



## ***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 graduation requirements. Students should check regularly with their advisors on these matters. All Dallas Christian College students are required to take GENS 1111- DCC 101 (for freshman) or GENS 2111- DCC 201 (for transfer and non-traditional students) the first semester of enrollment with DCC.

Students taking *FLEX*Campus® and online classes must meet the published computing hardware, software, and internet access requirements published for *FLEX*Campus® and online students. These requirements are published in the Moodle site and in the student resources area at [www.dallas.edu](http://www.dallas.edu).

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 either paid or a payment plan has been arranged with the business and financial aid offices.

### 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. Three credit-hour courses offered as *FLEX*Campus®, online, or Quest classes are scheduled in an accelerated six-week format. The reduced face-to-face contact time in the *FLEX*Campus®, 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 six classes plus PHED-1112 CPR/First Aid/PE, PHED-\_11\_ 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 an academic dean. 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 (120-129 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 *FLEX*Campus®, 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 academic office.

*FLEX*Campus®, 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
31-40	10-11
40+	9 or less

## ACADEMIC DEPARTMENT POLICIES

### CLASS ATTENDANCE

Class attendance is an essential element of the educational process and therefore critical for student success. Furthermore, DCC has a legal obligation to certify attendance to outside agencies including the U.S. Department of Education (for financial aid purposes), the Texas Higher Education Coordinating Board, and other agencies (i.e., student lenders, athletic associations, etc.). Therefore, attendance is required at Dallas Christian College. Minimum attendance must be met in order to pass classes at Dallas Christian College.

Once a student exceeds the maximum number of unexcused absences, the student fails the class due to excessive absences. Class sessions missed during the late-registration period count as absences. Specific attendance standards for Traditional classes and *FLEX*Campus® classes are listed below.

A professor may outline additional attendance and participation requirements and penalties for non-attendance for the course. These additional requirements must be clearly articulated in the syllabus. Penalties may include penalties for tardies, non-attendance, or non-participation. Penalties may also include a grade reduction. Students are responsible for reading the syllabus and knowing the extra requirements.

Students are also responsible for acquiring course information and content missed during all absences. The student is responsible for reporting the reasons for absences, in advance when possible, to the professor to see if arrangements for class content are possible. Any assignments due must be submitted on time, even if the student isn't in attendance.

Any student who fails to attend a class during the first two weeks will be subject to administrative withdrawal (AW) with applicable fees.

## Traditional Class Attendance

Students who exceed two weeks of unexcused absences and four weeks of total absences are subject to class failure due to lack of attendance. Excused absences are those absences which occur due to a Pre-Approved School-Authorized (PASA) event. PASA events may include athletic events or other school activities (i.e., conferences, seminars, etc.) as determined and approved by the Academic Council. All other absences, regardless of the reason for the absence, are unexcused absences. Absences for reasons of illness are not excused. Any absences which go beyond the maximum number of excused absences will be counted as unexcused absences (whether they are due to PASA events or not).

With prior approval of the professor, students may arrange for video or audio recording/capture of the lectures in lieu of a PASA absence. If approved, the viewing or listening of the recorded class session must be completed in the tutorial service area or in the presence of an approved DCC staff member. The student is responsible for arranging for any equipment or assistance required to make the recording. In some cases, recording of a course may not be approved due to the nature of the course or content. Students may not ask for makeup work after an absence for a PASA event has occurred. Unexcused absences may not be made up.

Follows is a chart showing the maximum number of absences in Traditional courses a student may have before failing due to lack of attendance:

Format	Frequency of meeting	Total number of sessions	Number of excused absences	Number of unexcused absences
Traditional, semester-long	3 times per week	43	6 (300 minutes)	5 (250 minutes)
Traditional, semester-long	2 times per week	29	4 (320 minutes)	4 (320 minutes)
Traditional, semester-long	1 time per week	15	2 (160 minutes)	2 (160 minutes)

## FLEXCampus® Class Attendance

There is no distinction between excused and unexcused absences for *FLEXCampus®* courses. *FLEXCampus®* attendance is determined by a) physically attending the class on campus, b) attending class live via web conference with a live webcam stream, or c) watching the class recording and posting the associated participation activity by 6 p.m. (CST) the evening prior to the next class session. Students missing the deadline will be counted absent and receive a zero for participation credit.

