



# ACADEMIC **INFORMATION**

## ADMISSIONS POLICIES

### Religious Experience

All applicants admitted for studies at SAGU 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. Applicants are expected to have accepted Jesus Christ as their personal Savior and Lord and be striving to live a Christian lifestyle. A minister's recommendation is required (not required for licensed or ordained ministers with the Assemblies of God or other recognized denominations) as part of the application process.

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.

### Admissions Deadlines

For admissions in Fall, the Priority Deadline\* is March 15th . The Regular Admissions Deadline is open until August 15th.

For admissions in Spring, the Priority Deadline\* is October 1st. The Regular Admissions Deadline is open until January 2nd.

For admissions in Summer, the Priority Deadline\* is April 1st. The Regular Admissions Deadline is open through May 1st.

*\* Priority Deadline indicates the latest preferred date that the admission process is begun. Applying by this date helps insure all needed documents can be completed before registration. In addition, early applicants receive higher consideration for institutional scholarships, grants and University housing. All prospective students are encouraged to make application as early as possible within 18 months of expected enrollment.*

### Entering Freshmen

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

1. Submit an official high school transcript showing the date of graduation and a minimum GPA of 2.0\* from an accredited public or private high school, home school, or proof of high school equivalency (GED). High school transcript must include the appropriate college preparatory classes.
2. Submit a completed and signed application for admission. You may apply online or print the needed documents at [www.sagu.edu/admissions](http://www.sagu.edu/admissions). All prospective students are encouraged to make application as early as possible within 18 months of expected enrollment.
3. Enclose a \$35 **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 well-written essay as described in the application discussing your personal and academic background, salvation experience, ministry involvement and future plans.
6. Submit scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT) taken within the last 5 years. The minimum score required for the ACT is a composite of 19\*, or a combined SAT score of 1350\* (Critical Reading + Math + Writing).

All materials submitted during the admissions process become property of SAGU and will not be returned.

\* *Students that do not meet the minimum academic admissions requirements may be considered for admission on a case-by-case basis as determined by the Admissions Committee. Contact your Admissions Counselor for more information.*

## Admission of Home-Schooled Students

Home-schooled students are encouraged to apply for admission. The Admissions Office works with home-schooled students individually considering each situation as unique. Requirements are the same as other freshmen or transfer applicants. A record of grades from grades 9-12 must be submitted in the form of a transcript, or GED certification. An ACT or SAT score is also required.

Home-schooled students under the age of 17 who do not have a high school diploma from an accredited high school or organization, and do not have a GED, may be admitted under a “non-degree seeking” status. By law, these students are not eligible for state or federal financial aid until they reach the age of 17, but may be eligible for institutional aid. At age 17, these students will be changed to “regular-degree seeking” status, at which time they may be eligible for state and federal financial aid.

### New Student Orientation and Strategies for Student Success

All new on-campus students will be required to attend and participate in SAGU’s New Student Orientation and the course GES 1122 Strategies for Student Success during their first semester at SAGU. Students beginning in the summer semester will be required to participate in the following fall semester.

On-campus students transferring into SAGU with less than 30 hours will be required to take the course GES 1122 Strategies for Student Success and attend SAGU’s New Student Orientation. Students with 30 or more transfer hours may have the course GES 1122 Strategies for Student Success waived; however, the required hours will be added to the student’s general electives. Students with over 30 transfer hours are also strongly encouraged to attend the New Student Orientation.

All new undergraduate distance education students are required to take GES 1122 regardless of the number of transfer hours.

## Credit by Examination

The following policies and procedures govern all credit awarded through any advanced placement or credit by examination program:

1. Credit by examination may be earned for:
  - a) any course (or its equivalent) in which the student has not been officially enrolled in at SAGU beyond the 12th day of classes.
  - b) any subject area in which the student has not already earned credit for a more advanced course, except by permission of the Vice President for Academics.
  - c) any course for which the student has not already received a grade.
2. Credit by examination courses are recorded on the transcript as a credit (CR) rather than a letter grade.
3. A student may receive credit for a maximum of 25% of course work toward a degree. These hours do not count as credit earned in residence.
4. Credit received by examination satisfies degree requirements in the same way as credit earned by passing courses.
5. Students may not attempt credit for a CLEP examination for a course in which a failing grade has been earned at any educational institution.
6. Students desiring undergraduate credit based upon examination must take the examination at least one semester prior to the semester of their graduation.

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7. Students are required to officially declare any CLEP, AP, or ACT credit within their first academic year.
8. A recording fee will be charged per credit hour. See current fee schedule for amount.
9. Credit will be posted after twelve semester hours have been earned in residence.

### ACT Scores

Any student scoring 26 or higher on the Mathematics or Natural Science area, or 29 or higher on the English section of the American College Test (ACT) is eligible to receive up to three (3) hours college credit for each score validated by the Registrar's Office. Scores must be from a nationally administered test and must be sent directly to the University from ACT.

### Advanced Placement (AP) Program

High school students with superior academic achievements may earn college credit through the College Board Advanced Placement Program. Scores should be submitted to the Registrar's Office. Only scores of 3, 4, and 5 will be considered for credit.

