

P. 2 under Holidays, change Good Friday/Easter to March 29.

P. 2-6 Add Graduate Commencement for Fall Semester on December 14; Add Graduate Commencement for Spring Semester on May 3.

P. 11 under Withdrawal, change wording to:

Students desiring to drop all of their courses must complete a withdrawal form by the last day to drop with a W. Withdrawal forms are available from the office of the registrar. Official withdrawal results in a W recorded on the transcript for courses in session on the date of withdrawal. In cases where a course was completed before a withdrawal, the earned grade is recorded. Students desiring to withdraw after the last day to drop with a W must have an extenuating circumstance, such as military call up or deployment, or personal medical emergency.

P. 15 Under requirements for associate degree, change third bullet to say, "Complete at least 25% of hours require for graduation in residence."

P. 15 Under requirements for baccalaureate degree, change first sentence in third bullet to say, "Completion of at least 25% of the hours required for graduation from the university." Change fourth bullet to say, "Bachelor of Science in Nursing students must complete at least 25% of their hours at the university."

P. 26-29 Remove content and replace with:

Undergraduate Financial Assistance

Types of Financial Assistance

- Financial assistance falls under three general categories
- Grants and scholarships—free money that does not require repayment
- Educational loans—money that must be repaid
- Student employment—money that must be earned

Grants

Grants are available from the State of Texas or the federal government to students who demonstrate financial need and who otherwise qualify. Grants do not have to be repaid.

Scholarships

Academic Scholarships

Students may qualify to receive institutional or funded scholarships based on their academic performance. For beginning students, their academic achievement is determined by their scores on the ACT composite score or the total of the SAT critical reading and math scores. For returning or transferring students, their cumulative GPA determines academic achievement. In order to keep an academic scholarship, students must maintain the minimum required GPA. Scholarships will be lost or reduced for students achieving a GPA below the minimum. Any student receiving an institutional scholarship must be enrolled for at least 12 hours per semester or the entire scholarship will be canceled.

Athletic Scholarships

Scholarships in men's basketball, baseball, golf, soccer, and cross country and in women's volleyball, basketball, golf, cross country, soccer, and softball are offered. For information about athletic scholarships, contact the coach.

Externally Funded Scholarships

Scholarships from non-university sources must be reported to financial assistance.

Discounts

Discounts cannot be combined with academic scholarships during the same semester.

Institutional Aid

In order to keep institutional scholarships or discounts, students must maintain a required GPA. Scholarships and discounts will be lost or reduced for students achieving a GPA below the minimum. Students enrolled in online programs are not eligible for institutionally funded aid.

Loans

Loans are based on the financial need of the student and the availability of funds from the federal government, lending institutions, and other organizations. Loans must be repaid upon graduation or when students leave the university. Although most loans are made directly to students, some loans are made to parents of dependent students.

Federal Work Study

The purpose of the federal work study program is to provide jobs for students who have financial need and who wish to earn part of their educational expenses. When federal work study eligibility is awarded, the amount awarded is a maximum amount that can be earned in federal work study employment. Students who are qualified for the federal work study program must seek and secure the job, coordinate their working hours, and work the hours necessary to earn their federal work study allocation. Federal work study students must complete an I-9, W-4, and a work contract before beginning work on campus. To complete the I-9, students must be able to establish their identity and eligibility to work. Students working in the federal work study program earn the federal minimum wage and are paid monthly. Students may not work more than 20 hours per week on the federal work study program. Students may choose to have a portion of their earnings credited to their account. Students must be enrolled in at least 6 hours per semester to be eligible to earn any funds from this program.

Financial Assistance Awarding Procedures

In order to be considered for financial assistance, students must first apply for financial assistance. Financial assistance will only be disbursed when the financial assistance folder is complete, including each document requested by the financial assistance, admissions, and registrar offices. Student accounts are credited at the beginning of each enrollment period. State grant funds will not be credited until they are approved by the State of Texas, usually after September 1 for the fall semester, but later than the semester start date. Awards will be based on the number of hours for which a student is enrolled at the beginning of the enrollment period and the awards will be modified if the enrollment status changes.