Follows is a chart showing the maximum number of absences in *FLEXCampus®* courses a student may have before failing due to lack of attendance:

Format	Frequency of meeting	Total number of sessions	Maximum number of absences
<i>FLEXCampus®</i> , intensive	3 weeks	3 (630 minutes)	.75 (150 minutes)
<i>FLEXCampus®</i> , intensive	6 weeks	6 (1,260 minutes)	1 (210 minutes)
<i>FLEXCampus®</i> , semester-long	15 weeks	15 (1,800 minutes)	3.75 (480 minutes)

## **Intensive Class Attendance**

A student may not miss more than 10% of any intensive class (i.e., Wintermester, Maymester, or other special mini-mester course offerings). PASA absences do not apply.

## **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 cannot 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.

Applicable 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.

## **TRANSFER OF DCC CREDITS TO OTHER INSTITUTIONS**

Dallas Christian College is nationally accredited by the Association for Biblical Higher Education, an accrediting agency authorized by the United States Department of Education and recognized by the Council for Higher Education Accreditation.

Due to this accreditation, students who earn credits from Dallas Christian College can expect that their credits will transfer to other colleges and universities (two-year and four-year), whether those schools are nationally or regionally accredited. Credits generally transfer, assuming a) that the courses apply to the student's program at the accepting institution, and b) that the student earned a transferrable grade (usually a C or higher) in the course at Dallas Christian College.

Dallas Christian College cannot guarantee the transfer of credit, as each institution sets its own acceptance of transfer credit policy. Students from Dallas Christian College who wish to transfer to other colleges are urged to contact DCC's Academic Office when initiating that process. Students have occasionally experienced initial resistance to accepting credits from DCC; the Academic Office is equipped to deal with these issues and negotiate for the transfer of credits.

## **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 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
<b>BUSINESS</b>			
Financial Accounting	6	50	ACCT 2301, ACCT 2302
Info Systems and Computer Applications	3	50	E
Introductory Business Law	3	50	BUAD 4303
Principles of Management	3	50	BUAD 2310
Principles of Marketing	3	50	BUAD 3305
<b>COMPOSITION &amp; LITERATURE</b>			
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
<b>FOREIGN LANGUAGES</b>			
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
<b>SCIENCE &amp; MATHEMATICS</b>			
Biology	6	50	SCIN 2410, E
Calculus	6	50	E
Chemistry	6	50	SCIN, E
College Algebra	3	50	MATH 1310
College Mathematics	6	50	MATH 1332, E
Natural Sciences	6	50	SCIN, E
Precalculus	3	50	E
<b>SOCIAL SCIENCE &amp; HISTORY</b>			
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 2314
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	E
Western Civilization II	3	50	E

### DANTES EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
<b>APPLIED TECHNOLOGY</b>			
Technical Writing	3	46	ENGL 2315



## BUSINESS

Business Ethics and Society	3	400	E
Business Law II	3	44	BUAD 4303
Business Mathematics	3	400	MATH 1305
Intro to Business	3	400	BUAD 2310
Intro to Computing	3	400	E
Management Info Systems	3	400	E
Money and Banking	3	48	E
Personal Finance	3	400	BUSI 1307
Human Resource Management	3	46	BUAD 3325
Principles of Finance	3	400	MGMT 4309
Principles of Financial Accounting	3	47	ACCT 2301
Principles of Supervision	3	400	E
Organizational Behavior	3	48	MGMT 4304

## COMMUNICATION

Principles of Public Speaking	3	400	SPCH 2310
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## HUMANITIES

Ethics in America	3	400	E
Intro to World Religions	3	400	RELI 1304

## 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 & 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	GEOG 1300
Intro to Law Enforcement	3	45	E
Intro to the Modern Middle East	3	47	E
Lifespan Developmental Psychology	3	46	PSYC 2314
Rise and Fall of the Soviet Union	3	45	E

## AP EXAMINATIONS

Subject Examinations	Credit	Credit Granting Score	Course Equivalent
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### 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
Macroeconomics	3	3	ECON 2301
Microeconomics	3	3	ECON 2302

## 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	E
Computer Science AB	6	3	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	SCIN, E
Environmental Science	4	3	SCIN
Physics 1	4	3	SCIN or E
Physics 2	4	3	SCIN or 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
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### HISTORY & SOCIAL SCIENCES

Economics	3	5	ECON 2301
Geography	3	5	GEOG 1300
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 1332
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#### OTHER

Computer Science	8	5	E
Management	3	5	BUAD 2310
Visual Arts	3	5	E

#### SCIENCE

Biology	8	5	SCIN 2410, E
Chemistry	8	5	SCIN, E
Physics	8	5	SCIN, 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 **F+**. An **F+** will be recorded on the student's permanent record and reflected on the transcript as **F**. Failure due to Academic Dishonesty.

