

Academic Information

Admissions

Religious Experience

All applicants admitted for studies at Southwestern must evidence a born again spiritual experience as defined by the following passages of scripture: John 3:3; Ephesians 2:8-9; Titus 2:11; 3:5-7; and I John 1:7-10. Your minister's recommendation on the form supplied in the back of this catalog is required (not required for licensed or ordained ministers with the Assemblies of God or recognized denomination).

Entering Student

To be accepted by the Harrison School of Graduate Studies, an applicant for admission must meet the following requirements:

1. Submit a completed, signed application for admission. An application can be found in the back of this catalog or you may apply on-line at www.sagu.edu/admissions.
2. Submit an official transcript indicating graduation with a baccalaureate degree from a regionally or professionally accredited college or university as well as official transcripts from any other college or university attended.
3. Submit a recommendation from your minister along with the admission application.
4. Submit a recommendation from an undergraduate professor or administrator.
5. The application must be accompanied by a \$50.00 application fee. This fee is a one-time processing charge and is nonrefundable.
6. A cumulative grade point average (GPA) of 2.5 or higher on the undergraduate program.
7. A minimum score of 400 on the verbal section and 3 points on the analytical writing measure section is required on the General Test of the Graduate Record Examination (GRE). This requirement is expected to be met before enrollment in any graduate level course. However, under special circumstances with approval from the Dean of the Graduate School a student may enroll for **one semester** taking no more than twelve hours without fulfilling the GRE requirement. No student will be allowed to enroll for a second semester without fulfilling the GRE requirement. All transfer students are required to meet this requirement before initial enrollment.
8. Some programs may have additional admissions stipulations. Please refer to the academic program of your choice for further details.

All materials submitted during the admissions process become property of Southwestern.

Early Admission Program

Southwestern allows an exception to the previously stated admission requirement by offering only to its seniors the opportunity to enroll early in a graduate course. However, permission to enroll in a graduate course is not recognized as admission into the graduate program.

1. Eligibility for early enrollment in a graduate course is limited to Southwestern's seniors who have a minimum cumulative grade point average (GPA) of 2.75.
2. The student must receive authorization from his/her academic advisor for early enrollment into a graduate course.
3. The student is allowed to enroll in no more than three hours of graduate studies per semester for a total of six hours.

College Transfers

Transfer students will observe the same application process as other students. An official transcript from each college attended must be sent directly from each college to the Registrar's Office. Any student transferring from an Assemblies of God (or related college) must submit a transfer clearance form.

Transfer students are expected to be in good standing and eligible to re-enroll in the last school attended.

Transfer of Credit

A maximum of six hours of credit for 36 hour programs and twelve hours of credit for the 54 hour program, that have been earned at other regionally or professionally accredited colleges or universities with a grade of "B" or above may be transferred to Southwestern. Courses completed with a grade of "C" or below will not be accepted in transfer. Only courses counting toward a student's degree requirements will be used in calculating transfer grade point average and classification.

Once enrolled in the graduate program, the student must gain approval from the Dean of the School of Graduate Studies or the Vice President for Academics before taking a graduate course at another University.

Achievement Center

The Achievement Center, located in the P.C. Nelson Library, provides academic testing, guidance in time management techniques, tutorial assistance, and enhanced learning resource material for students who need to acquire a greater depth or understanding in a particular subject.

Graduate Distance Education

The School of Distance Education offers graduate programs and courses as available to students who cannot relocate to Waxahachie or interrupt their current vocational involvement to assume on campus studies. Contact the Enrollment Counselor for Distance Education for information on program and course offerings.

Graduate Distance Education (GDE) courses are generally taught by the same academically and spiritually qualified faculty who teach on campus graduate courses. SAGU also makes all its educational resources and student services available to every distance education student.

Students enrolling for graduate distance education will attend a first semester orientation which will introduce them to the distance education processes at SAGU and provide appropriate academic and financial counseling. This campus visit combines the opportunity to register for courses and take the initial course seminars. During these opening seminars students meet their instructors and receive an introduction to the course(s) in which they have enrolled.

