



ACADEMIC REGULATIONS & PROCEDURES

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ENROLLMENT

REGISTRATION AND ADVISING

The degree programs are listed in the catalog and can serve as worksheets to follow a student's progress through a given degree plan. Each student should study carefully the programs and the graduation requirements for each. While there are certain core courses common to all the degrees, there are also some vital differences. Faculty advisors are available to assist the student to understand program requirements.

Registration packets and a faculty advisor are provided for the student at the time of registration. Degree plans are arranged so that the student may progress from one year to the next in an orderly sequence. Not all courses are offered annually. Non-sequential scheduling of courses can cause schedule conflicts, which may make additional semesters necessary in order to meet requirements. Students should check carefully with their advisors on these matters. All students of Dallas Christian College are required to take GENS 1111—DCC 101 the first semester of enrollment with DCC.

Although provisional enrollment may be granted for a limited period, no student is officially enrolled in classes until the student's admission is completed, all enrollment forms are approved, and all fees and charges are paid.

SEMESTERS AND CREDIT HOURS

The college academic calendar is based on a traditional two semester system of 16 weeks of classes, including one week of finals. Courses are offered on a credit-hour basis. One credit hour signifies that a course meets for one 50-minute period per week for 15 weeks, along with outside assignments and a final examination. Quest and DCC Online classes are offered as six-week or seven-week courses. The reduced face-to-face contact time in the online and Quest and other non-traditional format courses is compensated for by increased non-classroom writing and other requirements.

COURSE LOAD

The average course load for a DCC student is 14 hours per semester. A course load of 12 hours or more constitutes a full-time load; fewer than 12 hours constitutes a part-time load. (Nine to 11 hours is considered a 3/4-time load for financial-aid purposes. Six to eight hours is considered a half-time load for financial-aid purposes.) The maximum course load is nineteen credit hours or five classes plus PHED-1112 CPR/First Aid/PE, PHED-1111/1121 Varsity Team Sports, or MUSC-_115/_131 Choir. Special approval to enroll in additional courses beyond the maximum must be secured through the student's academic advisor and the Vice-President of Academic Affairs. To be considered for special approval, the student must not work more than 12 hours per week and must have at least a 3.3 cumulative grade point average or higher.

Other considerations for planning the course load include the amount of additional time needed for lab-type courses or the student's goal for completing the degree. Certain courses such as choir and physical education require additional class time, labs, or practice time for the credit hours awarded. To complete a bachelor's degree (129 hours) in four years, the student will need to take 16 or 17 hours each semester.

Students enrolled in a Traditional degree program are limited to one online or Quest class in addition to the traditional course schedule at any given time in a semester. At no point can the student exceed the maximum course load limit per semester without written permission from the Vice-President of Academic Affairs.

Online and Quest students may not take more than two courses at any given time. At no point can the student exceed the maximum course load limit per semester.

Those who must work to help meet college expenses should plan to reduce their credit-hour load. The following chart shows a recommended maximum credit-hour limitation for working students:

Weekly Work Hours	Recommended Maximum Course Hours
0-12	18-19
13-21	15-17
22-30	12-14
31-39	9-11
40+	8 or less

ACADEMIC DEPARTMENT POLICIES

CLASS ATTENDANCE

Class attendance is required; therefore, students should plan to attend every class session for all courses. Attendance for online students is defined as a substantive posting to the discussion board during the week assigned. A student cannot miss more than two weeks of classes taken in the traditional program without automatic failure due to non-attendance. For three-day-per week classes this is six sessions, for two-day-per-week classes this is four sessions, and for one-day-per-week classes this is two sessions. Students in the Quest program cannot miss more than one class session per course without automatic failure due to non-attendance. Students in the online program cannot miss more than one week without automatic failure due to non-attendance. Class sessions missed during the late-registration period are counted as absences.

At the beginning of the course, the professor may outline in the course syllabus additional attendance and participation requirements that may affect the grade.

The student is responsible for reporting the reasons for the absences, preferably in advance, to the professor to see if make-up work can be arranged. The student is also responsible for acquiring course information missed during the absences. A student who never attends will be subject to an Administrative Withdrawal (AW) with applicable fees after the second week. A student with absences over the maximum allowable will be subject to an instructor-initiated drop with a failing grade.