### College Level Examination Program (CLEP)

CLEP tests are designed to evaluate nontraditional college-level education such as independent study, correspondence work, etc. Both enrolled undergraduate students and entering freshmen may receive CLEP credit for CLEP tests, which are classified as "Subject Examinations." Scores are not accepted for CLEP "General Examinations." Credit will be awarded based on the University's criteria and required scores. (Students are not eligible to earn ENG 1113 credit by examination if they have earned more than 30 credit hours.)

### Defense Activity for Nontraditional Educational Support (DANTES) Program

Enrolled undergraduate students and entering freshmen may receive DANTES credit for some examinations. Credit is awarded on a course-by-course basis as recommended by the Registrar. Credit will not be accepted for business, English, foreign languages, history or speech courses. Contact the Registrar's Office for information.

### The International Baccalaureate (IB) Program

Students who received their diploma through the International Baccalaureate program will receive college credit on the Higher Level International Exam with a test result of 4 or better. The amount of credit awarded will depend upon test scores. The hours will only be awarded after review of the International Baccalaureate transcript.

### **Early Admission/Dual Credit Program**

The Early Admission/Dual Credit Program is designed for seniors in high school who wish to enroll in college level courses. Students can earn up to 24 credit hours before fully enrolling in the University. They may enroll in up to six hours per semester beginning the summer following their junior year and continuing until the following summer. These students are considered non-degree seeking students until fully admitted to the University. Contact the Admissions Office for current requirements and pricing.

### **Admission as a Transfer Student**

Transfer students must meet the same admissions requirements as entering freshmen. (See above.) However, students transferring into SAGU with at least 21 hours of applicable transfer credit may have their high school transcripts and ACT or SAT score requirements waived. *Applicable credit is defined as credit that applies to the student's intended degree program at SAGU.* SAGU reserves the right to request transcripts or scores from students, regardless of total number of credits transferred.

In addition, official transcript(s) from each college attended must be sent directly from that college to the SAGU Admissions Office. Transfer students are expected to have eligibility to re-enroll in the last school attended. Any enrollment permitted without an official transcript is only conditional and **no credit** will be allowed until a satisfactory transcript is on file. Students entering with this status are considered freshmen until official transcripts are received, evaluated, and processed.

### Transferring From Unaccredited Institution

Students transferring in from unaccredited institutions are required to submit ACT or SAT scores, regardless of total number of credits transferred. Scores will be used for academic placement. For complete details concerning SAGU's unaccredited institution policy, please refer to the Transfer Policy section.

### Academic Status

When determining a transfer student's academic status, the total number of hours attempted and cumulative grade point average from all transfer schools are used. Any student transferring into SAGU whose cumulative grade point average falls below SAGU standards will be placed on the appropriate academic status. If deemed necessary, a student may be given conditional admittance as determined by the Admissions Committee.

## Admission of Former SAGU Students

Former students\* seeking to re-enroll must:

1. Submit a new application form.
2. Submit an updated minister's reference form.
3. Submit official college transcripts if other colleges were attended during absence from SAGU.

\* *Former students are defined as students who have not attended SAGU for one year or more.*

## Admission as a Special Student

Non-degree seeking students should contact the Admissions Counselor for current information regarding special student admissions.

## Admission of International Students

SAGU 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 a U.S. academic institution before they are admitted to SAGU. All international students are subject to 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 SAGU.

### 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 and a minimum GPA of 2.0\* from a secondary institution equivalent to a U.S. college preparatory secondary institution. 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). All prospective students are encouraged to make application as early as possible within 18 months of expected enrollments.

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3. Enclose a \$35 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 well-written essay as described in the application discussing your personal and academic background, salvation experience, ministry involvement and future plans.
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. Submit scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT) taken within the last 5 years. The minimum score required for the ACT is a composite of 19\*, or a combined SAT score of 1350\* (Critical Reading + Math + Writing). ACT testing centers are available internationally and, in certain instances, upon request. For more information, please go to [www.act.org](http://www.act.org).
8. 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 SAGU. 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.

All materials submitted during the admissions process become property of SAGU and are not returned.

\* *Students that do not meet the minimum academic admissions requirements may be considered for admission on a case-by-case basis as determined by the Admissions Committee. Contact your Admissions Counselor for more information.*

### International Transfer Students

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

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 SAGU.

### I-20 Issuance

In addition to the Admission's requirements above, F1 applicants are required to submit the following before an I-20 is issued:

**Proof of English Proficiency** - 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.)

**Proof of Financial 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. 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 SAGU. These expenses include but are not limited by tuition, room and board, living expenses, supplies, and emergency expenses. Sponsors must complete an I-134 **Affidavit of Support Form** or notarized letter to verify sponsorship. Sponsors may download I-134 forms 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 and notarized letters. Students may request a list of projected expenses from the International Student Advisor.

**First Semester Deposit** - SAGU requires that all F1 applicants submit their first semester's payment in full prior to receiving an I-20. In the event that the student is not able to attend SAGU for the semester they were intending, SAGU will refund the money to the owner.

