ADMISSIONS AND ACADEMIC REGULATIONS

ACADEMIC REGULATIONS

Southern Nazarene University offers undergraduate programs leading to various associate and baccalaureate degrees. The curricula are designed to meet the educational needs of students drawn from a wide geographical area, representing diverse preparatory backgrounds, and having different vocational, professional, and cultural goals. The administration reserves the right to make such minor adjustments in stated curriculum requirements as may, in an individual case, be justified. Any deviation from a stated requirement, however, may be made only by the appropriate Dean or the Vice-President for Academic Affairs. Any such adjustment must also fulfill the purpose of the stated curriculum and be in harmony with generally accepted educational practice.

Admissions Policies

Admission to Southern Nazarene University is based upon evidence that the applicant will be able to adjust to the standards and regulations of the University, and has the necessary educational background to do satisfactory work. Permission to enroll at SNU is a privilege and carries with it certain responsibilities. The University reserves the right to cancel enrollment or require withdrawal if the student does not conform to the established standards of scholarship and conduct.

Steps to Admission

Application for admission begins by submitting a completed Admission Form, along with an admission fee of $25.00 to the Office of Admissions, Southern Nazarene University, 6729 N.W. 39th Expressway, Bethany, OK 73008. Students applying to SNU’s traditional degree programs should follow these steps:

1. Submit a completed Southern Nazarene University Admission Form.
2. Enclose an admission fee in the form of a personal check (or money order) for $25.00, made payable to Southern Nazarene University.
3. Submit official transcripts to the Office of Admissions. High school applicants will only be considered for admission after completing six semesters of high school work. To assure accuracy in advisement and registration, a seven-semester transcript is to be sent to the Office of Admissions as soon as it becomes available, and must be submitted before a student is allowed to pre-enroll for classes.
4. Request that results of either the American College Test (ACT) (code 3384) or the Scholastic Aptitude Test (SAT) (code 6036) be sent to Southern Nazarene University. Test scores must be in before a student will be allowed to pre-enroll for classes.
5. Submit designated forms covering information on medical history/physical exam, counseling needs, and health insurance verification. Residential students should also complete the roommate profile questionnaire.

High school applicants cannot be admitted until all materials (an official high school transcript with class rank and graduation date, ACT or SAT results, student development forms) are submitted to the Office of Admissions.

Students transferring from other regionally accredited colleges/universities and planning to complete a degree program at SNU may be admitted as degree candidates. Transfer students are required to submit official college/university transcripts from all schools previously attended and a Transfer Information Form from the last school attended. Official transcripts must be provided to the Office of the Registrar at least two weeks prior to the date of registration, and counseling copies must be provided before the student will be allowed to pre-register for classes. Requests for transfer credit from non-accredited institutions must be submitted in writing to the SNU Office of Academic Affairs and will be considered on a case-by-case basis.
For more information regarding admission processes, contact the Office of Admissions.

**Freshman Admission -- Full**

Admission to SNU is based on several factors. Most importantly, the applicant is expected to indicate agreement with the standards of the University. If the applicant is a graduate of an accredited high school, admission will be granted on the basis of the student's ACT (or SAT) score, high school grade point average, and class rank. Full admission to the University requires the student to have an ACT composite score of 18 or above and a class rank above the 40th percentile. For SAT test score equivalencies, please contact the SNU Registrar.

**Freshman Admission -- Provisional**

Provisional admission may be granted to those who have a composite ACT of 17 or below, and/or a high school percentile rank at the 40th percentile or below. Those entering provisionally are required to enroll in the course sequence entitled Skills for Academic Success (GS 0112) and Skills for Critical Thinking (GS 0212) as a part of their program of study. The program of study for such students, therefore, requires completion of at least 128 credit hours. Provisionally admitted students are also placed on academic probation at admission, as an indication of their "at-risk" status. This allows the University to monitor their academic progress carefully and to assure that appropriate support services can be provided to assist in their academic success. Appeals of provisional admission status must be submitted in writing to the Dean of Arts & Sciences.

The academic performance of provisionally admitted students will be reviewed at the completion of their first two semesters at SNU. Full admission to the University will be granted if:

1) the student has successfully completed (defined as a grade of 'C' or better) the prescribed Skills course sequence;
2) the student has a cumulative GPA of 2.0 or above (thus meeting the guideline for academic eligibility);
3) the student has fulfilled any further requirements of provisional admission.

If the criteria for full admission have not been met at the completion of the first two semesters, the student may be declared " Academically Ineligible."

