a personal essay describing their career goals and why they want to study at Lubbock Christian University
- Professional Recommendation—recommendation should come from a high school or college teacher or counselor
- Personal Recommendation—recommendation should come from a minister or some other professional who is well acquainted with the applicant

International students without previous college work will be required to take the ACT or SAT exam. International

students may be required to take English and math placement tests prior to registration to determine placement in those courses. International students assume complete responsibility for their health care expenses. Students are considered to be maintaining status if they are making acceptable progress toward the completion of a degree.

## International Students from English Speaking Countries

English-speaking applicants from native English-speaking countries, including Australia, New Zealand, South Africa, the British Caribbean Islands, Canada, Ireland, Israel, the United Kingdom, and Kenya are not required to submit TOEFL or IELTS scores. The TOEFL or IELTS requirement will be waived for students scoring 430 or above on the SAT Critical Reading test or 18 or above on the ACT English test.

## Cooperative Program with Lubbock Christian High School

High school students at LCHS may earn up to 20 semester hours of college credit at the university. For more information about this program and the courses being offered, students should contact the School Counselor, Lubbock Christian High School, 2604 Dover Ave., Lubbock, Texas, 79407, 806-796-8700.

## Advanced Credit Using the ACT

Lubbock Christian University will award college credit for an ACT score of 28 or higher in English or Mathematics. See the following credit-by-exam chart for specific details.

## Advanced Credit Using the SAT

Lubbock Christian University will award college credit for an SAT score of 670 or higher in Critical Reading or Mathematics. See the following credit-by-exam chart for specific details.

## Other Tests for Advanced Credit

Students may contact the Director of Testing to obtain further information regarding these tests:

- Advanced Placement (AP)–Examinations. Students who are enrolled in high school honors classes offering the advanced placement program should consult with their counselors about registering for the Advanced Placement examinations given in May each year. The university will award college credit for a minimum score of 3 on most AP exams. Refer to the Credit by Examination Table for specific credit information. No credit is given for the Latin AP exams.
- College Level Examination Program (CLEP)–The Testing Office offers CLEP testing by appointment each semester. CLEP tests are computer based, and students have the opportunity to take all CLEP tests that are offered by the College Entrance Examination Board (CEEB). Students may also take CLEP tests at any other testing center and request their scores be sent to Lubbock Christian University.
- End of Course (EOC) Examinations–Students who possess sufficient knowledge in an academic area and who wish to challenge a course for credit should contact the director of testing for information. Students may not take a challenge exam in a course that is creditable by CLEP. The university reserves the right to determine which courses may be challenged. Prerequisites for the course to be challenged must be met before testing will be approved. Regulations on credit by examination apply to end-of-course examinations.
- DSST–Organizational Management majors may obtain credit by taking the DSST tests relating to the work experiences that they have had.
- Armed Forces Credit–The university will grant credit for appropriate educational experience in the armed services as approved through the American Council for Education (ACE).

## Applicability of Advanced Credit to Degree Program

Students should consult with the appropriate department chair or dean about the applicability of CBE credits to their graduation requirements before taking the seeking credit.

## Miscellaneous Information on Advanced Credit

- The cost for each CLEP exam is \$112
- The cost for each end-of-course exam is \$330
- The cost for each DSST exam is \$120
- The maximum credit toward graduation that may be earned through CBE is 45 semester hours. The university reserves the right to evaluate tests for duplication and to define which courses are subject to CBE, the specific score required, and the credit to be given

- Course credit by examination may not be used to satisfy the residence requirement for a bachelor's degree
- Credit earned by CBE is marked TR on the transcript and will not count toward the computation of grade point averages. Lubbock Christian University cannot guarantee the transferability of any credit granted through CBE, although the university follows the normal practice of most colleges in granting such credit
- Students must wait six months or longer before repeating an examination
- CBE will not be granted if the course is a prerequisite or is not as academically advanced as a course already completed
- CBE will not be granted if students were enrolled on or beyond the 13th university class day of a long semester or on or beyond the 4th university class day of a short semester in the course in which they are attempting to earn credit by examination
- CBE will not be granted if students have previously taken the course or subject matter at any college

## Minimum Scores Required to Earn Advanced Credit

ACT–American College Testing Program–Exam is taken prior to admission to the university. Official scores from ACT are required to award credit.

