Approved by: Faculty and President
Date Approved: December 2, 2024
Effective Date: not available

1. **Summary:** This policy establishes the requirements for academic program completion.

2. **Rationale:** This policy is necessary to ensure that all students are aware of the requirements of academic program completion and of the implications of program changes.

3. **Entities Affected:** Vice President of Academic Affairs, Registrar, Program Directors, students, Student Services Office

4. **Definitions:**

   Enrolled: For this policy, an enrolled student is one who (1) registers for a course for credit, (2) is active in that course by the last drop date identified on the Academic Calendar for that semester/term, and (3) remains in that course after the indicated last drop date. (see Enrollment Policy)

   CGPA: Cumulative Grade Point Average; a student's grade point average throughout a particular academic program at Criswell College. (CGPA excludes original grades from courses which have been repeated as stipulated in this policy.)

   GPA: Grade Point Average.

   Graduate Student: A student who has completed a baccalaureate degree and is either working toward a graduate degree at Criswell College or taking courses for credit but not pursuing a degree.

   Matriculation: An admitted student becomes a matriculated student the first time that she (1) registers for courses and clears student billing for those courses, (2) is active in at least one of those courses by the last drop date of the semester/term, and (3) remains in at least one for-credit course after that last drop date.

   Undergraduate Student: A student who is either working toward an associate or baccalaureate degree at Criswell College or taking courses for credit but not pursuing a degree.
   Degree-seeking Undergraduate students enrolled in courses at the College are classified according to the following categories:

   > *Freshman*: A student pursuing an undergraduate degree who has completed fewer than 30 credit hours

   > *Sophomore*: A student pursuing an undergraduate degree who has completed at least 30 and fewer than 60 credit hours

   > *Junior*: A student pursuing an undergraduate degree who has completed at least 60 and fewer than 90 credit hours

   > *Senior*: A student pursuing an undergraduate degree who has completed at least 90 credit hours

5. **Policy:**

General Requirements

a. **Program Completion**

Program completion requirements are governed by the *Academic Catalog* under which the student matriculates or is readmitted (see the "Extended Absence and Readmission" discussion below). Prior to graduation, the Registrar completes a degree audit to ensure that all program completion requirements have been met.

b. **Change of Program Major**

Students changing their selected program major must notify the Registrar's Office and obtain signatures of approval from the assigned academic advisor and the Registrar on the appropriate completed ~~and approved~~ academic request form. Students changing their selected program major within six (6) years of matriculation must meet and are governed by all admissions and program completion requirements outlined in the College's Academic Catalog in effect at the time of matriculation. Students changing their selected program major after six (6) years of matriculation must meet and are governed by all admissions and program completion requirements outlined in the College's Academic Catalog in effect at the time of the program major change.

c. **Cooperative Resolution for Program Completion**

Criswell College recognizes that it is important for students to earn their degrees in a timely fashion. Criswell College commits itself to providing each student with assistance to ensure graduation within the proposed time frame of their degree program. The student's responsibilities for completion of a degree within the projected time of the program of study is contingent upon the following criteria:

- meeting appropriate high school or other education requirements for the degree program before entering the course of study;

- selecting a major prior to the completion of sixty (60) hours and registering for courses in the sequence identified on the appropriate program map, prioritizing prerequisite courses early in the program.

- working closely with one's academic advisors to develop and implement a curricular plan;

- registering early during each semester's/term's registration period;

- registering for and completing a full load of courses as appropriate for the degree program (12-15 credit hours per semester for undergraduates and 9-12 credit hours per semester for graduates);

- notifying one's academic advisor immediately in the case of a possible delay in degree completion caused by the unavailability of a course that is needed in the last year of study.

For its part, the College will make every effort to ensure the availability of courses required by each student's selected program according to the sequencing identified in the associated program maps. If the required courses are unavailable when needed, the College will seek out mutually acceptable alternatives.

The mutual commitment outlined in this resolution by both the College and the student will result in graduation in the proposed time for the selected degree program.

d. **Extended Absence and Re-admission**

Students who are absent for three consecutive fall/spring semesters must reapply for admission to the College (see Admission Policy for further information). If readmitted, former students enter under the requirements of the *Academic Catalog in effect upon re-matriculation*.

e. **Repeating Courses**

Only courses for which a student received a grade of "C" (2.0) or lower may be repeated at Criswell College. When a course is retaken for credit, the original grade remains on the transcript but only the final grade is calculated in the student's CGPA. (Per the College's Academic Honors and Awards Policy, all of a student's attempted course work, including original grades for courses that are repeated, is used when calculating eligibility for honors and awards.)

Undergraduate Program Completion Requirements

a. **Program Declaration**

Undergraduate students must declare an academic program no later than 60 credit hours into their degree Undergraduate students may declare their academic program in one of two ways:

- By submitting a completed Major Declaration Form for their chosen academic program to the Student Success Office and participating in the Major Declaration Ceremony.