### Full-Time Requirement for Students in F-1 Classification

In addition to being accepted, the Department of Homeland Security requires all undergraduate students on an F1 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 must only count three (3) credit hours of distance education courses per semester toward their full-time load.

### **Divorced/Separated Students**

Divorcees who have not remarried, and whose former spouse is still alive, may be admitted only on the following conditions:

1. The divorce must have been legally finalized for at least three months prior to admission.
2. The applicant must agree to pre-registration counseling with the Vice President for Student Services and to reside off campus if required. Dating is prohibited without the consent of the Vice President for Student Services and the parents. Persons who are separated from spouses are not permitted to date.

The University reserves the right to grant admission based upon the facts found in each individual case.

### **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 SAGU. The following guidelines are followed:

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.

## TRANSFER POLICIES

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### Transfer of Credits from Accredited Colleges or Universities

Credit for courses that have been earned at other regionally accredited colleges or universities with a grade of “C-” or above and meet the requirements of the student’s chosen degree may be transferred into undergraduate studies at SAGU. Courses completed with a grade of “D+” or below will not be accepted in transfer. Official transcripts must be submitted to the Admissions Office in order to transfer credit. The University determines acceptable transfer credit from other institutions based on evaluation of course content as described in the catalogs of those institutions and in consultation with appropriate academic units at SAGU as necessary for clarification. Transfer credit may only be received for course work completed at regionally accredited institutions, or institutions which satisfy SAGU’s Unaccredited College Policy. A lower-level course that is transferred for an upper-level course does not count towards the upper-level hour requirement.

#### New/Returning Transfer Student

For policies concerning transfer credit for new and returning students, please refer to section entitled Admission as a Transfer Student.

#### Current Student

Current students planning on transferring in courses from other colleges should check with the Registrar’s Office before taking any course work. All transfer credit counts toward the student’s cumulative grade point average. Students who are within the last 30 hours of their degree can only transfer six (6) additional hours.

### Transfer of Credits from an Unaccredited College

In order to have courses from an unaccredited college evaluated, the student must complete the following steps:

1. An official transcript (signed and sealed) must be sent directly from the college to the Admissions Office.
2. An official transcript from the sending college as to the duration of courses must be provided. This must include how many minutes the course met each day, how many days it met each week, and how many weeks it met in each semester.
3. Letters from at least three (3) colleges that are regionally accredited or accredited with the ABHE (Association for Biblical Higher Education) that indicate acceptance of the credits from the unaccredited college in question must be submitted. In addition, a statement of how the credits are accepted should accompany the letters (for example, the credits are accepted on probation, only half of the credits are accepted, only Bible courses are accepted, etc.).
4. A catalog that has a full course description of each course represented on the transcript must be provided.
5. The student must provide a syllabus for each course.
6. Please note that students transferring credits from unaccredited institutions will be required to submit ACT/SAT scores regardless of total number of hours transferred.

Finally, the student must validate the transfer of unaccredited courses by earning at least a 2.0 grade point average during the first 24 credit hours of study at SAGU.

### Transfer of Developmental Course Work

Please refer to section following entitled Developmental Studies Courses Policies.



## Military Credit

Credit is reviewed on a course-by-course basis. Former military personnel may receive up to four (4) hours of physical education credit with proper documentation.

## Vocational/Technical Credit

### General Guidelines for Acceptance of Vocational Type Credit

SAGU will accept a limited amount of vocational/technical credit towards the completion of a degree. Courses that are terminal in nature and focus on a single trade or craft (cosmetology, massage therapy, automotive, etc.) are not eligible for transfer. Also, SAGU will only transfer credit from institutions for which transfer is a stated option and are accredited by a CHEA-recognized accrediting agency. SAGU does not accept vocational credits that are awarded through Continuing Education Units (CEUs).

Courses eligible for transfer should meet the following requirements:

1. Courses are transcribed as college credit and are not terminal in nature.
2. Transferring institution is accredited by a CHEA-recognized accrediting agency.
3. Courses cover a range of intellectual and professional skills rather than narrowly focusing on a repetitive single skill set or craft.

### Acceptance of Credit for Courses In Which SAGU Does Not Offer Programs

SAGU will accept up to 12 elective hours of vocational, technical, or applied sciences credit towards degrees in which SAGU does not have a specified emphasis in the coursework being transferred. Credit will be evaluated for quality, content, and learning outcomes. The general guidelines for acceptance of vocation credit as stated above apply. Courses eligible for transfer should employ a theoretical framework and higher-order thinking skills for the vocation in which they are being trained.

### Acceptance of Credit for Courses In Which SAGU Offers A Program

For technical coursework in which SAGU does have an area of emphasis (Criminal Justice), transfer credit will be assessed on a course-by-course basis for applicability. All credit must still meet the general guidelines for acceptance as stated above.

## Correspondence Work

SAGU will accept up to twelve hours of correspondence work from a regionally accredited university toward a degree.

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## DEVELOPMENTAL STUDIES COURSES POLICIES

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Developmental studies courses, as listed below, are integral to the success of those students entering the University with academic challenges. Placement of students into such courses is dependent upon entrance examination scores and any applicable transfer credits. Enrollment in a developmental course incurs the same charges and is valid for the same financial aid as non-developmental courses. Successful completion of a developmental course does not apply toward a student's degree completion.