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
Math	28	MAT 1311	College Algebra	3
English	28	ENG 1301	Composition Studies	3

SAT for scores earned after February 2005–Scholastic Aptitude Test–Exam is taken prior to admission to the university. Official scores from SAT are required to award credit.

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
Math	670	MAT 1311	College Algebra	3
Critical Reading	670	ENG 1301	Composition Studies	3

AP–Advanced Placement Program–College Entrance Examination Board: Courses and exams are taken in high school. Official transcripts are required from CEEB to award credit.

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
Art History	3	ART 2307 or ART 2308	Survey of Art History I or II	3
Biology	3	BIO 141	General Biology I	4
	4,5	BIO 141, 142	General Biology I and II	8
Calculus AB	3	MAT 1402	Calculus I	4
Calculus BC	3	MAT 1402	Calculus I	4
	4	MAT 1402, MAT 1403	Calculus I and II	8
Chemistry	3	CHE 1307, 1107	General Chem I and Lab	4
	4,5	CHE 1307, 1107, CHE 1308, 1108	General Chem I and II and Labs	8
Computer Science A	3	IST 2311 or IST 3324	C++1 or Java	3
Computer Science AB	3	IST 2311, 3324	C++1 and Java	6
Economics, Macro	3	ECO 2301	Macroeconomics	3
Economics, Micro	3	ECO 2302	Microeconomics	3
English Language and Composition	3	ENG 1301	Composition Studies	3
English Literature and Composition	3	ENG 1301	Composition Studies	3
	4,5	ENG 1301, 1302	Composition Studies	6
Environmental Science	3	NRC 131	Man and His Environment	3
European History	3	HIST 2311	European History 1450-Present	3
	4	HIST 2311, 2312	European History 1450-Present, History elective	6
French Language	3	FREN 141, 142	Beginning French I and II	8
French Literature	3	FREN 231	Intro to French Literature	3
	4	FREN 231, 232	Intro to French Literature, French Literature II	6
German Language	3	GERM 141, 142	Beginning German I and II	8
Government and Politics	3	POLS 1301	Survey of World Governments	3
Comparative Govt and				

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
Politics, U. S.	3	GOV 2301	National Government	3
Human Geography	3	GEG 1303	Beginning Human Geography	3
Italian Language and Culture	3	ITAL 141, 142	Beginning Italian I and II	8
Latin Literature	3	LAT 231	Intro Latin Literature	3
	4	LAT 231, 232	Intro Latin Literature, Latin Literature II	6 6
Latin: Virgil	3	LAT 131, 132	Beginning Latin I and II	6
Music Theory	3	MUS 1305, 1105	Elementary Music Theory I and Lab	4
Physics B	3	PHY 1303, 1103	General Physics I and Lab	4
Physics B	4,5	PHY 1303, 1103, PHY 1304, 1104	General Physics I and and II and Labs	8
Physics C–Electricity and Magnetism; Mechanics	3	PHY 2301, 2101	Engineering Physics I and II and Labs	4
Physics C–Electricity and Magnetism; Mechanics	3	PHY 2301, 2101	Engineering Physics I and	4
	4,5	PHY 2301, 2101, PHY 2302, 2102	Engineering Physics I and II and Labs	8
Psychology	3	PSY 1300	General Psychology	3
	4,5	PSY 1300, PSY 2310	General Psychology, Lifespan Human Development	6
Spanish Language	3,4	FOL 1401, 1402	Beginning Spanish I and II	8
	5	FOL 1401, 1402 FOL 2301	Beginning Spanish I and II, Intermediate Spanish I	11
Spanish Literature	3	FOL 3301	Intro to Spanish American Life and Literature	3
	4	FOL 3301, 3302	Intro to Spanish American Life and Literature; Intro to Spanish Life and Literature	6
Statistics	3	BUA 2310	Business Statistics	3
Studio Art: 2-D Design	3	ART 1305	Foundations of Design	3
Studio Art: 3-D Design	3	ART 2305	Explorations in Media	3
Studio Art: Drawing	3	ART 1303	Drawing I	3
U.S. History	3	HIS 2301	History of the United States I	3
	4	HIS 2301, 2302	History of the United States I and II	6
World History	3	HIS 1316	World History and Geography II	3

CLEP–College Level Examination Program–College Entrance Examination Board: Exams may be taken at any university. Official transcript from CEEB are required to award CLEP credit.

