



academic information

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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. A minister's recommendation is required (not required for licensed or ordained ministers with the Assemblies of God or other recognized denominations).

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.

Entering Student

Acceptance into the Harrison School of Graduate Studies requires a student to:

1. Submit a completed, signed application for admission via mail, fax (972.923.8154), or online at www.sagu.edu/admissions/apply.shtm.
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 his/her minister along with the admission application. (Licensed or ordained ministers in good standing with the Assemblies of God or other recognized denominations may skip this requirement.)
4. Submit a recommendation from a college faculty member or administrator.
5. Submit with application a \$50 application fee. This fee is a one-time processing charge and is nonrefundable.
6. Present a cumulative grade point average (GPA) of 2.5 or higher on the undergraduate program.
7. Realize that 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.
4. Where applicable, graduate courses, according to the above guidelines, may be used as electives to meet requirements of an undergraduate degree program. Graduate studies counted toward a baccalaureate degree may not count toward a higher degree.

Transfer Students

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 25% of graduate credit hours 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.

Graduate Chairs

Students attending a Christian university benefit from close relationships with the faculty. At Southwestern, instructors take personal interest in the spiritual, educational, social, and professional welfare of all students. Students are encouraged to work closely with the Graduate Chair who oversees their academic program.

Graduate Distance Education

Southwestern offers online graduate programs and courses to students who cannot relocate to Waxahachie or interrupt their current vocational involvement to assume on campus studies. Contact the Graduate Office for information on program and course offerings.

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

Students enrolling for graduate distance education will attend a required first semester orientation which will introduce them to the distance education processes at SAGU and provide appropriate academic and financial counseling. During the orientation, students will complete the initial semester registration process. Following this, students will return home to complete online courses via the internet.

Each semester thereafter, distance education students will complete online course selection and registration without the need to travel to campus each semester.

For any further academic counseling, students should contact the office of the School of Graduate Studies.

For questions on the distance education process, orientation, or general information please contact the Graduate Office.

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

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 have a personal computer, possess computer literacy, and have regular and reliable access to the internet.

Guidelines for Admission as a Special Student

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

Admission of International Students

Southwestern is authorized by the Department of Homeland Security (DHS) to educate non-immigrant students (F-1 classification). International applicants of other classifications or statuses must be legally eligible to study in an U.S. academic institution before they are admitted to SAGU. All international applicants will observe the same admissions policies as other entering students in addition to the policies listed below. Applicants must apply no less than six months prior to the semester they intend to begin classes at Southwestern.

First Time International Students

For admissions consideration into Southwestern Assemblies of God University, applicants must meet the following requirements:

1. Submit an official transcript showing the date of graduation with a baccalaureate degree and a minimum GPA of 2.5 or higher from a regionally or professionally accredited college or university. **Transcripts from non-U.S. schools must be submitted to a third party evaluator for equivalency determination and translation.**
2. Submit a completed and signed application for admission. You may apply online or print an online application at www.sagu.edu/apply.
3. Enclose a \$50 non-refundable application fee; this fee is a one-time processing charge.
4. Submit the Minister's Reference Form. The form should be from a licensed or ordained minister who has personal knowledge of your Christian lifestyle, ministry, and moral integrity.
5. Submit a recommendation from a college faculty member or administrator.

6. All international students are to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 paper-based, 197 computer-based, or 71 internet-based. The student must have taken the test within the last five years. (Applicants from certain countries or transferring more than 30 hours from a regionally accredited U.S. institution may be exempt from this requirement. Please contact the International Student Advisor for more information.)
7. International students who are not financially able to support their studies must arrange for their own financial sponsors. Financial sponsors are expected to assume all expenses incurred while at Southwestern. An I-134 Affidavit of Support Form or notarized letter must be completed to verify sponsorship. I-134 forms can be downloaded online at www.uscis.gov. Current, official bank statements indicating at least six (6) months of activity must accompany all Affidavits of Support. If students intend to support themselves during their stay in the U.S., they must provide proof of financial capability to pay all expenses associated with studying at SAGU. Students may request a list of projected expenses from the International Student Advisor.
8. Realize that 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 and will not be returned.