**Achievement in Mind (AIM) I (GES 0011) and II (GES 0021):** Placement in these courses is determined at the time of initial enrollment, based upon composite ACT scores.

**Crossroads (GES 0031):** Required for all students with the academic status of Academic probation.

**English Development:** Upon initial enrollment, students with an ACT English score of 16 or below or an SAT Verbal score of 420 or below are required to enroll in ENG 0013 Developmental Composition

in their first semester and earn at least a C (70%) in order to be eligible to then enroll in ENG 1113 Composition and Rhetoric I. On the first day the class meets, students will take the SAGU English Placement Exam. That score, along with the ACT/SAT English score, will determine the student's final English course placement for the semester.

**Reading Development:** Upon initial enrollment, students with an ACT Reading score of 16 or below or an SAT Verbal score of 420 or below are required to enroll in GES 0113 Reading Enrichment Strategies in their first semester and earn at least a C (70%) in order to complete developmental requirements. On the first day the class meets, students will take the SAGU Reading Placement Exam. That score, along with the ACT/SAT Reading score, will determine the student's final course placement for the semester.

**Math Development:** Upon initial enrollment, students with an ACT Math score of 20 or below or an SAT Math score of 490 or below are required to enroll in MTH 0013 Developmental Math in their first semester and earn at least a C (70%) in order to be eligible to then enroll in MTH 0023 Beginning Algebra. On the day the class first meets, students will take the SAGU Math Placement Exam. That score, along with the ACT/SAT Math score, will determine the student's final Math course placement for the semester. A student may be moved up into MTH 0023 Beginning Algebra (as offered on the schedule), or into MTH 0033 Intermediate Algebra (as offered on the schedule). However, none of the above listed courses meets the SAGU Math requirement for graduation.

## Transfer of Credits From or To Other Colleges or Universities

In addition to other transfer policies, students may not receive credit toward graduation requirements for courses that SAGU deems "developmental" or "remedial." If credit is received for these hours at another university, SAGU may use these credits as a placement device into subsequent courses.

SAGU does not authorized the transfer of the following courses to any college or university for standard graduation credit. Use of these courses as a placement tool is purely via institutional prerogative. These courses may be considered "developmental" or "remedial." Each of these courses will receive a grade of Credit/No Credit (CR/NC).

## ACADEMIC POLICIES

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### Required Student Participation in University Surveys

SAGU 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 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 student to participate in the following events as directed by the University:

**Graduating Student Survey**

*Administered during the last semester of all graduating students*

**Assessment of General Education Progress**

*Administered to all Juniors*

**Student Satisfaction Inventory**

**National Survey of Student Engagement**

**Career Services Exit Questionnaire**

**Residence Hall Survey**

**Other surveys as needed**

**Academic Records**

Student records are housed in the Registrar’s Office. Grade reports are available online after the conclusion of each semester. Transcripts may be requested in writing for a fee. Transcripts will be released only when students are clear of all financial obligations to the University and are 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:

- Freshman:           0 - 29 hours
- Sophomore:        30 - 59 hours
- Junior:             60 - 89 hours
- Senior:             90 or more hours
- Full-time Student:   A student who is carrying at least 12 semester hours
- Part-time Student:  A student who is carrying less than 12 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  | 93-100              | 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           |     |
| P  | Pass                |     |
| NP | No Pass             |     |
| I  | Incomplete          |     |
| W  | Withdrawn           |     |
| WP | Withdrawn Passing   |     |
| WF | Withdrawn Failing   |     |
| WC | Withdrawn Credit/NC |     |

The following grades are given to specific courses: CR, NC, P, NP. These grades do not affect grade point averages but do count toward academic degree requirements and academic progress.

## The Unit of Credit or Semester Hour

The unit for calculating credit is the semester hour. Each course (except developmental, physical education, music performance, and laboratory courses) gives as many semester hours credit as the number of hours spent in class per week. It is expected that two hours preparation will be made for each hour spent in class.

## Student Load

Students enrolled in fewer than 12 semester credit hours are classified as part-time. Students enrolled in 12 or more semester credit hours are classified as full-time students. Students desiring to take more than 20 semester credit hours must secure special permission from the Assistant Dean for Student Records.

## Seminars

SAGU offers a variety of CR/NC seminars usually for the purpose of exposing students to talented field expertise. Students are allowed to take as many as they wish; however, only three seminars graded “CR” may be counted toward meeting graduation requirements.

## Majors and Specializations

Major refers to the student’s general field of study and consists of a minimum of 9 hours for an Associate’s degree and a minimum of 36 hours for a Bachelor’s degree. Specialization refers to the specific sub-field of study within the major and consists of a minimum of 9 hours for an Associate’s degree and a minimum of 18 hours for a Bachelor’s degree. All Bachelor degrees require a minimum of 24 hours of Bible and theology.