The **F+** 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 **F+** 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 **F+** 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	Grade Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Passing	1.00
D-		0.67
F		Failing
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 during the drop/add period without the course appearing on their transcript until the end of the second week of Traditional courses. 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 *FLEX*Campus®, Quest, and online courses must do so with the approval of their academic advisor. A withdrawal form must be filled out. Withdrawals made prior to the beginning of the term may withdraw without the course appearing on their transcript. Once the term begins, withdrawals 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 an Administrative Withdrawal Fee per class.

#### **ADMINISTRATIVE COURSE CHANGES**

A minimum of six enrollees must be registered for a class in order for the class to be offered. (This does not apply to private music classes or approved independent studies.) If a class does not have the required minimum of five enrollees, the academic office administration will review the nature of the course to determine if there are compelling reasons to allow the course to still be offered as a regular course offering (i.e., a senior-level course required for pending graduation). If there are no compelling reasons to offer the class as a regular course offering for the current term, the course will be cancelled.

If a course is cancelled, the enrollees will be unregistered from the course and will be notified by the Registrar's Office of the schedule change. Should this occur, students will not be charged tuition, any associated course fees, or withdrawal fees. In some cases, students unregistered from a course due to lack of enrollment may need to add another course in order to meet financial aid and/or other scholarship or grant requirements.

#### **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 \$60 incomplete fee will be charged for each course in which a student requests an incomplete. A completed form must be filed with the Registrar by the end of the 12<sup>th</sup> week for full semester classes or before the last class session for any *FLEX*Campus® or other accelerated class. Upon approval by the professor and Vice President for Academic Affairs (or academic advisor for *FLEX*Campus®, Quest, and online students), an incomplete may be granted in circumstances of death in the immediate family, sickness, or extreme 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 satisfactory completion of at least 50% of the course assignments.

## LATE WORK

Students are expected to submit all assignments when due. Regular written work (essays, projects, reflections, research papers, etc.) will be marked down 2% for every day the assignment is late, beginning immediately after the deadline. Without previous arrangements, written work submitted more than two weeks late will not be accepted.

*FLEX*Campus® students choosing to watch the recorded class session must watch the recording and post the participation activity by 6 p.m. the evening before the following class session. Late postings will not be accepted. Students should refer to the *Attendance* section in the DCC Catalog for more information.

Discussion forums cannot be late under any circumstances. Once the posting period is over, other students will no longer visit the forum, so it is no longer a discussion.

All course assignments for Traditional classes must be submitted by 5 p.m. on the last class day before Final Exam Week unless the professor sets an earlier date. All course assignments for *FLEX*Campus® classes must be submitted by Day 4 after the final live class session. Regardless of course format, no additional work can be submitted after the deadline unless the student and the professor agree on an alternative completion plan prior to the deadline. Even then, severe penalties may apply.

The professor may make modifications to this standard by documenting the modification in the syllabus or opening welcome e-mail to the class.

Final grades for traditional classes will be reported to the Registrar's office 48 hours after the final test or final project is due. Final grades for all other classes will be reported to the Registrar's office one week after the final test or final project is due. Students should be aware that instructors will report student grades as they stand at the deadline.

Students should refer to the *Filing for an Incomplete* section in the DCC Catalog for more information when issues arise that make it difficult to complete a course.

## EXAMINATIONS

Students are expected to take all examinations, including quizzes, mid-term examinations, and final examinations, on their assigned dates. Regular tests, quizzes, and mid-term examinations (not final examinations) can only be made up after the test date in one of the two following circumstances:

- 1) The student notifies the professor in advance of the absence, and together the professor and student agree on a time for the student to make up the test.
- 2) The student presents a worthy case as to a) why he/she was unable to notify the professor of his/her absence in advance, and b) why the test or quiz could not be taken on time (e.g., "was ready to take the test, but was in an accident and was in the hospital").

Requests to move a final exam will be considered *only* if a student has three exams scheduled for one day. Requests must be submitted to the professor in writing prior to Final Exam week.

Students on college-approved travel on a scheduled Final Exam day may arrange with the professor to have the examination given by a pre-approved proctor, usually the DCC personnel sponsoring the event. Such requests must be submitted by the sponsoring personnel on behalf of the student. Requests to move any exam to accommodate personal travel will not be granted.

Final Examinations in traditional, semester-long classes (including academic activities in lieu of final examinations) must be given during Final Exam Week. Classes must meet during Final Exam Week.

## **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. *FLEXCampus*<sup>®</sup>, 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 be submitted 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**

Most courses may be audited (taken without credit), provided the student has the permission of the instructor of the course, pays the audit fee for the course, and purchases the required textbooks. In some instances, auditing a course may not be approved due to class capacity. For-credit students receive priority admission to classes. Auditing students have the option to fully participate in classes, writing papers and participating in projects, etc. Participation in group projects may be determined by the professor. Submission of any work will not be graded, but may receive feedback at faculty discretion. Auditing of athletics, choir, private lessons, or independent studies not permitted.