Each semester thereafter, distance education students return to campus for their course seminars and then do follow up work from home. Although travel to campus, even for such a short time, is recognized to present complications to students living far from Southwestern, experience has proven that this contact with the university personnel is vital for students to succeed. **No exceptions can be made to the requirement of attendance at course seminars.**

For any academic counseling that may be needed, students should contact the office of the School of Distance Education.

For questions on the distance education process, orientation, or general information please contact a graduate enrollment counselor.

Further information and course schedules are available on the SAGU web site (www.sagu.edu).

Guidelines for Admission as a Distance Education Student

Students seeking enrollment in Graduate Distance Education must meet all admission stipulations. Students will be expected to possess computer literacy and have access to internet e-mail.

Guidelines for Admission as a Special Student

Non-degree seeking students should contact the Admissions Counselor for current information regarding special student admissions. Inquiries may also be made by email to admissions@sagu.edu.

Admission of International Students

Southwestern is authorized to train students in the nonimmigrant alien classification (F-1). Applicants must consult the nearest American consul regarding study in the United States.

The international student must arrange for his or her own financial sponsor, who must assume full responsibility for the student's expenses. Since the immigration service does not grant permission to work, the student must have enough money to meet full financial obligations. An Affidavit of Support Form (verifying financial funding adequate to meet the tuition, living, book, insurance, return fare, and incidental expenses) is available from the Admissions Office and must be submitted before a student can be considered for acceptance.

In accordance with immigration regulations, international students must carry a full academic load each semester (at least 9 graduate hours). Any changes in schedule must be approved by the International Student Advisor.

It is recommended that prospective international students apply for admittance at least six months prior to the term in which they want to attend so that all application materials may be received and processed. Special application forms and details on the procedure to follow in making application for admission may be secured by writing to the Office of Admissions.

In addition to satisfying the general requirements for admission, international students whose first language is not English must also demonstrate proficiency in English. They are required to submit satisfactory scores from TOEFL (Test of English as a Foreign Language). Students who have lived in the United States for at least two years and have demonstrated a sufficient mastery of English skills may be exempt from taking the TOEFL.

When all admissions information is complete, the records will be carefully evaluated. If all admissions requirements are met, a letter of acceptance and a Form I-20 will be issued.

Admission of International Transfer Students

In addition to the requirements stated above, international students wishing to transfer from another U.S. institution must also:

1. Present documentation indicating valid non-immigrant status;
2. Provide official transcripts or documented proof (International Transfer Clearance Form may be obtained from the Admissions Office) verifying that the student is "in-status" and has been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance.

Admission of Former Inmates of Penal Institutions

Anyone who has been in a penal institution shall re-establish himself/herself in society for at least one year prior to the date of application before coming to Southwestern Assemblies of God University.

The Admissions Committee has the responsibility of evaluating each applicant with a criminal record following the guidelines listed below to determine admission to the University.

1. No court cases may be pending.
2. Repeat felons may not be admitted.
3. Following a judgment of probation, a student may apply to enroll at SAGU after a period of one year.
4. Following imprisonment, a one year period of rehabilitation/re-establishment is required prior to the student applying for enrollment.
5. Consideration will be given to waive the aforementioned stipulations if an individual has successfully completed a spiritual rehabilitation program with Teen Challenge/Life Challenge and can provide a positive reference from the director of Teen Challenge/Life Challenge.
6. Extensive character references should be included with any application submitted by a convicted felon.

Character Criteria

It is the purpose of the university to establish in students high standards of Christian conduct and to encourage them to maintain high standards of conduct. Applicants who are engaging in conduct that is generally regarded as less than exemplary will be denied admission.

Late Registration

A fee is charged for registration after the official registration day and time. See the applicable dates on the academic calendar and fee schedule. (There is no late registration in graduate distance education.)

The Unit of Credit or Semester Hour

The unit for calculating credit at Southwestern is the semester hour. Each course gives as many semester hours credit as the number of hours spent in class per week. It is expected that three hours preparation will be made for each hour spent in class.

Student Load

A full-time graduate student is one who enrolls in 9 or more hours of graduate instruction per week. Students desiring to exceed the regular load must secure special permission from the Dean of the School of Graduate Studies.

Students enrolled for less than 9 semester hours of graduate work are considered part-time students.

