

# 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. 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](http://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](http://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](mailto: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](http://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. Submit a Test of English as a Foreign Language (TOEFL) with a minimum score of: 525 Paper-Based, 197 Computer-Based, or 71 Internet-Based. (Students whose native language is English are exempt from this requirement.)
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](http://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.