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
American Government	55	GOV 2301	National Government	3
American Literature	53	ENG 2326	American Literature	3
	58	ENG 2326, 2327	American Literature II	6
Analyzing and Interpreting Literature	52	ENG 2329	Analyzing/Interpreting Lit	3
	55	ENG 2329, 2330	Analyzing/Interpreting Lit II	6
Biology	54	BIO 141	General Biology I	4
Calculus	56	MAT 2487	Calculus	4
Chemistry	56	CHE 1307, 1107	General Chemistry I and Lab	4
	65	CHE 1307, 1107, 1308, 1108	General Chemistry I and II and Labs I and II	8
College Algebra	53	MAT 1311	College Algebra	3
College Mathematics	55	MAT 1310	College Mathematics	3
English Literature	52	ENG 2389	English Literature	3
French Language	53	FREN 141	Beginning French I	4

EXAM	REQUIRED SCORE	EQUIVALENT COURSE	COURSE TITLE	CREDIT
	56	FREN 141, 142	Beginning French II	8
	64	FREN 141, 142, 231	Intro to French Literature	11
	66	FREN 141, 142, 231, 232	French Literature II	14
Freshman College	55	ENG 1301	Composition Studies	3
Composition	63	ENG 1301,1302	Composition Studies, Composition and Literature	6
German Language	54	GERM 141	Beginning German I	4
	55	GERM 141, 142	Beginning German II	8
	60	GERM 141, 142, 231	German Literature I	11
German Language	66	GERM 141, 142, 321, 232	German Literature II	14
History of the United States I	54	HIS 2301	History of the United States I	3
History of the United States II	55	HIS 2302	History of the United States II	3
Human Growth and Development	56	PSY 2310	Lifespan Human Development	3
Humanities	53	AFA 231	Intro to Fine Arts I	3
Humanities	56	AFA 231, 232	Intro to Fine Arts II	6
Intro to Educational Psychology	54	PSY 272	Educational Psychology	3
Introductory Business Law	56	BUS 2301	Business Law	3
Introductory Psychology	53	PSY 1300	General Psychology	3
Introductory Sociology	55	SOC 1300	General Sociology	3
Natural Sciences	53	SCI 141	Natural Science	4
	57	SCI 142	Natural Science II	8
Precalculus	56	MAT 1313	Precalculus	3
Prin of Financial Accounting	52	ACC 2301	Principles of Accounting I	3
	56	ACC 2301, 2302	Prin of Accounting I and II	6
Principles of Macroeconomics	53	ECO 2301	Macroeconomics	3
Principles of Management	54	BUA 233	Organization and Management	3
Principles of Marketing	56	BUA 234	Principles of Marketing	3
Principles of Microeconomics	53	ECO 2302	Microeconomics	3
Social Sciences and History	55	SOC 231 or 232	Social Science and History or Sociology of Bureaucracy	3
	58	SOC 231, 232	Both above courses	6
Spanish Language	53	FOL 1401	Beginning Spanish I	4
	56	FOL 1401, 1402	Beginning Spanish II	8
	67	FOL 1401, 1402, 2301	Intermediate Spanish I	11
	70	FOL 1401, 1402, 2301, 2302	Intermediate Spanish II	14
Western Civilization I	54	HIST 141	Western Civilization I	3
Western Civilization II	54	HIST 142	Western Civilization II	3

IB–International Baccalaureate: An IB diploma or certificate must be awarded from an IB member school. Official transcripts from IBO are required to receive credit.