**Freshman Admission -- Other Information**

Home-school graduates are also eligible to apply for admission to SNU. These applicants are required to provide a high school transcript for work completed at the secondary level and are required (as are all other applicants to SNU) to take either the ACT or SAT as an entrance exam. The comparable high school class of home-school applicants must have graduated prior to the date of admission.

Other applicants who are not high school graduates may be admitted on the basis of a High School Equivalence Certificate (GED). The high school class of those applicants must have graduated prior to the date of admission. For full admission, the applicant must also have an ACT composite score of 18 or above. Otherwise, admission will be provisional (as described above).

Exceptions to these guidelines may include freshmen matriculants who have been out of high school four or more years. Before full admission is granted, final high school transcripts must be submitted and must include class rank and graduation date.

**Transfer Admission -- Full**

For those transferring from a regionally accredited institution, full admission requires that the student provide evidence of having made satisfactory progress at the colleges/universities previously attended, on the basis of the following indicators:
ADMISSIONS AND ACADEMIC REGULATIONS

1. The grade-point-average for the last semester in which the student was enrolled was above 1.50.
2. The cumulative grade-point-average for all college work that has been attempted by the student is 2.00 or above.

Upon entry as a degree-seeking transfer student, a transfer assessment will be performed to determine what program requirements the student has already completed and what requirements remain to be fulfilled to complete the designated degree at SNU. Every attempt is made to establish appropriate equivalencies, but the transfer student should expect to take additional general education and major courses to fulfill SNU requirements.

No more than 62 credit hours can be accepted from junior/community colleges in transfer. After a student has reached junior standing (having completed 57 credit hours), no more than eight (8) hours of credit will be accepted from a junior or community college without the recommendation of the student's advisor and prior approval of the Dean of Arts & Sciences.

Requests for transfer from non-accredited institutions must be submitted in writing to the Dean of Arts & Sciences and are considered on a case-by-case basis.

Transfer Admission -- Provisional
Provisional admission may be granted to students who were on academic probation at other colleges/universities. When transferring to SNU, these students are placed on academic probation so that appropriate support, accountability, and monitoring can be provided through the Academic Services office. Remedial coursework (GS 0112 and/or GS 0212) may also be required. Students declared academically ineligible by another college or university may petition for provisional admission to SNU, by submitting a written request to the Dean of Arts & Sciences.

Transfer Admission -- Non-degree seeking
A student who has been admitted to another college or university and plans to complete six (6) or fewer hours at SNU may be admitted as a non-degree candidate. Non-degree candidate transfers must submit an official transcript from the school at which the student is currently enrolled or the last school attended. Credit earned as a non-degree candidate may not be used toward a degree at SNU until the student has met all requirements for full admission.

Bible College Transfer
Students transferring from Bible colleges accredited by the American Association of Bible Colleges (AABC) may transfer up to 90 hours of credit, according to the general requirements for acceptance of transfer work outlined in the previous sections.

In addition, a Bible college transfer student planning for a major or concentration in any of the School of Theology & Ministry programs must meet established requirements set forth by that School. A minimum of fifteen (15) semester hours in religion, including courses in theology and Biblical literature, must be taken at Southern Nazarene University. Other specific requirements depend on the particular program of study being pursued. Bible college credits will be validated on the basis of successfully meeting academic course work expectations at Southern Nazarene University.

Early Admission
Applicants requesting early admission will be considered on a case-by-case basis. Criteria include evidence of high academic achievement and maturity. A supporting written recommendation from the applicant's high school principal is also required. Requests should be submitted to the Office of Academic Affairs.
Registration Policies

Academic Classification

A student's academic classification is based on the credit hours accumulated. The following designators are used in academic classification.

UNDERGRADUATE STUDENTS: Students are classified as undergraduates if they have been admitted to the University and are seeking baccalaureate degrees. The normal classification for undergraduate students is as follows:

- FRESHMAN: 0-23 hours
- SOPHOMORE: 24-56 hours
- JUNIOR: 57-89 hours
- SENIOR: 90 hours or more

UNCLASSIFIED STUDENTS: Unclassified students include: (1) adult students who audit a class, but are not admitted to a program of studies, (2) pre-college students who have received special permission to cross-enroll while completing high school work, and (3) all other non-degree-seeking students.

POST-GRADUATE STUDENTS: Post-graduate students are defined as those enrolled in undergraduate courses after having earned a baccalaureate degree. Such students will not have been admitted to any of the University's graduate programs.

GRADUATE STUDENTS: Graduate students are those who have already earned a baccalaureate degree and have been admitted to one of the University's graduate programs, or are enrolled for graduate courses at SNU.