Students must take the Graduate Record Examination (GRE) prior to being accepted to the graduate school (refer to admission policies).

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 from previous institution.
3. Once all application materials have been received and reviewed, the International Student Advisor will submit a Transfer Clearance Form to the student's previous institution.

International students desiring to transfer coursework from a non-U.S. institution must have their transcripts evaluated by a third party evaluator approved by Southwestern.

I-20 Issuance

When all admissions information is complete, the records will be carefully evaluated. If admission requirements are met, an I-20 and an acceptance letter will be issued. I-20's are mailed via an international carrier. They cannot be faxed or emailed.

Full-Time Requirement for Students in F-1 Classification

In addition to being accepted, the Department of Homeland Security requires all graduate students on an F-1 visa to maintain full-time enrollment while studying in the U.S. All requests for a reduced course load must be made in advance to the International Student Advisor and must

meet specific DHS-regulated criteria. According to the Code of Federal Regulations, students may only count three (3) credit hours of distance education courses per semester toward their full-time load.

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/Life Challenge and can provide a positive reference from the director of Teen/Life Challenge.
6. Extensive character references should be included with any application submitted by a convicted felon.

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.

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 nine 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 in fewer than nine semester hours of graduate work are considered part-time students.

Academic Policies

Required Student Participation in University Surveys

Southwestern Assemblies of God University engages in an ongoing program of assessment to determine the effectiveness of its education programs and services and to make informed strategic planning decisions. This process, under the direction of the Assistant Dean for Institutional Effectiveness, involves the participation of students in nationally standardized assessment instruments as well as tests and surveys developed within the University. The type and frequency of assessment instruments will vary according to the needs of the University. SAGU expects each graduate student to participate in the following events as directed by the University:

Graduate Orientation Survey

Graduating Student Survey

(Administered during the last semester of all graduating students)

Career Services Exit Questionnaire

Library Survey

Others surveys/questionnaires deemed necessary by the University

Academic Records

Student records are housed in the Registrar's Office. Grade reports are available online at the conclusion of each semester. Transcripts may be requested in writing for a 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 to the Registrar's office.

Classification of Students

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

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 System

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 grade 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" by a specified date on the academic calendar.
 - 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 the semester, or within a shorter time frame specified by the professor, the "I" will be changed to the earned grade. No academic work may be submitted after the conclusion of the sixty (60) day period.
 - d. If the instructor does not submit a change of grade, the "I" will become the terminal grade.
 - e. The grade of "I" will appear on the permanent record of the student but will not be used in the determination of the cumulative grade point average. It does, however, count in the determination of satisfactory academic progress.

Examinations

Exams in Distance Education are administered in various manners. Students will take open and closed book online exams depending on the specifications provided by the professor. Students are expected to comply with exam procedures outlined in the course syllabus. Any deviation from established guidelines will be investigated with great concern. In order for a student to make up an announced test, approval must first be secured from the professor.

Academic Dishonesty/Cheating

Students must fulfill all academic requirements and assignments with integrity. This policy includes, but is not limited to, cheating on examinations and plagiarism of papers, book critiques, reading reports, and all other assignments. Students are not permitted to withdraw from a course while under

investigation for or confirmed guilty of academic dishonesty. In the event that the student is determined guilty of academic dishonesty, the student 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 Biblical Standards 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 graduate work attempted. To be eligible for continued enrollment in good standing, a student must maintain a minimum cumulative grade point average as follows:

During the first nine semester hours attempted, the student must achieve a cumulative grade point average of not less than 2.75.

For ten 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 nine 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 student will not be allowed to enroll in more than nine hours. The student must also repeat the course at SAGU in which a low grade was earned in order to receive 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 six 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.

Graduate Orientation

All graduate students are **required** to attend a **Graduate Orientation** their first semester of graduate studies. No student will be allowed to begin classes without attending the graduate orientation. It is extremely important that students be able to connect with other students as well as the graduate faculty and staff. Southwestern’s academic program is designed to enable students to learn through different instructional styles.