## Secondary Majors/Specializations - General Requirements

All degree-seeking students must declare a primary major/specialization. The primary major/specialization will serve as the principal basis for advising and course selection. Students may not use courses in the primary major as substitutions for courses in a secondary major (or vice-versa) unless it is for elective type courses. Programs where the major studies or specialization studies areas are left open for elective-based credit do not qualify for secondary majors/specializations.

### Bachelor’s Degrees

Students wishing to declare a second major may do so by completing a minimum of thirty (30) hours unique to the second major in the major studies area. Students may request a second specialization by completing a minimum of fifteen (15) hours unique to another specialization in the specialization area. Students may not declare a secondary major or specialization where the respective number of unique hours is less than the minimum stipulated above. Students must complete all unique degree requirements for both programs.

### Associate Degrees

Students may complete a second associates major by completing all hours unique to the second major. Additionally, there must be at least nine (9) hours difference between the primary and secondary major.

## Minor

A minor consists of 15-18 semester hours of coursework in a single subject (as outlined by academic departments) outside the student’s major field. At least 6 of those hours must be at the junior/senior level. General education courses in the minor subject may count toward the total required hours for the minor. The purpose of the minor is to give the student an additional, though lesser, area of concentration and

expertise beyond the major field. Students pursuing elective-based degrees or degrees with 30 or more hours in elective credit may declare one minor from the list of available minors in their catalog year.

## 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.

## Honors

After each semester, the Registrar publishes a President’s List of all students who have been enrolled for at least 12 semester hours earning a 4.00 semester grade point average, and a Dean’s List of students making a 3.50-3.99 semester grade point average. All work must have been completed on time. A student earning grades of “I”, “WF”, “WP”, “NC”, “WC” or “NP” do not qualify. Developmental courses, transfer courses, and credit by exam do not count toward the 12 semester hour requirement. However, college-level SAGU courses with CR grades (practicums, student teaching, seminars, etc.) may count towards the 12 hour minimum provided the student took other courses which resulted in an eligible semester GPA.

Honors are noted at commencement to graduating students with high cumulative grade point averages for all their college work.

|             |                 |
|-------------|-----------------|
| 3.50 - 3.74 | Cum Laude       |
| 3.75 - 3.89 | Magna Cum Laude |
| 3.90 - 4.00 | Summa Cum Laude |

## Examinations

1. Instructors give regular examinations during class hours within the semester. To make up an announced test, approval must first be secured from the instructor.
2. Final examinations occur at the end of each semester. All students must take these examinations. Graduating seniors with a grade of B or higher within a course may be exempted from the last examination of the course if the professor designates it as a final exam. However, a graduating senior with a grade of B or higher within a course, at the professor’s prerogative, may or may not be exempted from a unit exam given during the final examination week. Early final examinations will not be permitted except for extraordinary emergencies.
3. Late final examinations may be administered by the Testing Center up to 60 days after the end of the semester only.

## Distance Education Examinations

The student should ensure that the examination method is understood prior to taking the test. The DE program has various online testing procedures, and methods may vary even within the same course. It is recommended that the course syllabus be reviewed carefully and questions be directed to the instructor prior to taking online exams.

Whatever the testing method may be, all students must realize that exams must reflect the independent work and expertise of the student being tested. Questions concerning the content or grading of an exam should be directed to the course instructor and not posted on any electronic discussion area.

Online course exams are administered using the Blackboard Assessments tool. To access the exam, the student should log in to the Blackboard course and follow the specific instructions as listed in the course syllabus.

## Academic Integrity

Studies at SAGU are as inherently spiritual as they are intellectual. Students are admitted with the expectation of a commitment to honesty and stewardship. The true worship of God requires the worship of the whole being (“you shall love the Lord your God with all your...mind” Matthew 22:37). Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, etc.

Therefore, any form of cheating or academic dishonesty is unfit to basic Christian discipleship and cannot be tolerated. Anyone cheating on a test or assignment may receive an “F” for the assignment or for the course and potentially face disciplinary action by the school. Course notes and other resources may not be brought into the testing room. Testing requires academic honesty and a student’s honor is at stake if the testing situation is compromised in any fashion by having persons present or materials or technologies in use which impact the results of the test. Plagiarism, the use of another’s uncited material as one’s own, is impermissible. Reproducing material from other students by photocopy, computer media transfer, or by rewrite is cheating. This also specifically applies to the use of other people’s essays, research papers, sermons and ceremonies from books, tapes, magazines, etc. without proper attribution. It further applies to downloading material from websites which are designed to aid in cheating on essays, term papers and dissertations.

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. Refer to Standard of Conduct in the Student Handbook.

## Academic Status

Academic status is determined by a student’s cumulative grade point average (CGPA) calculated on the basis of all academic work attempted. For continued enrollment in good academic standing, students must maintain a minimum cumulative grade point average of 2.0. Students who do not achieve this minimum requirement may incur one of the following academic statuses.

### Academic Alert

A freshman or sophomore is considered on academic alert when their semester grade point average (SGPA) falls between a 2.0 and 2.25. Academic alert is not reflected on students’ permanent records; however, it does serve as a caution to students who are in danger of falling below minimum academic requirements.