C: certificate awarded, D: diploma awarded, S: standard level, H: higher level

EXAM	4(D)	CREDIT	5 (CH/DSH)	CREDIT	6/7 (CH/DSH)	CREDIT
Biology	BIO 141	4	BIO 141	4	BIO 141	4
Chemistry	CHE 1307	3	CHE 1307	3	CHE 1307	3
Computer Science	IST 1350	3	IST 1350, 131	6	IST 1350, 131	6
Design Engineering	EGR 131	3	EGR 131, 132	6	EGR 131, 132	6
Economics	ECO 2301	3	ECO 2301, 2302	6	ECO 2301, 2302	6
English A1	ENG 1301	3	ENG 1301, 1302	6	ENG 1301, 1302	6
Environmental Systems	NRC 2300	3	NRC 2300, 2301	6	NRC 2300, 2301	6
French B	FOL 141	4	FOL 141, 231	7	FOL 141, 231	7

EXAM	4(D)	CREDIT	5 (CH/DSH)	CREDIT	6/7 (CH/DSH)	CREDIT
French A1 or A2	FOL 231	3	FOL 231, 232	6	FOL 231, 232	6
Geography	GEG 2300	3	GEG 1301, 2300	6	GEG 1301, 2300	6
German B	FOL 141	4	FOL 141, 231	7	FOL 141, 231	7
German A1 or A2	FOL 232	3	FOL 231, 232	6	FOL 231, 232	6
History, all regions	HIS 1315	3	HIS 1315, 1316	6	HIS 1315, 1316	6
History, Africa	HIS 137	3	HIS 137, 237	6	HIS 137, 237	6
History, Americas	HIS 132	3	HIS 132, 232	6	HIS 132, 232	6
History, E and SE Asia	HIS 138	3	HIS 138, 238	6	HIS 138, 238	6
History, Europe	HIS 136	3	HIS 136, 236	6	HIS 136, 236	6
History, W and S Asia	HIS 139	3	HIS 139, 139	6	HIS 139, 239	6
Latin	LAT 131	3	LAT 131, 132	6	LAT 131, 132	6
Mathematics	MAT 1313	3	MAT 1315, 1316	6	MAT 1313, 1402	7
Mathematics–Methods	MAT 1311	3	MAT 1311, 1313	6	MAT 1311, 1313	6
Mathematics–Studies	MAT 1310	3	MAT 1310, 1311	6	MAT 1310, 1311	6
Music	MUS 1301	3	MUS 1301, 1305	6	MUS 1301, 1305	6
Philosophy	PHI 2304	3	PHI 2304	3	PHI 2304	3
Physics	PHY 1303	3	PHY 1103, 1303	4	PHY 1103, 1303	4
Psychology	PSY 1300	3	PSY 1300, 132	6	PSY 1300, 132	6
Russian B	RUSN 141	4	RUSN 141, 2301	7	RUSN 141, 2301	7
Russian A1 or A2	RUSN 2301	3	RUSN 2301, 2302	6	RUSN 2301, 2302	6
Social Anthropology	ANTH 236	3	ANTH 236, 237	6	ANTH 236, 237	6
Spanish B	FOL 1402	4	FOL 1402, 2301	7	FOL 1402, 2301	7
Spanish A1 or A2	FOL 2301	3	FOL 2301, 2302	6	FOL 2301, 2302	6
Theater Arts	THA 131	3	THA 131, 132	6	THA 131, 132	6
Visual Arts Design	ART 1303	3	ART 1303, 1352	6	ART 1303, 1352	6
Visual Arts History	ART 2307	3	ART 2307, 2308	6	ART 2307, 2308	6



# Graduate Studies

## Admission and Academic Policies

Each student registered at Lubbock Christian University is responsible for knowing the academic regulations of the university catalog. Unfamiliarity with these regulations does not constitute a valid reason for failure to fulfill them. If there are questions, students should ask their major advisors, the registrar, or a dean of the university.