RETAKE

A student may repeat enrollment in a course because of a low (C, D) or failing (F) grade. The College places no limit on the number of times a student may retake a course. When a course is repeated, the lower grade is recorded on the transcript along with the new grade, but the lower grade points and credits do not count toward the student's cumulative grade-point average. A course taken at another institution may not serve as a retake for the purposes of computing cumulative GPA. A course can not be retaken for credit if the grade is "B" or better.

TRANSFER OF CREDITS

Transferable credit must meet the following criteria to be accepted:

- college-level credit earned at an approved accredited institution (see below)
- the grade earned must be a C- or above
- relevant credit must apply toward the DCC degree program sought

Approved accredited institutions are college and universities accredited by institutional and professional agencies recognized by the Council on Higher Education (CHEA).

No student may transfer in more than 75 percent of the requirements for any degree program.

Accepted transfer credit is placed in the accepted student's electronic file for advising purposes and will appear on the student transcript. The transfer credit is included in the cumulative GPA calculations and is used to determine:

- classification
- financial aid eligibility
- academic status (after the student's first semester)
- graduation eligibility
- graduation honors eligibility (70 hours of credit must be earned at DCC toward a bachelor's degree to be considered for graduation honors)

Credit from unaccredited institutions may be considered if the student provides the following documentation:

- official transcripts (signed, sealed, and sent directly from the institution to DCC)
- college catalogs
- course syllabus for each course

In some instances, samples of the student's work and verification of the academic qualifications of the teaching faculty may also be requested. Furthermore, the student must validate the transfer of unaccredited courses by earning at least a 2.0 (C) GPA during the first two semesters of study at Dallas Christian College.

EARNING ALTERNATIVE CREDIT

A student can earn additional semester hours through the Credit for Demonstrated Competency (CDC) process or credit by examination. A maximum of 30 hours may be earned through these alternative methods. All alternative credit must be completed prior to registration of the final semester. (See below.)

CREDIT FOR DEMONSTRATED COMPETENCY (CDC)

In the Credit for Demonstrated Competency process, the student prepares a portfolio documenting work experiences and the learning that has resulted from these experiences. These credits can be earned from many different sources, including workshops, seminars, independent study, non-credit classes, training programs, and work experiences. It is the learning, and not merely experience from these sources, that is evaluated and warrants the awarding of credit. In the admission process, a CDC advisor will provide the student with an estimate of the number of CDC credits he or she might receive through this process. A non-refundable fee is required at the time of application for Credit for Demonstrated Competency.

CREDIT BY EXAMINATION

DCC accepts five examinations by which a student may earn credit in addition to the courses and the CDC process. These are:

- College Level Examination Program (CLEP)—a national set of exams on selected topics offered on a regular schedule (testing available off campus only)
- Defense Activity for Traditional Educational Support (DANTES) - a national set of exams developed by the military and covering college introductory courses in 50 different subject areas (DCC is a DANTES test site.)
- Advanced Placement (AP) Examinations - a national set of exams on selected college-level topics studied at the high school (testing available off campus only)
- International Baccalaureate (IB) Higher-Level Examinations – An international set of exams on selected topics studied through the International Baccalaureate Diploma Programme (testing available off campus only)
- DCC institutional challenge exam (see below).

CREDIT-BY-EXAMINATION TRANSFERS

Assuming that an acceptable grade is attained on an examination, DCC grants full degree credit. Assuming an acceptable score, all CLEP, DANTES, AP, and IB credits will be accepted for transfer students. Students may not receive credit for CLEP, DANTES, AP, IB, and a college course covering the same subject matter, i.e. the course equivalency will only be awarded once. All credit-by-examinations must be completed prior to pre-registration for the final semester. In certain cases, departmental examinations may be required as a part of the evaluation process.