Maximum and Minimum Student Load

A normal class load is 12-17 hours. Students entering the University as freshmen will normally not be permitted to enroll for more than 17 hours of class work. Provisionally admitted students should expect to carry no more than 15 hours a semester, with the recommended load being 12-14 hours. An undergraduate student carrying at least twelve (12) semester hours is considered to be a full-time student. A load of nine (9) hours is defined as a three-quarter load and six (6) hours is designated as a half-time load for undergraduate work.

Students are not permitted to enroll for more than 18 hours per semester without the approval of the Dean of Arts & Sciences. Such permission will be granted only in unusual cases, and consideration will be provided only when the student has demonstrated a strong record of academic success in previous semesters.

Veterans are required to carry a full schedule of courses if they are to receive the full subsistence allotment provided by Veteran's Benefits. A full schedule for veterans is defined as 12 hours of coursework that is on the student's degree program filed in the SNU Financial Aid office.

WORKING STUDENTS: Students planning to hold an employed position in addition to their academic work should seek the help of a faculty advisor to determine an appropriate course load. Outside work expectations should be limited, using the following considerations: 1) the number of semester hours in which the student expects to enroll, 2) overall grade-point-average, 3) the level of the courses the student expects to take, and 4) the specific expectations of the particular courses comprising the student's schedule (such as overall reading load, writing expectations, examination schedule, etc.). Students who plan to finance a large part of their college expenses through outside employment should plan to devote more than four years to their college program. While each situation varies somewhat, the following has been established as a guide:
ADMISSIONS AND ACADEMIC REGULATIONS

<table>
<thead>
<tr>
<th>Hours Per Week</th>
<th>Outside Work</th>
<th>Average Credit</th>
<th>Max. Load if GPA &lt;2.00</th>
<th>Max. Load if GPA &gt;3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 20</td>
<td>___________</td>
<td>14 to 17</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td>21 to 30</td>
<td>___________</td>
<td>12 to 16</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>31 to 40</td>
<td>___________</td>
<td>10 to 14</td>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>Over 40</td>
<td>___________</td>
<td>8 to 12</td>
<td>8</td>
<td>12</td>
</tr>
</tbody>
</table>

As noted above, enrollment for loads in excess of the established maximum requires special permission of the Dean. If at any time, a student's class work becomes unsatisfactory, the total work and class schedule may be reviewed and the student's schedule may be adjusted by the Dean of Arts & Sciences.

**Course Audit**

Some courses may be taken on an “audit” basis. Although an audited course is recorded on the student's official transcript, no grade is given and no credit is received. When auditing, the student is encouraged (but not required) to be a full participant in the class activities (e.g. examinations, assigned homework, etc.). Not all courses offered by the University are open for enrollment on an “audit” basis. Physical education activity courses, practicum experiences, private lessons, independent study, research, and other similar courses are not open for audit.

Audited courses follow the same enrollment procedures as credit courses. To change a credit course to an audit enrollment, the student must withdraw from the course in question following established withdrawal procedures and then re-enroll for the course on an audit basis. Conversely, a course enrolled for audit may not be transferred directly to an enrollment for credit without the approval of the course instructor and the Dean of Arts & Sciences. Such a change must also follow the appropriate process for changing the course registration, as described in the section below.

**Prerequisites and Courses Not Open to Freshmen**

In some instances, courses are sequential in nature and, therefore, a lower-division course must be completed before enrollment is allowed in a subsequent upper-division course. When this is the case, the course description of the upper-division course will specify a prerequisite requirement. For these courses, the student will only be allowed to enroll in the upper-division course if the prerequisite has been met.

Generally, courses numbered 3000 and above are not open to freshmen. Exceptions can be made only by a student's advisor and/or the Dean of Arts & Sciences, in consultation with the course instructor, on the basis of specific work in high school that has especially prepared the student for advanced coursework. Exceptions for Enrichment Track III students are indicated on the UNIVISOR audit and advising system.