### Academic Probation

A student is placed on academic probation at the end of any fall or spring enrollment period in which the cumulative grade point average (CGPA) drops below a 2.0. A student on academic probation must abide by the following guidelines:

1. Students will not be permitted to enroll in more than 14 hours. These hours include GES 0031. (SAGU is not obligated to accept credits taken concurrently at other institutions during a student's probationary semester.)
2. Students will be required to enroll in and complete a one (1) hour, Credit/No Credit (CR/NC) course (GES 0031) through the SAGU Learning Center.
3. Students will be required to comply with a probation contract which provides a plan for continued academic improvement.

### Academic Suspension and Continued Academic Probation

A student who, during a probationary semester, either fails to raise their CGPA to the minimum 2.0 standard, fails to meet the terms of their probation contract, or has been on academic probation for 50% of their academic career will be placed on Academic Suspension at the end of that semester.

Students receiving their first academic suspension may appeal in writing to the Dean of Academic Services for re-admission on a Continued Academic Probation status. If the appeal is granted, the student will be required to follow the same guidelines listed under Academic Probation. Please note: Continued Academic Probation is considered a suspension status for purposes of tracking academic progress.

Students who make sufficient academic progress during their Continued Academic Probation semester, but whose CGPA remains below the 2.0 standard will be placed on Academic Probation the following semester until their CGPA is above a 2.0.

### One and Three Year Suspensions

Students who fail to make sufficient academic progress during a Continued Academic Probation semester or face their second academic suspension at the conclusion of a semester will serve the second suspension as a one year suspension. One year suspensions preclude students from enrolling at SAGU during fall, spring, and summer semesters.

A student academically suspended a third time will not be allowed to re-enroll for three years (fall, spring, and summer).

### **SAGU Learning Center**

The SAGU Learning Center, located in Davis Hall, exists primarily for the purpose of instructional assistance. It has been established by the University in harmony with its commitment to academic excellence. The Learning Center is open to all students to facilitate their learning experiences. It also assists students needing academic accommodations because of a documented learning or physical disability. Students needing such assistance must make application with the Director of the Learning Center at the time of enrollment. The Director of the Learning Center will make recommendations to the faculty and students to maximize the learning experiences for students attending the Learning Center.

The following policy defines voluntary and mandatory participants, and specifies some related procedures for the Learning Center.

1. The following students will be required to attend the Learning Center. (Any student who is required to use Learning Center services yet does not comply with Learning Center policy will be

reported to the Dean of Academic Services.):

- a) New students with a composite ACT score of 18 and below or a combined SAT score of 870 (Critical Reading and Math) and below must enroll in a one (1) hour, Credit No Credit (CR/NC) class through the Learning Center each of the first two semesters.
  - b) Students taking ENG 0013 Developmental Composition and/or MTH 0013 Developmental Mathematics.
2. Students enrolled in Developmental English or Math will complete a computer-assisted program under the guidance of the Learning Center and in cooperation with the respective course instructor.
  3. Students with verifiable learning challenges may apply to voluntarily participate in Learning Center programs.

## **Academic Advising/Counseling**

“Schedulers” work to help students with their degree planning activities. Students should freely consult with the schedulers who are helping in the design of their academic program. New students are connected with faculty members who serve to mentor, assist and coach. Faculty members are available to work with the students on the issues of life, academics, career and spirituality. Before changing a major or prior to adding or dropping a course, students should seek out meaningful counsel provided by the University. Students are also able to review their degree plans on line and to pre-register for course work in this fashion. Questions about academic interests should be brought to the attention of faculty members (“mac’s”) or to faculty members who are department leaders or program coordinators. Faculty post hours of availability for student appointments.

## **Course Repetition**

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

## **Class Attendance Policy**

SAGU’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.

Please refer to the Student Handbook for specifics on this policy. The attendance policy is also recorded in each course syllabus.

A student who is absent from a class is responsible to make the appropriate advanced 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. However, no point reduction will be imposed upon a student’s final grade for absenteeism.



## Undergraduate 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 an undergraduate 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.

## Tardy Policy

Students missing fifteen minutes of a class will be counted as absent for that session. Every three tardies acquired in classes that meet three times a week and every two tardies acquired in classes that meet twice a week will be considered as an absence. The student is responsible, at the end of class, to identify his/her tardiness to the professor.

## Course Withdrawal (Drop)

A student will be allowed to withdraw from a course (except in the case of alleged academic dishonesty) 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 withdraw from 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 instructor. 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 faculty advisor and instructor. A fee is charged; consult the current Schedule of Fees.

## 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 needing to withdraw from school must file an official withdrawal notice in the Registrar's Office before the last day of classes. 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 instructors. Transcripts cannot be released until proper clearance is arranged.

