

Approved By: President

Date Approved: October 23, 2017

1. **Summary:** This policy establishes requirements for student enrollment in courses at Criswell College.
2. **Rationale:** This policy is necessary to ensure that students consistently enroll in courses for which they are prepared to successfully complete in order to progress toward graduation.
3. **Entities Affected:** students
4. **Definitions:** Not applicable.
5. **Policy:**

Course Load

A full-time undergraduate student is one who is taking a minimum of 12 credit hours, with 15 hours being the recommended load. If a student's CGPA is at least 3.0, a maximum of 18 hours may be carried. Requests for more hours require filing the appropriate academic request form, with the approval of the student's program director, the Registrar, and the Vice President of Academic Affairs.

A full-time graduate student is one who is taking a minimum of 9 credit hours, with 12 hours being the recommended load. With a CGPA of at least 3.0, a maximum of 15 hours may be carried. Requests for more hours require filing the appropriate academic request form, with the approval of the student's program director, the Registrar, and the Vice President of Academic Affairs.

Dual Enrollment

Students may be eligible to enroll in college courses at Criswell College while still attending high school. Eligible students should exhibit maturity and superior academic achievement. Authorization for admission must be granted by the student's high school counselor and parent(s) or legal guardian(s). In most cases, dual enrollment credit is limited to one or two courses per semester and may be applied toward a Criswell degree, and with the high school counselor's approval, toward high school graduation requirements.

English Proficiency

For all incoming domestic undergraduate students, SAT or ACT scores will be used to determine whether the student must complete ENG090: Developmental English, a zero-credit remedial course, prior to enrolling in ENG 101: Composition I. Applicants who score below 540 on the Evidence-Based Reading and Writing section of the writing portion of the SAT or below 18 on the English portion of the ACT must complete ENG 090 prior to enrolling in ENG 101. If an applicant submits both SAT and ACT scores, she will be required to take ENG 090 only if she fails to meet the minimum requirements on both tests.

Incoming domestic undergraduate students who submit neither an SAT nor ACT score must complete ENG 090 prior to enrolling in ENG 101.

Incoming international students must take the iBT TOEFL exam prior to admission. International applicants must score at least an 80 on the iBT exam to gain admission to the college.

Any applicant who has completed a three credit-hour college English course at an accredited institution with a grade of C or higher will not be required to take ENG 090 regardless of the requirements set in this policy.

New Student Orientation

All on-campus, degree-seeking students are required to attend Orientation the first semester of their enrollment. Non-degree seeking and re-admit students are encouraged to attend Orientation as well, and will find the fellowship and instruction highly beneficial. New students initiating their programs during a summer term are required to attend Orientation in the fall. New students initiating their programs during a winter term are required to attend Orientation in the spring. Exceptions may be granted by the Student Services Office on a case-by-case basis.

Graduate Courses for Undergraduate Students

In order for an undergraduate student to enroll in a graduate level course for transcript credit, the student must have prior academic and administrative approval and meet the following standards:

- Classified as a Senior with all current Chapel and Applied Ministry Project requirements completed;
- Minimum current cumulative GPA of 3.0;
- Meet all academic criteria for the course;
- Not exceed 6 graduate credit hours for either graduate or undergraduate credit, so long as the student still has uncompleted undergraduate degree requirements.

Any graduate course taken for undergraduate credit cannot be taken for graduate credit at a later time nor be applied to a graduate degree. Qualified seniors who have filed a Graduation Application with the Registrar's Office may take more than 6 credit hours of graduate courses with approval.

Student Classification

Students enrolled in courses at the College are classified according to the categories below.

Freshman	Completed less than 30 credit hours
Sophomore	Completed at least 30 and less than 60 credit hours
Junior	Completed at least 60 and less than 90 credit hours
Senior	Completed at least 90 credit hours
Graduate	Completed baccalaureate degree and working toward a graduate degree
Non-degree	Taking courses for credit but not pursuing a degree
Audit	Attending classes without receiving academic credit
Sit-in	Attending classes without receiving transcribed credit

6. Procedure:

- a. Implementation:** The Registrar is responsible for maintaining procedures by which this policy is implemented.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College’s website and summaries of the policy will be published in the College’s *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 2.0	Policy number: 2.003
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	October 23, 2017