Class Attendance Policy

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, continued class participation is imperative regardless of the delivery method of a particular course. Failure to maintain continual participation may result in the inability to complete the necessary course requirements.

Students are responsible for taking exams and submitting assignments by the appropriate due date. A student who is unable to do so 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, along with the time frame in which the work must be completed.

Online Course Attendance Policy (Course Enrollment Verification)

Because SAGU faces a lawful responsibility and a financial aid liability with regard to student progress in courses following online registration, the following policy concerning online course enrollment verification is in effect: Each student shall complete a Course Enrollment Verification through the online course software by the date designated in the academic calendar or communicated to the student during the online registration process. (The School of Distance Education or the Registrar’s office may be contacted for more information or the official due date.) Each instructor of a Distance Education online course will provide notice of students failing to complete this requirement to the School of Distance Education for the purposes of officially withdrawing the student from the online course.

Withdrawal/Drop

Course Withdrawal (Drop)

Students desiring to withdraw from a course must submit a withdrawal request to the Registrar’s Office. Students desiring to withdraw from a distance education course must submit a drop form online. A fee is charged; consult the current Schedule of Fees.

A student will be allowed to withdraw 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 withdrawing from 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 withdraw from the course and will receive the grade determined by the teacher, either an “F” for the assignment and/or an “F” for the course.

Automatic Administrative Withdrawal (Distance Education)

Because SAGU faces a lawful responsibility and a financial aid liability with regard to “unofficial withdrawals,” the following policy concerning automatic administrative withdrawal is in effect: Each student in a Distance Education course must complete two progress reports – designated “Progress Report #1” and “Progress Report #2” – during the semester of study. Both reports will be submitted through the online course software by the date designated in the academic calendar. Progress Report #1 will be due from the student during the 4th week of the semester (3rd week for summer), and Progress Report #2 will be due during the 8th week of the semester (6th week for summer).

If no progress report has been received by the 4th week (3rd week for summer), the instructor will report to the School of Distance Education. If no progress report has been received by the 8th week (6th week for summer), the instructor will report to the School of Distance Education and the Registrar for the purpose of automatic administrative withdrawal from the course. In the event of administrative withdrawal from an undergraduate course, a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF) will be assigned and a fee will be assessed. In the event of administrative withdrawal from a graduate course, a grade of Withdrawn (W) will be assigned and a fee will be assessed.

School Withdrawal

Students who desire to withdraw from the Graduate School are encouraged to contact the Graduate Studies Office for assistance in resolving any issues that they may be experiencing. Students who find it necessary to withdraw from the University must submit an official withdrawal notice with the Registrar’s office.

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 choose to graduate under the requirements of the current catalog, but only if the requirements of the catalog chosen are followed as a whole. The Graduate Chair 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

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 official transcripts must be on file in the Registrar's Office. Degrees are conferred in the semester that all official documentation of completed requirements are received by the Registrar's Office.
2. The student must complete all prescribed course work for the program before they are permitted to participate in the graduation ceremony.
3. To fulfill residency requirements the student must complete the final twenty-four hours at Southwestern. (Additional residency requirements may vary for specific graduate programs.)
4. The student must have attained a minimum grade point average of 3.0. In order to maintain the minimum GPA to graduate, only six 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.
5. The student must have successfully completed the Graduate Comprehensive Examinations which are given during the final semester of the student's graduate program.
6. No credit toward a graduate degree may be earned by correspondence study.
7. Before a final transcript will be released, the student must clear with the following offices: Registrar, Accounting, Library, Financial Aid, and Career Services.
8. 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.

Master Degrees

- The **Master of Arts** degree is awarded for programs with an emphasis in the social sciences or humanities.
- The **Master of Divinity** degree is awarded upon completion of all program requirements.
- The **Master of Education** degree is awarded upon completion of all Education program requirements.
- The **Master of Science** degree is awarded for programs with an emphasis in mathematics or natural or applied sciences.