Deadlines

New students must have their financial assistance applications and files completed and in financial assistance by June 1. Returning student files must be complete and in financial assistance by May 15. Applications will be processed after that date only if funds are still available. Students applying for summer assistance must have their financial assistance files complete by May 1.

Class Drop

Students are awarded financial assistance based upon the number of hours in which they are enrolled. Students are considered full, three-fourths, or half time. For example, students enrolling for 12 hours and dropping a 3-hour class could have their grants and scholarships canceled or reduced as well as become subject to probation or suspension. The institutional refund policy is available in the financial services office.

Withdrawal

Students withdrawing from the university may be eligible for a refund of a portion of the tuition and room and board for that semester—see refund policy in the catalog. If students receive financial assistance, then a portion of the assistance may need to be returned to the grant, scholarship, or loan source from which that assistance was received. Information about the return of Title IV fund requirements are available in the office of the registrar. Students intending to withdraw must begin the withdrawal process in the office of the registrar.

Grade of F in All Courses in an Enrollment Period

If a student begins a semester by attending classes but neither earns a passing grade in at least one of those classes nor withdraws officially from them, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. A student who unofficially withdraws and receives all F's will be placed on Financial Assistance Suspension immediately.

Incomplete

A grade that is in progress is figured as zero grade points in the GPA. Students are responsible for notifying financial assistance of changes in their transcript after an IP is removed. When an IP is not removed by the end of the following semester, the IP is changed to an F.

Repeat

Students repeating a course for the first time will be allowed to count it toward assistance eligibility.

Courses not Required for Degree

Students are responsible for enrolling in courses in their degree plan and must notify financial assistance if enrolling in courses outside of their degree plan. Enrolling in courses not required for a degree may affect eligibility for aid.

Eligibility for Financial Assistance

To be eligible for financial assistance, students must maintain satisfactory progress. Financial assistance recipients will be evaluated at the end of each payment period (period of enrollment). Satisfactory progress is divided into two categories, (1) cumulative grade point average, and (2) hours successfully completed. The cumulative grade point average is figured on hours completed at Lubbock Christian University only. However, all hours are counted to determine hours completed.

Hours Attempted	Minimum GPA
0-59	2.00
60-89	2.10
90+	2.25

Minimum Completion Rate

Each payment period, students must complete at least 75% of all credit hours attempted. The completion rate is calculated by dividing the total number of completed hours by the number of hours attempted, which is based upon enrolled hours at the end of the 100% drop refund period (usually 5 days into the payment period). Check the refund policy for specific dates for each period of enrollment.

When financial assistance recipients fail to meet the cumulative GPA requirements and/or successfully complete the proper number of hours at the end of a payment period, they will be placed on financial assistance warning or suspension, as appropriate. Students are notified in writing if placed on warning or suspension. Student records are also coded to indicate their current financial assistance status.

The quantitative standards apply to full-time students. Students taking less than a full-time course load are required to complete every hour enrolled. Students must maintain the qualitative and quantitative standards and are limited to a time frame of availability of financial assistance. This time frame is 150% of the time usually required to complete a degree program. For example, students enrolled in four year degree programs are eligible for financial assistance for six years.

Financial Assistance Warning

When students fail to meet the required cumulative GPA and/or successfully complete the proper amount of hours for a semester, they will be placed on financial assistance warning for the next payment period. Students must meet Satisfactory Academic Program (SAP) by the end of the warning period. If students fail to meet the requirements, they will be in danger of losing their financial assistance. Transfer students with a cumulative GPA below the minimum standard will enter on financial assistance warning.

