CRISWELL COLLEGE

Approved by: Faculty and President
Date Approved: December 3, 2014
Effective Date: December 3, 2014

1. **Summary:** This policy establishes guidelines for the use of writing styles within Criswell College courses.

2. **Rationale:** This policy is necessary to allow for flexibility in writing style requirements across various disciplines and to ensure that students are aware of the writing style requirements in their courses.

3. **Entities Affected:** students, faculty

4. **Definitions:** not applicable

5. **Policy:** The default writing style for written assignments in Criswell College courses is the latest edition of *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate Turabian. However, instructors are free to require alternative writing styles in their courses. These styles include but are not limited to the American Psychological Association (APA), Chicago Manual of Style (CMOS), Modern Language Association (MLA), and Society of Biblical Literature (SBL) writing guides. Program directors may, in consultation with and approval of the Vice President for Academic Affairs, adopt a default style for their particular programs, or for disciplines within their programs.

   In any of the above cases, instructors shall stipulate within course syllabi the writing style(s) required in their courses. If particular written assignments require no formal writing style, instructors shall provide appropriate instructions as to what stylistic and other elements are required for the assignments.

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* and course syllabi.
   d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0	Policy number: 3.007
Related policies:	

Policy History

Version 1.0	December 3, 2014