The following examinations are accepted (“E” means Elective hours):

CLEP EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
BUSINESS			
Financial Accounting	6	50	ACCT 2301, ACCT 2302
Info Systems and Computer Applications	3	50	COSC 1301
Introductory Business Law	3	50	BUAD 4303, MGMT 4303
Principles of Management	3	50	BUAD 2310
Principles of Marketing	3	50	BUAD 4305, MGMT 4305
COMPOSITION & LITERATURE			
American Literature	6	50	ENGL 2312, ENGL 2322
Analyzing and Interpreting Literature	6	50	ENGL 2340, E
College Composition	6	50	ENGL 1310, ENGL 1320
College Composition Modular	3	50	ENGL 1310
English Literature	6	50	ENGL 2311, ENGL 2321
Humanities	6	50	HUMA 2322, E
FOREIGN LANGUAGES			
College-Level French I	6	50	E
College-Level French II	12	59	E
College-Level German Language I	6	50	E
College-Level German Language II	12	63	E
College-Level Spanish Language I	6	50	SPAN 2315, E
College-Level Spanish Language II	12	63	SPAN 2315, E
SCIENCE & MATHEMATICS			
Biology	6	50	SCIN 2410, E
Calculus	6	50	E
Chemistry	6	50	E
College Algebra	3	50	MATH 1310
College Mathematics	6	50	MATH 1305, E
Natural Sciences	6	50	SCIN, E
Precalculus	3	50	E

SOCIAL SCIENCE & HISTORY

American Government	3	50	E
History of the United States I	3	50	HIST 2311
History of the United States II	3	50	HIST 2321
Human Growth and Development	3	50	PSYC 3311
Intro to Educational Psychology	3	50	PSYC 3320
Principles of Macroeconomics	3	50	ECON 2301
Principles of Microeconomics	3	50	ECON 2302
Introductory Psychology	3	50	PSYC 1320
Introductory Sociology	3	50	SOCI 2310
Social Sciences & History	6	50	E
Western Civilization I	3	50	HIST 1311
Western Civilization II	3	50	HIST 1321

DANTES EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
APPLIED TECHNOLOGY			
Technical Writing	3	46	ENGL 2315
BUSINESS			
Business Ethics and Society	3	400	E
Business Law II	3	44	BUAD 4303 or MGMT 4303
Business Mathematics	3	400	MATH 1305
Intro to Business	3	400	BUAD 2310
Intro to Computing	3	400	COSC 1301
Management Info Systems	3	400	COSC 1301
Money and Banking	3	48	E
Personal Finance	3	400	E
Human Resource Management	3	46	BUAD 3325 or MGMT 3325
Principles of Finance	3	400	BUAD 4309 or MGMT 4309
Principles of Financial Accounting	3	47	ACCT 2301
Principles of Supervision	3	400	E
Organizational Behavior	3	48	MGMT 4304
HUMANITIES			
Ethics in America	3	400	E
Intro to World Religions	3	400	PHIL 1304
Principles of Public Speaking	3	47	E
MATHEMATICS			
Fundamentals of College Algebra	3	400	MATH 1310
Principles of Statistics	3	400	MATH 2342
PHYSICAL SCIENCE			
Astronomy	3	48	E
Environment and Humanity: Race to Save the Planet	3	46	E
Here's to Your Health	3	400	E
Physical Geology	3	46	E
Principles of Physical Science I	3	47	E
SOCIAL SCIENCE			
Art of the Western World	3	48	E
The Civil War and Reconstruction	3	47	E
Western Europe since 1945	3	45	E
Criminal Justice	3	400	E
Substance Abuse	3	400	E
Foundations of Education	3	46	E
Fundamentals of Counseling	3	45	PMIN 4321
General Anthropology	3	47	ANTH 2351
A History of Vietnam War	3	44	E
Human/Cultural Geography	3	48	E
Intro to Law Enforcement	3	45	E

Intro to the Modern Middle East	3	47	E
Lifespan Developmental Psychology	3	46	PSYC 3311
Rise and Fall of the Soviet Union	3	45	E