Financial Assistance Suspension and Appeals

If, during a period of financial assistance warning, students fail to meet the required GPA and/or successfully complete the required number of hours, they will be placed on financial assistance suspension and will be ineligible for aid. Information regarding the appeal process is provided to students in writing after records are reviewed at the end of each payment period. Where extraordinary circumstances exist, students may appeal in writing their suspension to the director of financial assistance. The appeal will be presented to the student financial assistance appeals committee, which will review the facts and make the final decision regarding the suspension. Students appealing financial assistance suspension must meet with the appeal committee. If a student appeal is approved, the student is placed on financial assistance probation for one payment period and is eligible for Title IV aid. If the student will require more than one payment period to reestablish eligibility with SAP standards, the student may be placed on an academic plan. The student will be on financial assistance probation during the first payment period of the academic plan. Students must meet SAP requirements at the end of the payment period or meet the requirements of the academic plan to continue to be eligible for financial assistance. Failure to meet SAP or academic plan requirements will result in the suspension of Title IV aid until the student regains eligibility by meeting SAP requirements. Students will be notified in writing of the requirements that must be met.

Reinstatement of Assistance

Students may regain eligibility by raising their cumulative GPA to the required level and/or by successfully completing the required number of hours in a succeeding semester or semesters.

Eligibility Requirements for Federal Programs

- Students must be in compliance with the following guidelines
- Be U. S. citizens or lawful permanent residents
- Be in financial need
- Be able to maintain satisfactory academic progress
- Be enrolled, or accepted for enrollment
- Not be in default on a Federal Perkins Loan (NDSL), Federal PLUS, or Federal Stafford Loan
- Not owe a refund on a Federal Pell Grant, TEG, or FSEOG

Statement of Rights and Responsibilities

Students have the following rights

- To know what student financial assistance programs are available at the university
- To know the deadlines for submitting applications for each financial assistance program
- To know how their financial need was determined, including how various expenses in their budget are considered
- To know what resources are considered in the calculation of their monetary awards
- To request an explanation of the various programs in their financial assistance package
- To consult with financial assistance personnel concerning their application for assistance
- To consult with financial assistance personnel concerning any budgeting and/or financial problems which might arise
- To cancel any loan proceeds received via electronic funds transfer up to fourteen days after the credit has been applied
- Students have the following responsibilities
- To complete all application forms accurately and submit them on time to the appropriate office
- To provide correct information and to be aware that, in most instances, misrepresenting information on a financial aid form is a violation of federal law and may be a criminal offense
- To provide any additional documentation, verification of information, and information or corrections requested by financial assistance before any funds will be disbursed
- To read, understand, and retain copies of all forms requiring a student's signature
- To keep all of the agreements requiring a student's signature
- To know all of the sources of financial aid received and whether the aid is a loan, grant, or scholarship, and if the aid is a loan, to know to whom repayment must be made and the terms of repayment
- To keep financial assistance informed of a correct address at all times while still in school and after graduation as long as any loans are outstanding
- To inform financial assistance of any change in status as a student or of financial status. This includes but is not limited to marriage, divorce, the birth of a son or daughter, employment, and the employment of a spouse or parents
- To complete an exit interview prior to leaving the university, either as a result of graduation or withdrawal

- To check their university e-mail on a regular basis

Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and fees for students with certain disabilities.

Applications for TRC services are submitted to the Lubbock Regional Office of the Texas Rehabilitation Commission.

Contact Information

Lubbock Christian University

Financial Assistance Office

5601 19th Street

Lubbock, TX 79407

(806) 720-7176

financialassist@lcu.edu

P. 46 under BA in Communication with an emphasis in Organizational Communication, reduce major hours to 36 and delete COM 2312 from major courses; reduce supporting courses to 30 and delete COM 1351 from supporting courses.

P. 74 under BA in Technical Communication, major change DMA3332 to Digital Fundamentals and Imaging.

P. 84 under BBA in Information Systems Management, under supporting courses change last line to 9 hours from DMA, IST, CRJ4324, CRJ4325, or CRJ4327.