- By submitting a Major Declaration Form to the Registrar.

b. **Undergraduate GPA Requirements**

Students seeking an A.A. or B.A. degree must achieve at least a 2.0 CGPA. Students seeking the B.S. degree must achieve at least a 2.75 CGPA.

Students must achieve at least a 2.0 GPA within an undergraduate major itself (i.e., courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Professional Curriculum" for the B.S. in Education program, etc.).

c. **Undergraduate Course Grade Requirements**

Students in the A.A. program must achieve a grade of "D-" (0.7) or better for all required courses. Students in undergraduate programs must achieve a grade of "D-" (0.7) or better for all required General Education courses. Within an undergraduate major itself (i.e., courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Professional Curriculum" for the B.S. in Education program, etc.), students must achieve a grade of "C" (2.0) or better in at least 80% of those major courses.

d. **Undergraduate Residency Requirements**

Undergraduate students must complete at least 50% of their overall degree program through Criswell College (including 100% of the final 30 hours). Undergraduate students must also complete at least 70% of their major courses (i.e., the courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Professional Curriculum" for the B.S. in Education program, etc.), through Criswell College.

e. **Graduate Courses for Undergraduate Students**

Seniors, who have a minimum 3.0 CGPA and have met their chapel requirements, may request to take graduate-level courses for credit. A student must obtain approval from her or his Program Director and the Vice President of Academic Affairs and complete the appropriate form available from the Registrar's Office. A student who still has uncompleted undergraduate degree requirements will generally not be approved to

register for more than 6 credit hours of graduate coursework; however, seniors who have filed a Graduation Application with the Registrar's Office may request to register for more than 6 credit hours of graduate courses.

Graduate Program Completion Requirements

a. **Graduate Program Prerequisite Completion**

Students enrolled in graduate programs must complete program prerequisites according to the following criteria:

- All degree prerequisites must be completed within the first 50% of course work for each graduate degree;

- Until degree prerequisites are satisfied, a prerequisite must be taken each semester in which a student is enrolled.

b. **Master of Divinity Language Proficiency Credit**

The Master of Divinity (M.Div.) degree requires proficiency in Hebrew and Greek. To demonstrate this proficiency, students may either register for and pass the Greek and Hebrew courses prescribed in the M.Div. curriculum (GRK501, GRK502, HEB501, and/or HEB502) or take a Language Proficiency Exam administered and assessed by the biblical languages faculty. Based on the results of this exam, the faculty may determine that the student has fulfilled the requirements for one, some, or all of these courses.

c. **Graduate GPA Requirements**

M.A. Christian Leadership, M.A. Christian Studies, and Master of Divinity students must achieve at least a 2.5 CGPA; M.A. Theological and Biblical Studies students must achieve at least a 2.75 CGPA.

d. **Graduate Course Grade Requirements**

Students in any graduate program must achieve a grade of "C" (2.0) or better for any course required in their program.

e. **Graduate Residency Requirements**

Graduate students must complete at least 70% of their degree program through Criswell College (including 100% of the final 9 hours).

b. **Graduate Thesis Requirement**

M.A. Theological and Biblical Studies students must successfully complete RES 703 Graduate Thesis. (Graduate students in other programs may opt to take this course.) After passing the oral defense stage of the thesis process, graduate students must make any corrections designated by the thesis committee chair. If the student desires to have her/his thesis submitted to the Theological Research Exchange Network (TREN), a digital copy of the thesis must be provided to the Director of Library services, who will assist the student in completing the process.

Graduation Requirements

a. **Application**

Students must indicate their intent to graduate by filing a completed Graduation Application with the Registrar's Office and paying the accompanying fee by the deadline indicated on the Academic Calendar. If the Graduation Application is submitted after the deadline, a late fee will be charged in addition to the

application fee, both payable immediately. Late applications filed after January 31 will be moved to the next graduation class.

b. **Commencement Attendance**

On-campus students are required to attend graduation rehearsal and commencement exercises to receive their diplomas. Special requests to graduate in absentia must be granted by the Academic Affairs Office and filed in the student's academic records in the Registrar's Office. Students classified as online are not required to attend commencement but are encouraged to do so.

In order to participate in the May commencement at which time degrees are conferred, students must complete all program requirements two weeks prior to commencement rehearsal. (Students who matriculated prior to 2020 and have taken CRIS 201 [Global Learning and Service] prior to Commencement may take CRIS 202 [Global Learning and Service Practicum] in the summer after Commencement.)

2. **Procedure:**
   a. **Implementation:** not applicable
   b. **Responsibility for Compliance:** Vice President of Academic Affairs
   c. **Notification:** This policy will be posted on the College's website and published in the College's *Academic Catalog*.
   d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 3.006
Related policies: Credit Hours Policy, Admission Policy, Enrollment Policy	

Policy History

Version 1.0	Not Available
Version 2.0	December 2, 2024