

Approved by: Faculty and President

Date Approved: Not Available

1. **Summary:** This policy establishes the requirements for academic program completion.
2. **Rationale:** This policy is necessary to ensure that all students are aware of the requirements of academic program completions and of the implications of program changes.
3. **Entities Affected:** students
4. **Definitions:** Not applicable.
5. **Policy:**

Program Declaration

Students must declare a degree program no later than 60 credit hours into their undergraduate degree or 18 credit hours into their graduate degree.

Catalog Requirements for Program Completion

Program completion requirements are governed by the catalog year and semester under which the student begins classes. When a student does not attend Criswell College for three consecutive fall/spring semesters, he will be placed under the new Catalog and degree plan in effect upon readmission to the College. At the time of graduation, readmitted students will be assessed for program completion with a current graduation audit.

Masters Prerequisite Completion

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

1. All degree prerequisites must be completed within the first 50% of course work for each graduate degree;
2. Until degree prerequisites are satisfied, a prerequisite must be taken each semester in which a student is enrolled.

Cooperative Resolution for Program Completion

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

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

- selecting a major early in the College career and adhering to the proposed course plan for that major;
- working closely with one’s academic advisor to develop a curricular plan;
- enrolling in courses according to the order that is outlined in the catalog for the degree plan and prioritizing prerequisite courses early in the program;
- pre-registering early during each semester’s pre-registration period;
- registering for and completing a full load of courses as appropriate for the degree program (12-15 credit hours per semester for undergraduates and 9-12 credit hours per semester for graduates);
- notifying one’s academic advisor immediately in the case of a possible delay in degree completion caused by the unavailability of a course that is needed in the last year of study.

For its part, the College guarantees each student enrollment in the courses that are required for his degree program. If the required courses are unavailable when needed, mutually acceptable alternatives may be provided.

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

Change in Degree Program

Students changing their program major, or minor(s)/track(s), must notify the Registrar’s Office and obtain signatures of approval from the assigned academic advisor and the Registrar on the appropriate completed and approved academic request form. Students making these changes must meet all admissions and program requirements outlined in the College’s *Catalog* in effect at the time of the program change.

6. Procedure:

- a. **Implementation:** Not applicable.
- b. **Responsibility for Compliance:** Vice President of Academic Affairs
- c. **Notification:** This policy will be posted on the College’s website and published in the College’s *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0	Policy number: 3.006
Related policies:	

Policy History

Version 1.0	Not Available
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