P. 89-90 under Bachelor of Science in Exercise Science, change emphasis, electives, and summary to following:

Exercise and Health Promotion Emphasis 36 hours

BIO 2402 Human Anatomy and Physiology II

ESS 4322 Sport and Exercise Nutrition

ESS 4350 Principles of Strength and Conditioning

21-24 hours from BIO, CHE, EDS, EEL, ESS, HSC, PHY, PSY, or SOC; 2-4 hours must be upper level

2-5 hours from

ESS 4230 Internship in Exercise and Sport Sciences

ESS 4330 Internship in Exercise and Sport Sciences

ESS 4430 Internship in Exercise and Sport Sciences

Pre-Physical Therapy Emphasis 43-45 hours

BIO 1405 Majors Biology I

BIO 1406 Majors Biology II

BIO 2402 Human Anatomy and Physiology II

3-4 hours from BIO

CHE 1307 General Chemistry I

CHE 1107 General Chemistry I Lab

CHE 1308 General Chemistry II

CHE 1108 General Chemistry II Lab

PHY 1303 General Physics I

PHY 1103 General Physics I Lab

PHY 1304 General Physics II

PHY 1104 General Physics II Lab

PSY 2310 Lifespan Human Development

ESS 4361 Exercise Testing and Prescription I

ESS 4362 Exercise Testing and Prescription II

3-4 hours from

ESS	4330	Internship in Exercise and Sport Sciences	
ESS	4430	Internship in Exercise and Sport Sciences	
Pre-Occupational Therapy Emphasis			37-38 hours
BIO	1405	Majors Biology I	
BIO	1406	Majors Biology II	
BIO	2402	Human Anatomy and Physiology II	
SOC	1300	General Sociology	
PSY	2310	Lifespan Human Development	
PSY	3303	Abnormal Psychology	
ESS	4361	Exercise Testing and Prescription I	
ESS	4362	Exercise Testing and Prescription II	
4 hours from			
CHE	1305	Inorganic Chemistry	
CHE	1105	Inorganic Chemistry Lab	
CHE	1307	General Chemistry I	
CHE	1107	General Chemistry I Lab	
3-4 hours from			
ESS	4330	Internship in Exercise and Sport Sciences	
ESS	4430	Internship in Exercise and Sport Sciences	
3 hours from			
MAT	3303	Probability and Statistics	
PSY	3310	Psychological Statistics	
Athletic Training Emphasis			37-38 hours
BIO	1405	Majors Biology I	
BIO	1406	Majors Biology II	
BIO	2402	Human Anatomy and Physiology II	
PHY	1303	General Physics I	
PHY	1103	General Physics I Lab	
ESS	1270	First Aid and CPR	
ESS	3301	Advanced Care of Athletic Injuries	
ESS	4302	Therapeutic Rehabilitation and Modalities	
ESS	4322	Sport and Exercise Nutrition	
ESS	4361	Exercise Testing and Prescription I	
3-4 hours from			
ESS	4362	Exercise Testing and Prescription II	
ESS	4330	Internship in Exercise and Sport Sciences	
ESS	4430	Internship in Exercise and Sport Sciences	
4 hours from			
CHE	1305	Inorganic Chemistry	
CHE	1105	Inorganic Chemistry Lab	
CHE	1307	General Chemistry I	
CHE	1107	General Chemistry I Lab	
Outdoor Adventure and Resource Management Emphasis			42-43 hours
AEC	3312	Natural Resources Economics	
AGR	1304	Principles of Plant and Soil Sciences	
BIO	2402	Human Anatomy and Physiology II	
ESS	1270	First Aid and CPR	
ESS	2312	Team, Individual, and Outdoor Educational Activities	

ESS	3365	Outdoor Education Programs	
IST	3323	Geographic Information Systems	
NRC	1300	Introduction to Wildlife Management	
NRC	2300	Environmental Systems	
NRC	2301	Natural Resources and Agriculture	
NRC	3322	Natural Resources Policy, Regulation, and Compliance	
NRC	3323	General Ecology	
NRC	3325	Aquatic Ecology and Conservation	

3-4 hours from

ESS	4330	Internship in Exercise and Sport Sciences	
ESS	4430	Internship in Exercise and Sport Sciences	