Academic Policies

Academic Records

Student records are housed in the Registrar's Office. Grade reports are mailed at the conclusion of each semester. Transcripts may be requested in writing along with an administrative fee. In order for a transcript to be released it is required that the student be clear of all financial obligations to the University and be current on all student loans. If a student wishes to petition a grade it must be done in writing within 90 days of the conclusion of the semester.

Classification of Students

Classification of students is determined at the beginning of each semester. Classification will be determined as follows:

Regular Student: A student who is working toward graduation.

Full-time Student: A student who is carrying at least 9 semester hours.

Part-time Student: A student who is carrying less than 9 semester hours.

Special Student: A student who is not pursuing a degree.

Grading

Grade point averages are computed using only the following grades and grade points for each semester hour attempted.

A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59-below	0.0
CR		Credit
NC		No Credit
I		Incomplete
W		Withdrawn

Incomplete Work

1. The mark of "I" (incomplete) is an exceptional grade given only to students who have satisfactorily completed 50% of the course assignments/requirements, but who, for reasons beyond their control, have

been unable to complete all course requirements. The granting of an "I" occurs only when mutually agreed upon by student and instructor.

2. Procedures

- a. The student must apply to the instructor for an "I" before the last class session of the course in question.
- b. The student is responsible for obtaining the remaining requirements of the course from the instructor.
- c. If the work is completed within sixty (60) days from the last day of classes, or within a shorter time frame which the professor specified, the "I" will be changed to the earned grade.
- d. If the work is not completed within the specified time, the "I" will become the terminal grade. The mark of "I" will appear on the permanent record of the student but will not be used in the determination of the grade point average.

Examinations

1. The instructor will give regular examinations during the semester. In order for a student to make up an announced test, approval must first be secured from the instructor.
2. Exams in Distance Education are administered in various manners. Open book exams usually do not require the use of a proctor. Closed book exams require the assistance of a proctor approved by the School of Distance Education to act as the professor's agent to insure exam security and adherence to exam instruction. Because the professor is not present when proctored exams are administered, the university views the security of the exam proctor system with utmost importance. Any deviation from established guidelines will be investigated with great concern.

Academic Dishonesty

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, writing assignments, book critiques, reading reports, etc. A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty of academic dishonesty, then the student will not be allowed to withdraw from the course and will receive the grade determined by the faculty member, either an "F" for the assignment and/or an "F" for the course. Dishonesty could possibly result in further disciplinary action. Refer to **Major Infractions** in the Student Handbook.

Academic Probation and Suspension

A satisfactory level of academic achievement is determined on the basis of a student's cumulative grade point average calculated on the basis of all gradu-

ate work attempted. To be eligible for continued enrollment in good standing, a student must maintain a minimum cumulative grade point average as follows:

On 9 semester hours attempted or less, the student must have a cumulative grade point average of not less than 2.75.

On 10 or more semester hours attempted, the student must maintain a cumulative grade point average of not less than 3.00.

Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be placed on Academic Probation and will be required to follow the guidelines below. (The time frame of an academic suspension relates specifically to the Fall and Spring semesters. A student suspended at the end of the Spring semester would not be allowed to enroll in the following Summer and Fall semester.)

1. A student on academic probation will not be allowed to enroll in more than 9 hours.
2. A student on academic probation for two consecutive semesters will be suspended for the following semester regardless if the semester is Spring, Summer, or Fall.
3. A student on academic suspension may appeal to the Dean of the Graduate school for re-admission on probationary status. If the appeal is granted the following requirements will be applied: The student will not be allowed to enroll in more than 9 hours, and will be required to repeat the course at SAGU in order to earn the degree. Only two courses may be repeated in the graduate program.
4. A student will continue on academic probation until the cumulative grade point average meets the prescribed standards of the university; however, a student on academic suspension who fails to earn a semester grade point average of 3.00 or better will be automatically suspended for the following semester with the suspension enforced.
5. A student academically suspended for a second time will not be allowed to re-enroll. In such instances the student cannot appeal the suspension.

Course Repetition

Any course taken in residence at Southwestern or at any accredited or approved institution may be repeated in residence at Southwestern in order to improve the student's grade for that course. The student must apply to the Registrar's Office for application to retake the course. Only the final grade and grade points will be counted in the student's grade point average. However, the original grade remains part of the permanent record. A course taken at Southwestern **MUST** be repeated at Southwestern.