## GRADUATION POLICIES

### 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 6 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. To change catalogs, the student will need to complete the necessary paperwork from the Registrar's Office. The scheduler 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 govern the graduation process:

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 by date indicated on their graduation application. This includes the receipt of all outstanding official transcripts with applicable transfer credit and any Credit by Exam credits. Degrees are conferred in the semester that all official documentation of completed requirements are received by the Registrar's Office.
2. All course work must be completed and a passing grade received before the student is allowed to participate in the graduation ceremony.
3. A student must have attained an overall grade point average of 2.0 "C" to qualify for any degree or diploma awarded by SAGU.
4. Only 6 hours of the last 30 hours toward a degree or diploma at SAGU may be taken by transfer of credit (this includes all nontraditional credit and correspondence courses). Students may not transfer courses from another institution during their final semester.
5. A student awarded any degree or diploma from SAGU must have completed at least 25 percent of the credit hours required for the degree at SAGU.
6. A student is required to have completed a minimum of 30 hours of upper-level credit to be awarded a Bachelor's degree.
7. Students desiring undergraduate credit based upon examination must take the examination at least one semester prior to the semester of their graduation and must complete the process to have the credit applied to their transcript before their degree is conferred.
8. Before a final transcript will be released, the student must take the Core Exam, clear with the Accounting Office and Library, and complete exit interviews with the Financial Aid Office and the Career Services Office.
9. Students must have a 2.0 grade point average in their general studies composition courses (ENG 1113 Composition and Rhetoric I and ENG 1123 Composition and Rhetoric II). Failure to meet this requirement will result in a student not being allowed to graduate.

Requests to withdraw an application for graduation for a specific graduation date must be received by the end of late registration in the semester that graduation is intended. Refunds of graduation fees will only be granted to requests observing this time frame. Changing

one's graduation date to a later semester will require reapplication and fee.

## Graduation Rates

The graduation rate calculates from the first-time, full-time students who enter SAGU and complete within a six-year period. From the first-time, full-time students who entered in 1993, 32%; 1994, 44%; 1994-1995, 38%; 1995-1996, 39%; 1996-1997, 39%; 1997-1998, 40%; 1998-1999, 38%; 1999-2000, 37%; 2000-2001, 36%; 2001-2002, 35%; 2003, 36%; 2004, 39%; and in 2005, 36% graduated.

Some students enter SAGU for reasons other than obtaining a degree. Students come to experience the Pentecostal atmosphere and enjoy the spiritual dynamics. Others come and take courses for transfer purposes. This group of students accomplish their goals, however they affect the graduation rate of SAGU students.

## Associate Degrees

The *Associate of Arts* degree is typically awarded for programs with an emphasis in the social sciences or humanities.

The *Associate of Science* degree is typically awarded for programs with an emphasis in mathematics or natural or applied sciences.

## Bachelor's Degrees

The *Bachelor of Arts* degree is typically awarded for programs with an emphasis in the social sciences or humanities.

The *Bachelor of Science* degree is typically awarded for programs with an emphasis in mathematics or natural or applied sciences.

# SCHOOL OF DISTANCE EDUCATION

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SAGU's School of Distance Education (SDE) program is designed to extend the resources of the University outside of its walls. Located throughout the world are a number of adults who desire to continue their education without relocating to a university campus. SAGU has developed a program where one may obtain an accredited education without relocating family or career. Through the School of Distance Education, a traditional Bible-based educational experience may be obtained through a quality academic format.

The School of Distance Education offers most University academic programs leading toward the Master of Arts, Master of Divinity, Master of Science, Master of Education, Bachelor of Arts, Bachelor of Science, and Associate of Arts degrees. Contact the School of Distance Education for a current list of program offerings.

Each degree program is uniquely designed for the adult student to earn a degree without moving to the campus. There is also an opportunity to earn up to 25% of a baccalaureate degree (not available for Education Majors or AA, MA, MS, MDiv, or MEd degrees) from experiential learning. This may be limited by a student's previous college work or amount of experience. Up to 96 hours of transfer credit can be accepted (limit of 31 hours of non-traditional credit). An initial one-day orientation seminar is required for all new students.

## Who fits this Program?

Each semester, students from around the world who are at least 22 years of age enroll for

course work in the School of Distance Education. Because of the flexibility of the program, a diverse group of students utilize the services of the School of Distance Education. Among those who benefit from this program are:

1. Individuals who were prohibited from finishing college due to circumstances or finances
2. Individuals who have experienced job loss and need training for a new career
3. Professionals who would like to receive credit for skills and knowledge already received through experience
4. Ministers who desire to earn a degree while maintaining their present ministry
5. Business professionals needing more skills to fulfill their job demands
6. Professionals who need a degree to advance in their present vocation
7. Retirees or Senior Adults who desire preparation for a new career or personal enrichment
8. Teachers who need to complete their college degrees
9. Christian school teachers who desire ACSI certification
10. Graduate students needing Bible or theology prerequisite courses

## A New Way to Learn – How It Works

Students have the opportunity to complete online academic advising and counseling with an academic advisor each semester regarding their degree progress. During the semester, students work under the professors' auspices via online interaction, the use of the toll-free number and email. Students have access to all college services, including the Library, Career Services, and Counseling. Student pictures appear in the Yearbook. Students also receive an ID card upon enrollment, which is useful for admittance to libraries around the country.