Sport and Exercise Psychology Emphasis 40-41 hours

BIO	2402	Human Anatomy and Physiology II	
ESS	3324	Sport in Society	
ESS	3335	Exercise Psychology	
ESS	3356	Sport Psychology	
PSY	2310	Life Span Human Development	
PSY	3303	Abnormal Psychology	

6 hours upper level from PSY

SOC	1300	General Sociology	
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9 hours from PSY, SOC, or HSC

3-4 hours from

ESS	4330	Internship in Exercise and Sport Sciences	
ESS	4430	Internship in Exercise and Sport Sciences	

D.	Electives		5-12 hours
	Exercise and Health Promotion Emphasis		12 hours
	Pre-Physical Therapy Emphasis		5-7 hours
	Pre-Occupational Therapy Emphasis		9-10 hours
	Athletic Training Emphasis		10 hours
	Outdoor Adventure and Resource Management Emphasis		5-6 hours
	Sport and Exercise Psychology Emphasis		6-7 hours

E.	Summary		
	University Core		46 hours
	Major		30 hours
	Emphasis		36-45 hours
	Electives		6-12 hours
	Total		123-126 hours

P. 91 under Athletic Training Emphasis/Fast Track, change emphasis, electives, and summary to following:

C.	Emphasis		37-38 hours
	BIO	1405	Majors Biology I
	BIO	1406	Majors Biology II
	BIO	2402	Human Anatomy and Physiology II
	PHY	1303	General Physics I
	PHY	1103	General Physics I Lab
	ESS	1270	First Aid and CPR
	ESS	3301	Advanced Care of Athletic Injuries
	ESS	4302	Therapeutic Rehabilitation and Modalities
	ESS	4322	Sport and Exercise Nutrition

	ESS 4361	Exercise Testing and Prescription I	
	3-4 hours from		
	ESS 4330	Internship in Exercise and Sport Science	
	ESS 4430	Internship in Exercise and Sport Science	
	ESS 4362	Exercise Testing and Prescription II	
	4 hours from		
	CHE 1305	Inorganic Chemistry	
	CHE 1105	Inorganic Chemistry Lab	
	CHE 1307	General Chemistry I	
	CHE 1107	General Chemistry I Lab	
D.	Electives		16-17 hours taken at Texas Tech
E.	Summary		
	University Core		46 hours
	Major		23 hours
	Emphasis		37-38 hours
	Electives		16-17 hours
	Total		123 hours
P.	93 under Bachelor of Science in Sport Management, change major, electives, and summary to following:		
B.	Major		34-36 hours
	1 hour from ESS Activity Courses		
	ESS 1201	Introduction to Exercise and Sport Sciences	
	ESS 2312	Team, Individual, and Outdoor Educational Activities	
	ESS 2314	Human Movement	
	ESS 3321	Leadership in Exercise and Sport Sciences	
	ESS 3340	Motor Learning and Control	
	ESS 3371	Physiology of Exercise	
	ESS 4230	Internship in Exercise and Sport Sciences	
	ESS 4341	Measurement and Evaluation in Exercise and Sport Sciences	
	ESS 4380	Senior Research	
	ESS 4382	Lifespan Motor Development	
	2-3 hours from		
	ESS 2310	Care and Prevention of Athletic Injuries	
	ESS 1270	First Aid and CPR	
	3-4 hours from		
	ESS 4301	Biomechanics	
	ESS 4330	Internship in Exercise and Sport Sciences	
	ESS 4430	Internship in Exercise and Sport Sciences	
	ESS 4350	Principles of Strength and Conditioning	
C.	Supporting Courses		31 hours
	ACC 2301	Principles of Accounting I	
	BIO 2402	Human Anatomy and Physiology II	
	BUA 3305	Principles of Marketing	
	ECO 2301	Macroeconomics	
	IST 2300	Microcomputer Applications	
	MGT 3300	Principles of Management	
	3 hours from		
	COM 2351	Introduction to Public Relations	
	COM 3354	Advertising	

9 hours, 3 upper level from ACC, BUA, IST, COM, FIN, DMA, or MGT

D.	Electives	11 hours
E.	Summary	
	University Core	46 hours
	Major	34-36 hours
	Supporting Courses	31 hours
	Electives	10-12 hours
	Total	123 hours

P. 107 under Pre-Nursing D. Fourth Semester, change ESS 4322 to BIO 3322.

P. 118 under Additional program admission requirements, for Counseling degree, change GRE score taken after August 1, 2011 from 170 to 286; add Education—permission of department.