### Application Process

Applications for admission to Graduate Studies at Lubbock Christian University are available on the university web site at [www.lcu.edu](http://www.lcu.edu), in the Graduate Studies Office, the Admissions Office, or in each office housing a graduate program. Applications for admission, application fees, official transcripts from the colleges or universities awarding applicants their baccalaureate degrees, official transcripts from institutions where applicants have attempted or earned graduate credit, official reports of GRE or MAT scores, and required references must be submitted to the Graduate Studies Office 30 days prior to the beginning of the appropriate enrollment period to ensure adequate time for consideration of each application. Applications received after this time will be processed as time and space allow. After the Graduate Studies Office receives applications for admission, the applicants will be notified that their applications have been received. After each application is processed and all required documents are received, the applicants will be notified of their admission status. For further information regarding the application process, please contact the Graduate Studies Office, 800-933-7601, 806-720-7599, or [graduatestudies@lcu.edu](mailto:graduatestudies@lcu.edu). Lubbock Christian University is open to all persons regardless of race, color, gender, age, religion, national origin, or disability who are otherwise eligible for admission as students. In all of the education programs and activities of Lubbock Christian University, the students of the university are treated without discrimination in their participation. The university may exercise due diligence and deny admission to otherwise qualified individuals who have a history that indicates that their presence might endanger members of the university community.

### Admissions Standards

#### Unconditional Admission

Applicants must meet all of the following requirements for unconditional admission.

- An earned bachelor's degree from a regionally accredited institution of higher education
- A GPA of at least 3.0 in the last 60 hours of undergraduate studies or a cumulative GPA of at least 3.0 in twelve or more graduate hours in a discipline relevant to the graduate program for which the applicant is seeking admission.
- A total score of at least 800 on the Graduate Record Examination (GRE) or an equivalent score on the Miller Analogy Test (MAT) or WritePlacer Plus Exam, score of 9 or above on a scale of 1-12. Other university approved/nationally recognized aptitude tests must meet the equivalent score of an 800 on the GRE.

Other admission requirements

- Behavioral Science—professional resume and personal interview
- Nursing—official transcript from a nursing school and evidence of licensure as a registered nurse
- Education—one academic and one personal reference

#### Conditional Admission

Applicants who do not meet unconditional admission standards may be granted conditional admission. Applicants desiring conditional admission must submit a letter of appeal to the Graduate Studies Office in order to initiate the appeals process. If admitted conditionally, the student enters the university on academic probation. Students with less than a 3.0 cumulative GPA at the end of the first enrollment period will be suspended from the university.

#### Admission for Undergraduate Students

Undergraduate students who are within 12 hours of earning a bachelor's degree and meet all other unconditional graduate admission requirements may be granted graduate conditional admission by the appropriate program director and dean. Students are prohibited from enrolling in more than 15 hours of combined graduate and undergraduate hours and no more than 3 graduate hours during the undergraduate or graduate enrollment period. Students will be considered undergraduates until the bachelor's degree is conferred and will be charged the undergraduate tuition and fees.

#### Non-Degree Seeking Admission

Individuals may apply for non-degree seeking status if desiring to transfer earned graduate hours to another institution or to pursue a certificate program offered by Lubbock Christian University. Those wishing to transfer graduate hours to another

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

an academic discipline appropriate to the graduate degree or enroll in graduate courses that address these competencies. Therefore, students who lack all or part of the 18 upper level undergraduate hours in a field of study appropriate to the graduate degree at the time of admission must complete the required undergraduate hours as approved by the advisor or complete a graduate degree that is composed of as many as 48 hours.

## Grading System

Student grades in become official records of the university and are filed in the office of the registrar. A grade can be corrected or changed with the written authorization of the teacher of record and the academic dean. A statement explaining the reason for the correction or change must accompany the written authorization. This grade change must be received in the office of the registrar within one enrollment period after the initial grade was given. Faculty will report grades by letter without the modification of either plus or minus. Final grades are available to students at the end of each enrollment period through the student information system. Students desiring a written copy of their grades must complete the proper form in the office of the registrar.

## Grade Appeals

After final grades for an enrollment period are entered, students may appeal a grade within two weeks into the following enrollment period. The procedure for appealing a grade is as follows.