## **TRANSCRIPT OF CREDITS**

The Registrar's Office will furnish transcripts of credits upon written request from the student. Forms for requesting transcripts are available at [www.dallas.edu](http://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 an official transcript.

## **DCC ATHLETIC ELIGIBILITY**

Minimum standards for the initial eligibility of student athletes is determined each semester by the eligibility guidelines of the National Christian Collegiate Athletics Association (NCCAA) in effect for that semester. Because student athletes are first students and because they represent the College, the College reserves the right to a) enact additional and/or more rigorous standards for eligibility, and to b) require academic mentoring, and to c) suspend players from participation in practice sessions, specific games, or sets of games on the grounds of 1) poor class attendance in one or more classes, 2) poor academic progress in one or more classes, 3) poor attendance in CHRS-1000 Developing Christian Influence, 4) failure to maintain a passing grade in DCC 101 or DCC 201, 5) course failure of DCC 101 or DCC 201, or 6) behavior constituting grounds for disciplinary action by the Ethical Conduct Committee.

Poor attendance in CHRS-1000 Developing Christian Influence is determined after the third week of the semester. Student athletes who have missed more than 25% of the chapel services or *Illuminate!* Sessions for the semester will be ineligible until their attendance improves to above that threshold.

## **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. (*FLEX*Campus®, 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. *FLEX*Campus®, 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. Kingdom Week travel is allowed.

If a student's cumulative GPA is borderline—between 2.0 and 2.33—that student may be required to attend academic mentoring as a preventative action.

## **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. Those seeking to return to the College must reapply to the College following the full admissions process.

Students on academic suspension may appeal to the Academic Office to continue to attend the following semester on Academic Probation. In order for an appeal to be considered, the student must meet the following requirements:

1. The student must have a record of spending at least thirty hours in the student learning center while on probation.
2. The student must not have surpassed the maximum number of absences in any class while on probation. (Special circumstances may be considered regarding this data: e.g., serious personal or family illness.)
3. The student must have earned a 1.67 GPA for the semester on probation.
4. The student's cumulative GPA after the semester on probation is 1.85 or higher.

If the student meets these qualifications, the Academic Dean will consider other factors such as input from faculty about the student and mitigating circumstances to determine if an appeal will be granted. A suspension appeal will not be granted in consecutive terms.

If an appeal is granted, students will be allowed to continue on Academic Probation and will be limited to 13 hours, may not be qualified for any financial aid, and may not participate in extra-curricular activities such as intercollegiate sports practices, leadership roles with ministry teams, and other travel representing the College. Kingdom Week travel is allowed. Students who do not improve their cumulative GPA at the end of the semester will be academically suspended and not eligible for appeal.

## **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 B-. Failure to pass the course with at least a B- 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 may 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 (games or practice), 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 Academic Affairs 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 Academic Affairs 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 13 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 full semesters (including fall and spring). 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 full 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.

## INTERNSHIP

All programs of study at Dallas Christian College include a practical experience in the curriculum. \_\_\_\_-4350 \_\_\_\_\_ Internship or EDUC-49\_\_ Student Teaching is required depending upon the major and track. The practical experience provides the student the opportunity to apply what has been learned in the classroom. Placement of the intern or student teacher will be arranged with the Chair of the Department in conjunction with the professor overseeing the experience. Internships require an Orientation, a minimum of 120 clock hours on the field, academic assignments (including a Field Education Manual), and a final Internship Interview.

An intern student who does not complete the internship requirements (including all of the internship written materials, completed Field Education Manual, and the concluding Internship Interview) on schedule as arranged at the beginning of the course, will be assigned an Incomplete and be required to register for INTR-4010 Internship Continuation for the semester after the Internship was scheduled to be completed, paying the associated fee. The intern will then be required to complete all of the requirements for the internship by mid-term of that semester or receive a failing grade requiring the student to retake the Internship and begin a new field experience. If the student completes the internship requirements within the eight weeks of the semester, the student will receive a one-letter grade reduction, e.g. a grade of A will be reduced to an A-, etc., for Internship. A grade of P (pass) or F (fail) will also be assigned to INTR-4010 Internship Continuation. Exceptions to enrollment in INTR-4010 Internship Continuation and the associated fee may be made at the discretion of the professor and the Department Chair.

## GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREES

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

- The candidate must complete a Graduation Application two semesters prior to his/her planned graduation date and pay the graduation fee (non-refundable) the semester he or she plans to graduate.
- The candidate 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 for 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.
- 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 have passed a minimum of four semesters of Christian service (CHRS-1000 Developing Christian Influence) at Dallas Christian College. (Transfer students must

have received one semester's credit for Christian service [CHRS-1000 Developing Christian Influence] for each semester of six or more hours of enrollment at Dallas Christian College.)

## **GRADUATION REQUIREMENTS FOR BACHELOR DEGREES**

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

- The candidate must complete a Graduation Application two semesters prior to his/her planned graduation date and pay the graduation fee (non-refundable) the semester he or she plans to graduate.
- The candidate 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 for 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 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 the professional major.
- The candidate for the bachelor's degree which includes a Bible major must have attained a cumulative GPA of 2.00 or above in the Bible 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 have passed a minimum of eight semesters of Christian service (CHRS-1000 Developing Christian Influence) at Dallas Christian College. (Transfer students must have received one semester's credit for Christian service [CHRS-1000 Developing Christian Influence] for each semester of six or more hours of enrollment at Dallas Christian College.)
- The candidate must complete all departmental assessment exams selected by the Director of Institutional Effectiveness. Currently the departmental exams include the ETS Proficiency Profile, the ABHE Bible Exam (applicable to candidates for the bachelor's degrees which includes a Bible major only), and the DCC Bible and Theology Exam (applicable to candidates for the bachelor's degrees which includes a Bible major only).

## AWARDS AND HONORS

### ACADEMIC

**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.

**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

**Biblical Studies Honor Graduate.** Graduating students who have a 3.33-4.00 GPA in all of their Bible and theology courses (including transfer coursework). A minimum of 21 hours of biblical studies and theology courses must have been completed at DCC to be eligible.

**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.)

**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 demonstrates a strong inclination and aptitude toward ministry, whether vocational ministry or ministering through vocation. Recipients of this award are chosen by unanimous approval of the faculty. It is considered the highest student award given at Dallas Christian College.

### 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.

**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.

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

**Humanities Award.** Presented to the most outstanding student in the Arts and Sciences Department; selected by the Arts and Sciences faculty.

**Leadership and Service in Education Award.** Presented to a graduating senior from the Education program who has a cumulative GPA of 3.0 or higher; who promotes leadership and service to individuals, the college, and community; and who fosters personal and professional development of peers through example. Candidates for the award must submit a portfolio for consideration; selected by the Vice President for Academic Affairs and the chair of the E.L. and Sue Derr Department of Teacher Education.

**Outstanding Psychology Student Award.** Presented to a senior from the Psychology Department who has a cumulative GPA of 3.5 or higher and a GPA in the Psychology major of 3.75 or higher and who plans to pursue graduate school in the field of psychology. Selected by the Psychology 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.

**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 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 Award.** Presented to the student 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.

**Dr. Cara Snyder Christian Humanitarian Award.** Presented to the student who has mentored and/or assisted other students in their academic and/or spiritual development while at Dallas Christian College. Recipients of this award are selected by the Arts and Science faculty from nominations submitted by the general DCC campus community.

**Teaching Testament Award.** Presented to a graduating senior from the Education program who has a cumulative GPA of 2.75 or higher and who promotes the concept of being a person of influence through teaching in the private or public school setting. Candidates for the award must submit a portfolio to the Education department for consideration; selected by the Vice President for Academic Affairs and the chair of the E.L. and Sue Derr Department of Teacher Education.

**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.

**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 AND STUDENT LEARNING CENTER**

The Crawford Library and Student Learning Center honors the memory of Dr. Cecil Clement Crawford, who with his wife Helen joined the DCC faculty in 1967. Dr. Crawford was a scholar, educator, preacher, writer, and popular professor during his years at DCC. Mrs. Crawford worked in the Library. 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 Library contains a collection of 35,000 print volumes, 26,000 electronic books, and 3,000 full-text electronic journals. In addition, the faculty and students have access to over 60 online databases. Computers are available for student use as well as wireless access for students' laptops. There is also access to a free printer/photocopier in the Library.

Membership in WorldCat allows DCC students to borrow books and journal articles from libraries throughout the world.

The Student Learning Center provides tutoring services to traditional and online students. The Tutoring Coordinator and the Director will edit papers, conduct study sessions, and help students to organize their academic calendar. Assistance is available for one-on-one and group sessions. The Student Learning Center will also proctor tests for professors.

A copy of the Library's mission, goals, and objectives is available from the Director of The Crawford Library and Student Learning Center.

For more information about The Crawford Library and Student Learning Center, please visit the web site at <http://opac.dallas.edu>.