P. 119 under graduate admission standards for readmissions, change sentence to read: Students seeking Contact the Graduate Studies Office.

P. 119 under international student admissions, under transcript translation section, change accompanies to accompanied.

P. 121 under Grading System, change PR to read:

PR– In Progress, given at the discretion of the instructor if requested by the student. It is the responsibility of the student to see that a PR is removed. A PR cannot be permanently left on the transcript. Students have one semester to remove the PR grade, but with instructor and academic dean permission, the period may extend one additional semester. When a PR is not removed or extended at the end of one semester, the registrar must change the grade to F.

P. 123-124 under Withdrawal, change wording to:

Students desiring to drop all of their courses must complete a withdrawal form by the last day to drop with a W. Withdrawal forms are available from the office of the registrar. Official withdrawal results in a W recorded on the transcript for courses in session on the date of withdrawal. In cases where a course was completed before a withdrawal, the earned grade is recorded. Students desiring to withdraw after the last day to drop with a W must have an extenuating circumstance, such as military call up or deployment, or personal medical emergency.

P. 126 under MS in Family Ministry, Change REL 6334 title to Introduction to Christian Thought

P. 128 beginning Spring 2013, change MS in Human Services curriculum to following:

Master of Science in Human Services

37 hours

Program Core

22 hours

HSC	6141	Christian Worldview in Family Education
HSC	6304	Organizational Leadership
HSC	6309	Crisis Intervention
HSC	6310	Social Development of Individuals and Families
HSC	6315	Parent Education
HSC	6323	Family Systems
HSC	6332	Helping Professions and Public Policy
HSC	6333	Ethics in the Helping Professions
HSC	6334	Conflict Resolution

Administration Specialization

15 hours

HSC	6340	Human Resources Administration
HSC	6342	Fundraising and Grant Writing
LEA	6302	Leadership Theory and Practice
LEA	6303	Strategic Planning
LEA	6320	Communication for Leaders

Family Life Educator Specialization

15 hours

HSC	6301	Marital and Family Education
HSC	6316	Parent Education
HSC	6322	Human Sexuality
HSC	6324	Family Resource Management
HSC	6390	Family Life Education Practicum

Non-Profit Leadership Specialization

15 hours

HSC	6340	Human Resources Administration
HSC	6342	Fundraising and Grant Writing
LEA	6307	Nonprofit Leadership and Theory
LEA	6322	Human Sexuality
LEA	6314	Leading Organizational Change

Portfolio

Comprehensive Written Examination

P. 128 under MS in Counseling, change COU 5352 to COU 5354

P. 129 under MS in School Counseling, change COU 5342 to COU 5354

P. 149 change COU 5352 to COU 5354

P. 141 under AEC 3315, remove prerequisite.

P. 161 under ESS course descriptions, add 4430 Internship and Sport Sciences. PRE: Advisor approval to ESS 4230, 4330, and 4430.

P. 166 add following courses:

6340 Human Resources Administration. Study of human resources policies and systems appropriate to public and non-profit human service organizations.

6342 Fundraising and Grant Writing. Study of fundraising options available to human service organizations. Particular emphasis is given to the development of fundraising plans and strategies for human service programs and organizations.

P. 172 change MUS 3300 to Survey of the Music of Worship. Change course description to: Equips students to serve in their churches as worship leaders, active participants of worship committees, or in other capacities pertaining to worship. Includes an overview of the history of church music, a study of the impact of music on a worship assembly, a discussion of Biblical criteria for music as a part of worship, and an overview of contemporary worship practices across the various Christian denominations. Specific expertise and experience in music is not required.

P. 182 under YFM, delete prerequisite for YFM 4322.