- Students may visit with the teacher of the course to learn how the grade was determined.\*
- If a disagreement still exists, the student may submit a written request to the Dean within two weeks from the date of meeting with the teacher. The Dean will arrange a meeting with the director and/or chair of the program, teacher, and student.
- If the disagreement continues, the student may submit a letter to the Provost requesting a formal appeal of the grade within two weeks of the meeting arranged by the Dean. The Provost will convene the Graduate Council.
- The Graduate Council will set a time to hear from both the student and the teacher individually concerning the grade dispute. The hearing will take place no later than 30 days from the date of the letter requesting a formal appeal. Legal counsel will not be permitted during the appeal process.
- A formal appeal is only available to determine whether the grade was determined in a fair and appropriate manner. Absence a finding of clerical error, prejudice, or capriciousness, grades will remain in place. The Graduate Council will not re-evaluate assignments in question.
- The Graduate Council will consider all issues; however, the council will presume the grade was determined in a fair and appropriate manner and is correct. The burden rests with the student to show the grade was unfairly determined. A final determination will be made by the Graduate Council as to whether the grade will be changed.
- Accommodations for distance learners will be established on a case by case basis.

## 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 are calculated at zero grade points per hour.

F—Failure, no credit

Given any time students are dropped by their instructors

Given when students do not meet attendance requirements or do not officially withdraw from the course

N—Non-credit, indicates students took a course and completed all required work and tests, but requested no credit

O—Audit, indicates students attended a lecture class, but did not participate or complete the work required

PR— In Progress, given at the discretion of the instructor if requested by the student. It is the responsibility of students to see that a PR is removed. A PR cannot be permanently left on a transcript. Students have one enrollment period to remove the PR grade, but with instructor permission, they may extend on a semester-by-semester basis. When a PR is not removed at the end of one year, the office of the registrar must change the grade to F.

TR— Credit by examination or credit accepted from another university

W—Withdrew, indicates students have withdrawn or been dropped officially during the first ten weeks of a long semester.

For summer sessions, the registrar allows for a time period equal to about 60% of the session. See academic calendar for specific dates.

## Grade Point Average

The GPA is a system for assigning a numerical average to student grade averages. Under this system, A is 4, B is 3, C is 2, D is 1, and F is 0 points. If students earn an A in a three-hour course, 12 grade points are earned (4 points multiplied by 3 hours equals 12). The grade points from each course are totaled and then divided by the number of hours attempted. A grade point average of 3.0 on a 4.0 scale must be maintained in all courses attempted for graduate credit. In addition, a grade of less than a C will not be recognized for graduate credit. No grade of C will be transferred into a graduate program.

## Class Changes

Students who enroll in classes during advance registration may change their class schedules before the first day of class. Class changes consist of adding classes, dropping classes, or canceling all classes. Students who want to cancel their classes must contact the registrar prior to the first day of class. On the first day of class all regular rules for schedule changes apply. Schedule changes for normal registration will be permitted only for due cause and must be completed within a time period designated the Drop/Add period. The academic advisor must approve all changes. Courses dropped during the first five days of each enrollment period will not appear on the transcript. Courses dropped between the second and tenth week of class, inclusive, will be recorded as a W. Courses may not be dropped after the tenth week of class. The Drop/Add time period is published in each enrollment period class schedule. For summer school and JanMester, a day equals a week. To drop a class, students must submit a signed request to change schedule form to the registrar. Electing not to remain in a class without following the proper procedures for dropping it will result in a grade of F.

## Withdrawal from the University

Students who find it necessary to withdraw from all of their courses must report to the office of the registrar by the last date to drop with a W found in the academic calendar. Students are required to complete the Student Withdrawal Policy and Procedure form. Upon completion of the withdrawal process, the grade of W will be recorded in keeping with the regulations set forth in the section on Letter Grades. Students who fail to properly complete the withdrawal process will have the grade of F recorded for each class and will be billed for the entire enrollment period. Exceptions to the policy must be approved by the office of the registrar.

