

**Approved by:** Faculty and President

**Date Approved:** March 10, 2017

1. **Summary:** This policy establishes graduation requirements for students.
2. **Rationale:** This policy is necessary to ensure that the college allows students to graduate who have fulfilled all applicable obligations and requirements with the college.
3. **Entities Affected:** students
4. **Definitions:** Not applicable.
5. **Policy:** To be eligible for graduation, students must maintain high standards of moral and ethical conduct, settle all financial obligations with the college (at least two weeks prior to Commencement), and successfully complete their prescribed course of study. Clearance for approving a graduation application must be secured from the Business Office, Wallace Library, Registrar's Office, and Student Services Office. Students expecting to graduate should be certain that they are clear and in good standing with the college through all of these administrative and educational support areas.

### **Application**

Students must indicate their intent to graduate by filing a completed Graduation Application form with the Registrar's Office and paying the accompanying fee by the deadline per the academic calendar. If the Graduation Application is submitted after the deadline, a late fee will be charged in addition to the application fee, both payable immediately. Late applications filed after January 31 will be moved to the next graduation class.

### **Commencement Attendance**

On-campus students are required to attend graduation rehearsal and commencement exercises to receive their diplomas. Special requests to graduate *in absentia* must be granted by the Academic Affairs Office and filed in the student's academic records in the Registrar's Office. Students classified as online are not required to attend commencement but are encouraged to do so.

In order to participate in the May commencement, students must complete all graduation requirements two weeks prior to commencement rehearsal. No courses needed for graduation (except the travel portion of EMS 417, with professorial approval) may be deferred after the spring semester.

### **Grade Point Average (GPA) and Course Grades**

*Undergraduate GPA Requirements*

Students in the AA or BA programs must achieve at least a 2.0 cumulative grade point average (CGPA); students in the BS Education program must achieve at least a 2.75 CGPA. Within a bachelor's major itself (i.e., the courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Education Professional Major," etc.), students must achieve at least a 2.0 grade point average.

#### *Undergraduate Course Grade Requirements*

Students in the AA program must achieve a grade of "D-" or better for all required courses. Students in bachelor's programs must achieve a grade of "D-" or better for all required non-major courses (i.e., various "Core Studies" courses listed in any undergraduate program). Within a bachelor's major itself (i.e., the courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Education Professional Major," etc.), students must achieve a grade of "C" (2.0) or better in at least 80% of those major courses.

#### *Graduate GPA Requirements*

MA Christian Leadership, MA Christian Studies, and Master of Divinity students must achieve at least a 2.5 cumulative grade point average (CGPA); MA Counseling and MA Theological and Biblical Studies students must achieve at least a 2.75 CGPA.

#### *Graduate Course Grade Requirements*

Students in any graduate program must achieve a grade of "C" (2.0) or better for any course required in their program.

### **Residency Requirements**

#### *Undergraduate Residency Requirements*

Undergraduate students must complete at least 50% of their overall degree program through Criswell College (including 100% of the final 30 hours). Bachelor's students must also complete at least 70% of their major courses (i.e., the courses listed under headings such as "Biblical Studies Major," "Psychology Major," "Education Professional Major," etc.), through Criswell College.

#### *Graduate Residency Requirements*

Graduate students must complete at least 70% of their degree program through Criswell College (including 100% of the final 9 hours).

### **Graduate Thesis Requirement**

MA Theological and Biblical Studies students must successfully complete a thesis (via RES 602 and 603), and other graduate students might opt to write a thesis. After passing the oral defense stage of the thesis process, graduate students must make any assigned corrections designated by the thesis committee chair. At least one copy of the final corrected thesis must be submitted to Wallace Library for binding and addition to the library collection. There is a binding fee for the library copy, and there is a fee for any additional copies requested by the student. Students must check with the Director of Library Services for submission and binding processes and fees. A student's transcript and diploma will not be released until such requirements are met.

## **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: 2.0	Policy number: 3.004
Related policies: Transfer of Credit Policy, Grades Policy	

Policy History

Version 1.0	Not Available
Version 2.0	March 10, 2017