AP EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
HISTORY & SOCIAL SCIENCES			
Government & Politics—Comparative	3	3	E
Government & Politics—U. S.	3	3	E
European History	6	3	HIST
United States History	6	3	HIST 2311, HIST 2321
World History	6	3	HIST 1311, HIST 1321
Psychology	3	3	PSYC 1320
Microeconomics	3	3	ECON 2302
Macroeconomics	3	3	ECON 2301
LANGUAGES			
English Language & Composition	6	3	ENGL 1310, ENGL 1320
English Literature & Composition	6	3	ENGL 2340, E
French Language	6	3	E
French Literature	6	3	E
German Language	6	3	E
International English Language	6	3	E
Latin-Vergil	6	3	E
Latin Literature	6	3	E
Spanish Language	6	3	SPAN 2315, E
Spanish Literature	6	3	E
MATHEMATICS			
Calculus AB	3	3	E
Calculus BC	6	3	E
Statistics	3	3	MATH 2342
OTHER			
Art History	6	3	E
Computer Science A	3	3	COSC 1301
Computer Science AB	6	3	COSC 1301, E
Studio Art—General	6	3	E
Studio Art—Drawing	6	3	E
Music Theory	6	3	MUSC 1310, MUSC 1320
SCIENCE			
Biology	8	3	SCIN 2410, E
Chemistry	8	3	E
Environmental Science	4	3	SCIN
Physics B	8	3	E
Physics C—Mechanics	4	3	E
Physics C—Electricity and Magnetism	4	3	E

IB EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
HISTORY & SOCIAL SCIENCES			
Economics	3	5	ECON 2301
Geography	3	5	E
History—Europe	6	5	HIST
History—Africa	3	5	HIST
History—American	3	5	HIST
History—Islamic	3	5	HIST
Philosophy	3	5	PHIL 3320
Psychology	3	5	PSYC 1320

Social Anthropology	3	5	ANTH 2351
LANGUAGES			
Arabic—Language B	14	5	E
Chinese—Language B	14	5	E
Danish—Language B	14	5	E
Dutch—Language B	14	5	E
English—Language A1	6	5	ENGL 1310, ENGL 1320
English—Language A2	6	5	ENGL 1310, ENGL 1320
French—Language B	14	5	E
German—Language B	14	5	E
Greek—Classical	6	5	GREK 2310, GREK 2320
Greek—Modern A2	6	5	E
Hebrew—Language B	14	5	E
Hindi—Language B	14	5	E
Italian—Language B	14	5	E
Japanese—Language B	14	5	E
Korean—Language B	14	5	E
Norwegian—Language B	14	5	E
Portuguese—Language B	14	5	E
Russian—Language	14	5	E
Spanish—Language B	14	5	SPAN 2315, E
Swedish—Language B	14	5	E
Vietnamese—Language B	14	5	E
MATHEMATICS			
Mathematics	3	5	MATH 1305
OTHER			
Computer Science	8	5	COSC 1301, E
Management	3	5	BUAD 2310
Visual Arts	3	5	E
SCIENCE			
Biology	8	5	SCIN 2410, E
Chemistry	8	5	E
Physics	8	5	E

CHALLENGE EXAMINATIONS

A challenge exam can be requested by any DCC student who wishes to meet a requirement of any general-studies or elective course through special examination. A challenge exam may not be requested for a course required in the major. The procedure is as follows:

- The student submits a written request to the Academic Office.
- If approved, an instructor will be contacted, and
- An exam will be constructed and administered by the Academic Office.

A non-refundable fee is required at the time of application for the challenge exam. All approved challenge examinations must be completed prior to pre-registration for the final semester.

GRADING

Grades symbolize the student's work accomplished, personal achievement, competencies, and knowledge gained and retained in a usable form. Grades are not the only measure of a student's success, but they are one statement concerning student progress and achievement.

Students caught cheating on a test, plagiarizing, or violating the academic-integrity standards in any fashion may be given a grade of "XF." An "XF" will be recorded on the student's permanent record and reflected on the transcript as "XF – Failure due to Academic Dishonesty."

The “XF” grade can be removed from the student’s academic record when the student submits a formal written request to the Academic Office. This request must be submitted after the student has completed an additional semester of study at DCC, but before the end of one year after the “XF” grade was earned. A committee appointed by the Vice-President of Academic Affairs will review the request and meet with the student. This committee will make the final decision regarding the changing of the grade from “XF” to “F”.