## Late Enrollment

Any student registering after the formal registration period is completed will be assessed a late charge. No enrollments will be accepted after the late registration period without permission of the dean of the appropriate college. Students can contact the office of the registrar for the late registration schedule.

## Repeating a Course

Students wishing to raise their GPA may repeat a course at Lubbock Christian University in which they have a low grade. Both grades will appear on the permanent record, but the last grade received is the one that will count in the GPA. Students must repeat the course at Lubbock Christian University and inform the office of the registrar at the time of registration that they are repeating a course.

## Special Course Designations

Course numbers ending in 99 are set-aside in every department of the university as 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. The transcript record will carry the title of the writings and research project. These courses are available to all students but require prior approval by the appropriate academic advisor for degree purposes. Course numbers ending in 52 and 70 are set aside in every department of the university as special topics and seminar classes. Each course consists of seminars, workshops, institutes, and other special courses. The transcript record will carry the title of the special topics and seminar courses. These course numbers may be repeated for academic credit.

## Class Attendance

When students enroll in the university, they agree to observe the regulations governing attendance. Students are to attend their classes regularly and punctually. The process of education gives students many practical opportunities for self-management. One of the most regular and exacting functions of an education is regular class attendance. Failure to attend classes regularly will result in loss of interest, poor quality of work, and possible failure. The university, therefore, considers class attendance to be an index of student interest and citizenship. If students should disrupt a class, either by tardiness or by distracting actions or noises, they will be given an initial warning. Students may be dismissed from the class upon continuance of disruptive behavior. Students do have the right to appeal to an academic dean concerning the dismissal.

## Class Absences

Graduate program absences must be explained to the satisfaction of instructors who will decide whether omitted work will be allowed or accepted.

## Graduation Requirements

Graduate students may receive a degree upon satisfying the requirements of the catalog in effect at the time the students entered Lubbock Christian University, or those of any subsequent catalog edition provided that degree requirements are completed within the allotted time provided by that catalog. The degree requirements must be from one catalog.

## Application for Degree

An application for graduation must be completed when registering for the last semester/term of graduate courses prior to completion of degree requirements. The application form can be obtained from the office of Graduate Studies. Appropriate fees must be paid prior to graduation. All students are expected to participate in graduation ceremonies.

## Comprehensive Examination/Portfolio Requirements

All candidates for the master's degree must pass a written comprehensive examination and/or complete a portfolio assignment prior to graduation. This examination may be taken during the last semester/term of course work, but it must be taken no later than thirty days following the completion of required course work. The specific examination will be prepared under the guidance of the advisor who will consult the members of the graduate faculty teaching in the discipline. At least two members of the graduate faculty will grade the written examination. Students who fail the examination may retake the examination and/or meet other stipulations established by the graduate faculty. Permission to take the comprehensive examination a third time must have the written permission of the advisor and the dean of the college.

## Time Limit

Work on graduate degrees must be completed within a period of six years following initial enrollment in graduate courses; however, the Master of Science in Christian Ministry must be completed within eight years and the Master of Divinity must be completed within twelve years. The dean of the appropriate college must approve exceptions to the time limit policy.

## Second Master's Degree in the Same Discipline

Students are not permitted to pursue two master's degrees concurrently. However, students holding a master's degree from the university may apply a portion of the hours from their first master's degree to the second master's degree. These hours must directly apply to the second master's degree and be approved by the advisor. The maximum number of hours applicable to the second master's degree varies by program. In all 35-37 hour master's programs, 9-12 hours may be applied to the second degree. In the 49 hour Master's in Counseling program, 15 hours may be applied. In the 48-hour Master of Science in Christian Ministry program, 15 hours may be applied. In the 84-hour Masters of Divinity program, 24 hours may be applied.

## Graduate Advisors

Upon acceptance to the graduate program, students are referred to a graduate program adviser for assistance in planning their programs, in registration, and in monitoring their progress. Although the students are personally responsible for meeting catalog requirements for degree planning and completion, the adviser is available for assistance and advising.

## Graduate Degree Plan

Students who are admitted to the graduate program must have an approved degree plan prior to the second registration.