Many adults want some interaction time with other students and their professors, and yet not be required to move to a university campus. SAGU has joined the best of two worlds. With the combination of a formal orientation during the first semester, online interaction, and private study, individuals are able to obtain a quality degree which provides flexibility to “wrap around” personal schedules and commitments.

**Orientation:** Each new student begins the program with the Strategies for Student Success Course (GES 1122). This required course begins during orientation. During this one-time course, SAGU's staff and faculty assist the student in designing a personal degree plan. This provides an academic blueprint for the remainder of the program. Students also receive instructions regarding the mechanics of the program and register for the first semester's courses.

**Ongoing Enrollment:** Each subsequent semester, students complete course selection and registration online. Following registration, students are given access to the online courses for which they have registered. Students should purchase textbooks and study materials online from the University Bookstore as soon as possible after course schedules are approved. Students may contact the University Library to access other online resources and even check out books. Once the semester commences students will complete all assignments and/or exams under the supervision of their professors.

**Work From Home:** Each course syllabus is structured to provide step-by-step assistance through course assignments. Online courses contain important content. Exams are taken online. Many assignments and projects are designed to take advantage of one's particular work situation, thus increasing the quality of a person's learning experiences. All assignments are graded promptly by the professors, and the students are notified of the results. The professor is as close as a computer, telephone, or email message.

Any time students have questions regarding course material, professors may be contacted by email or by telephone. All professors are fully recognized and academically qualified members of SAGU's faculty. In addition, all academic programs and all courses taught

through Distance Education employ the same objectives as their on-campus counterparts. This insures that the skills and knowledge expected of distance education students are equivalent to those expected of fellow on-campus students.

## Courses

Each semester a course schedule is published identifying the particular courses being offered the next semester. These schedules are uploaded to the SAGU Web Page for review and selection.

Although a full-time load is considered 12 hours each semester, many students have found it advantageous to adjust their hours depending upon their projected personal schedule for that semester. Time management and load determination are important issues discussed during the Strategies for Student Success course.

## Enrollment Procedure

All adult students (22 years and older) admitted into SAGU are eligible to apply for enrollment in the SDE program. All required steps for enrollment can be completed online. Please refer to the section entitled "Admissions" for complete details.

## Initial Orientation: Strategies for Student Success Course (August/January/May)

Upon admittance into the SDE program, the student is ready to attend the New Student Orientation and enroll in Strategies for Student Success (GES 1122). Upon arrival, new students complete admissions check-in and purchase the course manual and course materials. Orientation seminar attendance and enrollment in GES 1122 Strategies for Student Success are required of all new Distance Education students. Students must successfully complete the two hour for credit course GES 1122 to be eligible to continue in the Distance Education program. Students who convert from the on-campus program and have already taken the on campus version of Strategies for Student Success are required to re-take the course in its Distance Education version. The purposes of this course are:

1. To enroll into the SDE program (GES 1122 is a required course worth two hours of college credit)
2. To discuss all past college credit being transferred into the SDE program
3. To help identify a major field and specialization, and to establish an individual degree plan
4. To design a personal study program which equips the student with proper time management skills
5. To introduce the facilities (including the Library) to which all students have access
6. To explain how to do a career analysis for the purpose of obtaining University credit for experience
7. To provide information on how to obtain University credit by testing
8. To give an opportunity to select the first semester's course work and meet with an academic advisor.
9. To answer all questions
10. To discuss current issues in adult education.

## Student Life

SAGU is a denominationally sponsored university. All students, whether on-campus or in

distance education, are expected to embrace standards of conduct that are represented by a deep consecration and devotion to Christ, clean conduct and conversation, modest apparel in dress and high biblical standards of moral conduct.

## Credit for Experiential Learning

*(This does not apply to Education majors, graduate students, or students pursuing an AA degree.)*

Students can apply for credit on the basis of Experiential Learning and receive full college credit up to 25% of their degree requirements, depending upon their particular degree plan and their level of experiential learning. All non-traditional credit is counted in the 25% allowed. Non-traditional credit includes credit for Advanced Placement scores, ACT scores, CLEP scores, up to 12 hours of correspondence and Experiential Learning Credit. Generally, credit is given for Experiential Learning in specific course areas such as Biblical Preaching, Counseling, Computer Science, Business, etc. Students must apply these credits toward the requirements of their particular degree plan. These credits do not count toward residency requirements. However, students seeking experiential learning credit will register for the course APS 3313 Portfolio Development, which counts as residency credit. This course must be taken during the first semester of enrollment.

While attending the New Student Orientation, instructions are given regarding the concept of obtaining credit for experiential learning. Students receive a Manual of Assessment of Experiential Learning when they enroll in the course APS 3313 Portfolio Development. The Manual describes the level of experiential learning and competency that is required in each course area. Students will meet with the course instructor as part of the orientation seminar.

At the close of the semester, students present their portfolios for evaluation to the Portfolio Assessment Committee. This committee is comprised of SAGU faculty members representing the various disciplines at the University. After the committee evaluates the student's portfolio, the student is required to meet with the committee in person or via phone conference. The committee will approve or deny credit for the portfolio. This committee will also determine the number of hours awarded as credit. The decision of the Portfolio Assessment Committee is considered final.