DCC uses the following grading system to indicate the grade points per credit hour, which are used to compute the grade-point average described below:

Letter	Description	Numerical Value	Grade Points
A	Excellent	96-100	4.00
A-		94-95	3.67
B+		92-93	3.33
B	Good	88-91	3.00
B-		85-87	2.67
C+		82-84	2.33
C	Average	78-81	2.00
C-		75-77	1.67
D+		72-74	1.33
D	Passing	68-71	1.00
D-		65-67	0.67
F	Failing	0-64	0.00

- P Pass in a Pass/Fail Option
- I Incomplete
- W Approved Withdrawal
- W/P Approved Withdrawal Passing
- W/F Withdrawal Failing
- AW Administrative Withdrawal
- NC No Credit
- XF Failure due to Academic Dishonesty

Grades of I, F, W/F, and XF are computed as 0.00 grade points for grade-point average.

GRADE-POINT AVERAGE

The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student’s grade-point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken. For example, if 45 grade points are earned in taking 15 credit hours, the GPA is 3.00. The cumulative GPA, which establishes academic progress, is determined by dividing the total number of grade points in all semesters by the total number of credit hours taken in all semesters. Transferred work is counted in computing the cumulative grade-point average.

DCC rounds GPAs to two decimal places, e.g., 3.33. This guideline establishes fairness and equality in areas such as academic honors and requirements set for athletic participation.

STUDENT CLASSIFICATIONS

The student’s classification is based upon the number of hours successfully completed at the end of each semester. These classifications are as follows:

Freshman:	Fewer than 30 semester hours of credit
Sophomore:	30-59.5 semester hours of credit
Junior:	60-89.5 semester hours of credit
Senior:	90 semester hours of credit or more

COURSE CHANGES AND WITHDRAWALS

Schedule changes must be made through the Academic Office. A class-change form must be filled out for any class dropped or added. Courses may be added until the end of the second week of the course. Students may withdraw with a W on their transcript until the end of the second week of Traditional courses. Withdrawals with a W and do not affect the grade-point average. After the second week, a withdrawal is recorded on the transcript with a W/P (Withdraw/Passing) or a W/F (Withdraw/Failing).

From the third through the twelfth week of classes, all withdrawals must be made with the permission of the professor and the Academic Office.

Students withdrawing from Quest and online courses must do so with the approval of their academic advisor. A withdrawal form must be filled out. Withdrawals made up to the second class meeting are recorded on transcripts with a W and do not affect the grade-point average. Once the second class meeting begins, all withdrawals must be made with the permission of the professor and academic advisor. After the second class meeting, a withdrawal is recorded on the transcript with a W/P or a W/F.

A student who withdraws while passing will receive a W/P, which is not calculated in the grade-point average. A W/F will be given if a student withdraws from a class with an F, and the grade will be calculated in the GPA as an F. The student is solely responsible for initiating and completing the withdrawal process. The date of withdrawal is determined by the date the completed form is submitted. Students who do not initiate and complete the withdrawal process and who never attend class will be administratively withdrawn and charged a \$250 Administrative Withdrawal Fee per class.

FILING FOR AN INCOMPLETE

Incompletes must be filed by petition. Forms for incompletes may be requested from or picked up in the Academic Office. A \$50 incomplete fee will be charged for each course in which a student requests an incomplete. Upon approval by the professor and Vice-President of Academic Affairs (or academic advisor for Quest and online students), an incomplete may be granted in circumstances of death in the immediate family, sickness, or extenuating circumstances. If the incomplete is not removed within six weeks of the end of the grading period, there will be no extension on the original incomplete, and the student's grade will automatically be recorded as the grade which the student would have received if an incomplete had not been granted. Granting an incomplete is predicated upon prior completion of at least 50% of the course assignments.

EXAMINATIONS

Students are expected to take all examinations, including mid-term and final examinations, on their assigned dates. Professors may administer early examinations for the entire class at their discretion. Requests for movement of a final exam will be considered only if a student has three exams scheduled for one day. Requests must be made prior to Final Exam week. Requests to move any exam to accommodate travel will not be granted.

GRADE REPORTS

Semester grades for traditional courses are issued to students after the close of each semester, and grades are recorded on student transcripts. No grades or transcripts are issued to students who owe money to the college, library, or any other department of the college. Quest and Online grades are mailed monthly and recorded on student transcripts. After a semester has ended, students may also view grades on the DCC Student Portal at <https://portal.dallas.edu>.

