

Approved By: President

Date Approved: July 1, 2020

Effective Date: July 1, 2020

- 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, Registrar, Program Directors, Student Services Office, Vice President of Academic Affairs

4. Definitions:

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

- Freshman: A student pursuing an undergraduate degree who has completed fewer than 30 credit hours
- Sophomore: A student pursuing an undergraduate degree who has completed at least 30 and fewer than 60 credit hours
- Junior: A student pursuing an undergraduate degree who has completed at least 60 and fewer than 90 credit hours
- Senior: A student pursuing an undergraduate degree who has completed at least 90 credit hours
- Graduate: A student who has completed a baccalaureate degree and is working toward a graduate degree
- Non-degree: A student who is taking courses for credit but not pursuing a degree.
- Audit: A student who is attending classes without receiving academic credit

Credit Hour or Hour: "For academic purposes, Criswell College uses 'Carnegie' units to measure semester credit hours. A Carnegie unit of credit is awarded to students for the satisfactory completion of at least one 50-minute session of classroom or direct faculty instruction and at least 100 minutes of out-of-class work per week for not less than 15 weeks. Thus, one semester credit hour represents a minimum of 2250 minutes, or 37.5 clock hours, of total student work per semester" (see "Credit Hour Policy" for full definition).

Cumulative Grade Point Average (CGPA): A student's grade point average throughout a particular academic program at Criswell College

Full-time graduate student: A graduate student who is enrolled in a minimum of 9 credit hours in a semester

Full-time undergraduate student: An undergraduate student who is enrolled in a minimum of 12 credit hours in a semester

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 an undergraduate student's CGPA is at least 3.0, a maximum of 18 hours may be carried.

To take more than 18 hours, an undergraduate student must obtain approval from his or her Program Director and the Vice President of Academic Affairs by completing the appropriate form available from the Registrar's Office.

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. To take more than 15 hours, a graduate student must obtain approval from her or his Program Director and the Vice President of Academic Affairs by completing the appropriate form available from the Registrar's Office.

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 or CLT (Classical Learning Test) scores will be used to determine whether the student must complete ENG090 (Developmental English), a zero-credit remedial course, prior to enrolling in COM 101 (Rhetoric and Writing I). Applicants who score below 540 on the Evidence-Based Reading and Writing portion of the SAT or below 18 on the English portion of the ACT or below 32 on the Verbal Reasoning and Grammar/Writing portion of the CLT must complete ENG 090 prior to enrolling in COM 101. If an applicant submits SAT, ACT, and/or CLT scores, she will be required to take ENG 090 only if she fails to meet the minimum requirements on all tests submitted.

Incoming domestic undergraduate students who do not submit SAT, ACT, or CLT scores must complete ENG 090 prior to enrolling in COM 101.

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.

(Per the college's "Admission" policy, 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.)

Mathematics Proficiency

For all incoming domestic undergraduate students, SAT or ACT or CLT scores will be used to determine whether the student must complete MTH 090 (Developmental Math) a zero-credit remedial course, prior to enrolling in MTH 101 (College Algebra). Applicants who score below 530 on the mathematics portion of the SAT or below 21 on the mathematics portion of the ACT or below 19 on the quantitative reasoning portion of the CLT must complete MTH 090 prior to enrolling in MTH 101. If an applicant submits SAT, ACT, and/or CLT scores, she will be required to take MTH 090 only if she fails to meet the minimum requirements on all tests submitted.

Incoming domestic undergraduate students who do not submit SAT, ACT, or CLT scores must complete MTH 090 prior to enrolling in 101.

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

New Student Orientation (NSO)

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

Graduate Courses for Undergraduate Students

Seniors, who have a minimum 3.0 CGPA and have met their chapel requirements, may request to take graduate-level courses for credit. A student must obtain approval from her or his Program Director and the Vice President of Academic Affairs and complete the appropriate form available from the Registrar’s Office. A student who still has uncompleted undergraduate degree requirements will generally not be approved to register for more than 6 credit hours of graduate coursework; however, Seniors who have filed a Graduation Application with the Registrar’s Office may request to register for more than 6 credit hours of graduate courses.

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. Summaries and excerpts of the policy will be published in the college’s *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 3.0	Policy number: 2.003
Related policies:	

Policy History

Version 1.0	Not Available
Version 2.0	October 23, 2017
Version 3.0	July 1, 2020

Reviewed by Executive Cabinet

<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
President’s Signature: _____ Date: ___/___/____	