In order to maintain the minimum GPA to graduate, only 6 hours (two courses) may be repeated for those courses in which a grade of "C" or less were received. Regardless of the GPA, a student will not be allowed to graduate with a final grade of "D" or "F" in any course.

Class Attendance Policy

Southwestern's on-campus academic program is designed as an in-class learning experience. In this type of instructional setting, the ability to pass examinations and complete outside projects is only a partial measure of the student's knowledge, skills, understanding, and appreciation of the subject matter. Therefore, students are required to maintain regular and punctual class attendance.

A student who is absent from a class is totally responsible to make the appropriate advance arrangements with the faculty member for possible make up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments due to a student's absence, along with the time frame in which the work must be completed.

Graduate Distance Education Attendance Policy

Students enrolled in graduate studies through Graduate Distance Education must return to the campus each semester for their course seminars. No exceptions can be made to the requirement of attendance at course seminars.

Withdrawal/Drop

Course Drop

Students desiring to withdraw from a course must file a change of schedule in the Registrar's Office. This change must be approved by the instructor and faculty advisor. A fee is charged; consult the current Schedule of Fees.

A student will be allowed to drop from a course only within the first two-thirds of the semester (i.e., tenth week of the fall and spring semesters). A grade of "W" will be recorded on the student's transcript for the class dropped. Consult the academic calendar for the last day to drop classes.

Students failing to follow the correct procedure or meet the deadline in dropping a class will receive a grade as determined by the teacher.

A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty of academic dishonesty, then the student will not be allowed to drop the course and will receive the grade determined by the teacher, either an "F" for the assignment and/or an "F" for the course.

School Withdrawal

Students finding it necessary to withdraw from school must file an official withdrawal notice in the Registrar's Office. Distance Education students must contact the School of Distance Education first.

Students failing to follow the proper procedure in withdrawing are not eligible for any refund and will receive grades in all courses as determined by the teachers. Transcripts cannot be released until proper clearance is arranged.

Graduation

Graduation Under a Particular Catalog

A student may graduate under the requirements of the catalog in force during the semester in which first enrolled, provided graduation is within six years from the end of that semester. The summer term may count as a part of the semester before or after it. However, a student may graduate under the requirements of the current catalog. The requirements of the catalog chosen will be followed as a whole. The advisor and the Registrar's Office will help the student in every way possible to avoid errors, but the student has the final responsibility for satisfying all degree requirements according to the catalog chosen.

Graduation Regulations

The following will establish the graduation regulations:

1. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduates must have all program and course requirements completed. All transcripts must be on file in the Registrar's Office.
2. Completion of all prescribed course work for the program.
3. To fulfill residency requirements the student must complete twenty-four hours at Southwestern. (Additional residency requirements may vary for specific graduate programs.)
4. Only courses taken within six years of the graduation date will be counted toward degree requirements.
5. Attainment of a minimum grade point average of 3.0. In order to maintain the minimum GPA to graduate, only 6 hours (two courses) may be repeated for those courses in which a grade of "C" or less were received. Regardless of the GPA, a student will not be allowed to graduate with a final grade of "D" or "F" in any course.
6. Successful completion of the graduate program's Comprehensive Examinations. These examinations will be given the final semester of the student's graduate program.
7. No more than six hours of credit for graduate courses that have been earned at other regionally or professionally accredited colleges or universities with a grade of "B" or above may be transferred toward Southwestern's thirty-six hour graduate programs, and no more than twelve

hours of credit for graduate courses that have been earned at other regionally or professionally accredited colleges or universities with a grade of "B" or above may be transferred toward Southwestern's Counseling Psychology clinical graduate program.

8. No credit toward a graduate degree may be earned by correspondence study.
9. Before a final transcript or diploma will be released, the student must clear with the following offices: Registrar, Accounting, Library, Financial Aid, and Placement.
10. Requests to withdraw an application for graduation for a specific graduation date must be received by the end of late registration in that given semester. Changing one's graduation date to a later semester will require reapplication and fee. No refund is given for fees.