CHANGE-OF-GRADES

A student may petition to challenge a final grade through the Academic Office. A petition must occur within one calendar year from the end of the semester in which a grade is originally received. (The entire process is detailed in the DCC Student Handbook.)

AUDIT REQUIREMENTS

Traditional and Quest courses may be audited (taken without credit), provided the student has the permission of the instructor of the course and pays the audit tuition for the course. Online courses may not be taken for audit.

TRANSCRIPT OF CREDITS

The Registrar will furnish transcripts of credits upon written request from the student. Forms for requesting transcripts are available at www.dallas.edu. Transcripts are available without charge. No transcripts are furnished until all financial obligations to the college, including the library or any other department of the college, have been fulfilled. Any student who has defaulted on student loans will not be furnished a transcript.

ACADEMIC PROBATION

Students who do not attain a cumulative GPA of 2.0 by the end of a semester are placed on academic probation for the next semester of enrollment. First semester transfer students who do not attain a semester GPA of 2.0 by the end of the semester are placed on academic probation for the next semester of enrollment. (Quest and Online students are assessed once 12 hours have been attempted.)

Any full-time student whose semester GPA falls below 1.0 will be automatically placed on academic probation for the following semester regardless of the cumulative GPA.

Students on academic probation will be required to participate in academic mentoring. Traditional students on academic probation will be limited to 13 credit hours per semester. Quest and Online students on academic probation are limited to taking one class at a time. Students on academic probation must receive permission from the Academic Office to participate in extra-curricular activities such as intercollegiate sports, leadership roles with ministry teams, and other travel representing the College.

ACADEMIC SUSPENSION

Students on academic probation who do not improve their cumulative GPA to the minimum required during the probationary semester will be suspended from the College.

Students on academic suspension are not allowed to attend the College for one academic semester, but they may return to the College following the semester of suspension. If students do not return for the semester immediately following the semester of suspension, they must reapply to the College following the full admissions process.

Students on academic suspension may appeal to the Academic Office to attend one more semester to retake only those courses they failed in order to remove themselves

successfully from probationary status. If an appeal is granted, students will be limited to six hours, may not be qualified for any financial aid, and may not participate in extra-curricular activities such as intercollegiate sports, leadership roles with ministry teams, and other travel representing the College.

Students who do not improve their cumulative GPA at the end of the semester following the Academic Suspension period will be Academically Dismissed.

DEVELOPMENTAL STUDIES

DCC's Developmental Studies program uses entrance test scores (ACT or SAT), high school and college transcripts, and proficiency tests to place a student in Developmental Studies courses. The student may challenge this placement with a challenge exam. A student may not withdraw from these courses and must pass the course with a minimum grade of C-. Failure to pass the course with at least a C- will lead to mandatory repeating the course at the next available opportunity. The credit hours do not apply to graduation and are non-transferable, but are included in the student's GPA. The Developmental Studies courses are all one credit hour and meet up to three hours per week.

DISCIPLINARY PROBATION

A student who violates the college rules can be placed on disciplinary probation by action of the Ethical Conduct Committee. Students placed on disciplinary probation are not permitted to participate in varsity team sports, leadership roles, ministry teams, or to travel for the College. Continual violations while on probation will make the student subject to disciplinary dismissal.

DISCIPLINARY DISMISSAL

A student who is in serious violation of College rules will be dismissed from the College under the conditions set forth in the DCC Student Handbook.

STUDENT LEAVE OF ABSENCE

In accordance with the guidelines set forth by the U.S. Department of Education relative to Title IV funds, a student attending Dallas Christian College may request a "leave of absence" from classes should an appropriate situation arise.

The request for a leave of absence must be submitted to the Vice-President for Community prior to the leave of absence, unless unforeseen circumstances prevent the student from doing so, in which case the request must be submitted as soon as circumstances permit.

Any request must be written, signed and dated by the student. Upon receipt of the request, the Vice-President for Community will submit the request, along with his/her recommendation, to the President's Cabinet for final approval.

INCOMPLETE MATRICULATION

Under unusual circumstances a student may be enrolled with an incomplete admissions file. This student will be on conditional enrollment and limited to 12 hours, until the essential items are received. If exceptions are allowed, high-school and college transcripts necessary for the file must be received within two weeks of registration. All other materials must be received by the end of the sixth week. If essential items are not received by this time, the student may be required to withdraw and may not register for additional courses.

READMISSION

For readmission to DCC after an absence of one year for any reason, a student must apply for readmission. Students who are readmitted will come in under the current catalog at the time of readmission. If dismissed for academic reasons, the student may apply for reinstatement after an absence of two semesters. The student must have a personal interview satisfactory to the Academic Office to be readmitted conditionally and must repeat all courses in which grades of D or F were earned. Should satisfactory progress not be evident, final readmission will not be granted. If dismissed for disciplinary reasons, the student may apply for reinstatement after an absence of two semesters. The student must have a personal interview satisfactory to the Academic Office and Ethical Conduct Committee. If readmitted, the student must maintain an academic standard and a standard of conduct as outlined in the DCC Student Handbook.

GRADUATION REQUIREMENTS

In addition to completion of the necessary hours of classroom work, candidates for graduation must complete the following conditions before graduation:

Two semesters before the anticipated graduation date, the degree candidate must file a Graduation Review form, applying to the Vice-President of Academic Affairs for a degree program review and graduation requirements.

The candidate for the bachelor's degree must have taken 30 of the last 42 hours of course work at Dallas Christian College. The Chair of the Department of the student's major and the Vice-President of Academic Affairs must approve in advance any course work not completed at DCC. The Academic Council may approve other special arrangements. Active duty service members and their spouses, including Reservists and National Guardsmen on active duty, will be exempted from the requirement of 30 of the last 42 hours.

The candidate for the associate's degree must have taken 15 of the last 26 hours of course work at Dallas Christian College. The Chair of the Department of the student's major and the Vice-President of Academic Affairs must approve in advance any course work not completed at DCC. The Academic Council may approve other special arrangements. Active duty service members and their spouses, including Reservists and National Guardsmen on active duty, will be exempted from the requirement of 15 of the last 26 hours.

The candidate must have attained a cumulative GPA of 2.00 or above in work at Dallas Christian College.

The candidate must have attained a cumulative GPA of 2.50 or above in each major.

The candidate must have the approval of the faculty and the DCC Board of Trustees.

The candidate must have fulfilled all obligations to the College, including Christian Service, student account, financial aid including exit counseling, library, and any other department of the College, including the academic department. All financial obligations and academic issues from previous terms must be resolved by April 1 before Commencement.

The candidate must have completed all class work and assignments by the week before commencement.

The candidate must complete a Graduation Application one semester prior to Graduation and pay the graduation fee (non-refundable) the semester he or she plans to graduate.

The candidate must have received one semester's credit for Christian service for each semester of six or more hours of enrollment at Dallas Christian College.

AWARDS AND HONORS

ACADEMIC

Who's Who Among Students in American Colleges and Universities. Students demonstrating scholastic achievement; participation and leadership in extracurricular activities; service to school, church, and community; and potential for future leadership are elected to Who's Who each year by the faculty.

Highest GPA. The student with the highest cumulative GPA for the class will be honored with an academic award presented in the spring. The freshman award is based on one semester (traditional fall semester) of work, 12 hours or more; the sophomore award, on three semesters (two traditional fall and one traditional spring semesters) of work, 31 hours or more; the junior award, on five semesters (three traditional fall and two traditional spring semesters) of work, 61 hours or more.

President's List. At the end of each semester, the President will announce those students taking twelve hours or more who achieved a 3.8-4.0 GPA for that grading period.

Dean's List. At the end of each semester, the Vice President for Academic Affairs will announce those students taking twelve hours or more who have achieved a 3.5-3.79 GPA for that grading period.

GRADUATION HONORS

Summa cum laude	3.8-4.00 cumulative GPA
Magna cum laude	3.6-3.79 cumulative GPA
Cum laude	3.4-3.59 cumulative GPA

Valedictorian and Salutatorian. The two graduating seniors with the highest cumulative GPA (3.4 or above) will be honored. These honors are based on no more than ten semesters of work toward the first bachelor's degree, with at least 70 hours of coursework completed at DCC. (All transferable hours are included in the cumulative GPA.)

Delta Epsilon Chi. A national academic and leadership honor society sponsored by the Association for Biblical Higher Education. Membership can be awarded by vote of the faculty to no more than 7% of the graduating class in any one year.

Dr. C.C. Crawford Merit Award. May be conferred upon a graduating senior who has achieved a 3.7 or better cumulative GPA, with at least 70 hours of coursework completed at DCC, who has contributed positively to campus life, who has demonstrated a willingness to serve and a cooperative attitude, and who aims to give first consideration to the pulpit ministry. Recipients of this award are chosen by unanimous approval of the faculty. It is considered the highest student award given at Dallas Christian College.

Dr. Leroy C. Wineinger Award. Presented to the Bible Department graduating student who demonstrates outstanding Christian character, academic ability, and commitment to Christian ministry. Recipients of this award are chosen by the Bible faculty.

Lucille L. Perkins Award. Presented to the Business Administration Department graduating student who demonstrates outstanding Christian character, academic ability, and commitment to Christian service within an administrative context. Recipients of this award are chosen by the Business faculty.

OTHER AWARDS AND HONORS

Athletic Awards. Presented to the most valuable players in each sport and to players demonstrating outstanding Christian sportsmanship; selected by the physical-education faculty and coaches.

Biblical Studies Award. Presented to a graduating senior who has demonstrated superior exegetical skills and who has developed an outstanding portfolio in Bible and theology classes; selected by the Bible faculty.

Business Student Association Award. Presented to the Business Administration Department student who has made the greatest positive contribution throughout the year to the Business Administration Department of Dallas Christian College; selected by the Business Administration Department students.

Church Musician Award. Presented to the most outstanding student in music classes, one demonstrating not only musical talent and ability but also Christian character and goals; selected by the music faculty.

Education Award. Presented to the most outstanding student in the Bible and Education program, one demonstrating outstanding Christian character and teaching ability; selected by the Education faculty.

Homiletics Award. Presented to a graduating senior who has demonstrated outstanding preaching ability and shows promise for preaching ministry; selected by the homiletics faculty.

Residence Awards. Presented to one male and one female student who live in the residence halls and who make the greatest positive contribution through the year to campus living; selected by residents of the respective residence halls.

Roaring Lambs Award. Presented to the most outstanding student in the Business Administration Department student who demonstrates outstanding Christian character, an exceptional understanding of major business principles from a Christian perspective, and promotes the mission of Dallas Christian College; selected by the Business faculty.

Servant Awards. Presented to the students demonstrating exemplary Christian service, one demonstrating a servant's heart and attitude, expressing a willingness and desire to serve, and showing growth in ministry skills on a consistent basis; selected by peers of the program.

Zondervan Greek Award. Presented to the student who has completed four semesters of Greek at DCC and demonstrates a superior application of exegetical skills; sponsored by the Zondervan Publishing House and selected by the Bible faculty.

LIBRARY

THE CRAWFORD LIBRARY

The Crawford Library honors the memory of Dr. Cecil Clement Crawford, who with Mrs. Helen Crawford, came to Dallas Christian College in August 1967. Dr. Crawford was a scholar, educator, preacher, writer, and popular professor during his years at DCC. Before his death in January 1976, Dr. Crawford donated his personal library to the College.

Located on the first floor of the administration building, The Crawford Library contains more than 58,000 printed volumes and more than 100 print periodicals. Additionally, the library serves the DCC community with over 50 electronic databases, over 45,000 electronic periodicals and over 25,000 electronic books.

The Crawford Library also houses computers with internet access, access to the library's online catalog and databases, and two workstations that provide access to Bible study software.

Memberships are with the American Library Association, AMIGOS, OCLC, and Christian Library Consortium. These memberships allow DCC students to borrow books, journals, and materials from thousands of libraries throughout the world.

In addition to the above, students who physically attend DCC may also access the electronic and physical resources of the Manske Public Library in the city of Farmers Branch. Students who wish to access these resources should take a valid drivers license to Manske Library; they will then be issued a library card.

A copy of the complete statement of mission, goals, and objectives is available from the office of the director of the library.

For more information about The Crawford Library, please visit the web site at www.dallas.edu/library.