**Changes in Registration (Drop/Add Policies)**

To make a schedule change after initial registration and payment of fees, students should work with their advisors. Any change made will become effective only if the proper procedure has been followed, which means that the change must be verified through the Registrar's Office and any needed financial adjustments must be made at the Business Office. No special permission is needed to drop a course through the 12th week of the semester, but the student should be aware that financial aid may be affected by such a change. The chart below specifies the routine permissions needed for adding a course after the semester has begun. In addition, some changes may require the approval of a Department Chair and/or the Dean of Arts & Sciences. No change in registration (drop or withdrawal from school) may be processed after the end of the 12th week of classes without special permission through the Dean's office.
ADMISSIONS AND ACADEMIC REGULATIONS

A course may be added without special instructor permission as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>No permission required to add</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-week</td>
<td>First full week</td>
</tr>
<tr>
<td>8-week</td>
<td>First 3 days</td>
</tr>
<tr>
<td>4-week</td>
<td>First 2 days</td>
</tr>
<tr>
<td>2-week</td>
<td>First 2 days</td>
</tr>
<tr>
<td>1-week</td>
<td>First day</td>
</tr>
</tbody>
</table>

Special permission from the instructor and the Dean of Arts & Sciences must be obtained to add a course after the times specified above.

Transcript records for course changes will be as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course dropped with no transcript record</th>
<th>Course dropped with a 'W'</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-week</td>
<td>Week 1 - Week 4</td>
<td>Week 5 - Week 12</td>
</tr>
<tr>
<td>8-week</td>
<td>Week 1 - Week 2</td>
<td>Week 3 - Week 6</td>
</tr>
<tr>
<td>4-week</td>
<td>Week 1</td>
<td>Week 2 - Week 3</td>
</tr>
<tr>
<td>2-week</td>
<td>Days 1 - 2</td>
<td>Day 3 - Day 7</td>
</tr>
<tr>
<td>1-week</td>
<td>Day 1</td>
<td>Day 2 - Day 3</td>
</tr>
</tbody>
</table>

Withdrawal from the University

If it appears necessary for a student to withdraw from school before the end of a semester, a Withdrawal Form must be completed. It is recommended that withdrawal be initiated through the Registrar's Office. The withdrawal is not complete until the Withdrawal Form has been signed by all designated officials and financial arrangements have been made through the SNU Business Office. Any student receiving financial aid is required to meet with an appropriate official from the Financial Aid Office before completing withdrawal. A student will not be officially withdrawn nor will any refund of tuition be given (as outlined in the Financial Information section), unless withdrawal is made in the prescribed manner.

When a student has pre-registered for a future semester and then determines that he/she will be unable to return, the Registrar's Office should be notified to initiate cancellation of the pre-enrollment. If the reason for not planning to return is financial, we strongly recommended that the student visit with a counselor in the Office of Financial Assistance prior to making a decision. If the decision is based on personal factors, the campus counselor is available for consultation and advice and can be contacted through the Office of Student Development. Similarly, if the reasons are primarily academic, the student should consider visiting with a faculty advisor or with someone in the Office of Academic Services prior to making a final decision to cancel enrollment.

Academic Program Advising

Academic Advisement

When entering SNU, each student is assigned an academic advisor. Typically, the advisor is chosen from the instructional area in which the student has chosen a major, so that the student will be enabled to make informed judgments about academic life and career. The student and advisor work together to develop a timeline for following one of the programs of study available through the designated department or school of the University. The advisor then monitors the student's progress each semester as that student completes the designated program of study.

As a student's interests and goals shift, it may become necessary to seek a new academic advisor, so that the student works with a faculty member whose expertise is in the new area of interest. If so, the student must submit a Change of Major/Advisor request and have it appropriately processed. Forms for doing so are available at either the Registrar's Office or the Office of the Dean of Arts & Sciences. Completing this
procedure assures that the student's academic information will be transferred from the previous advisor to the one newly assigned. If the described process for changing advisors has not been followed, the student will encounter difficulties when attempting to pre-register, register, or change registration. Accuracy of advisement is contingent upon the student having supplied accurate information to the University regarding his/her choice of major and program of study. It is the student's responsibility to report any change in major or program in a timely way so that appropriate adjustments can be made in the information available to advisors. Additional course requirements or hours resulting from the student's failure to report such changes in a timely way will be the responsibility of the student.

Monitoring Academic Progress

Since a major part of sound academic advising is the monitoring of academic progress, it is important to provide accurate, up-to-date information to both student and advisor. Additionally, it is important to have documentation supporting the student's initial program of study, subsequent progress, and any modifications that may have been made to the academic program of that student. To facilitate monitoring of the student's progress, SNU utilizes a tracking system called UNIVISOR. The UNIVISOR, which provides up-to-date information on courses the student has completed, courses yet to be taken, and progress toward graduation requirements, can be accessed through the SNU computer network. It also interfaces with other university systems to provide current information on prerequisites, course descriptions, and closed course sections. In addition to the on-going use of the UNIVISOR to track student progress, several check points are utilized to monitor program completion. These are as follows:

**Entry/Transfer Audit**: When a student enters SNU (either as a freshman or in transfer), an Entry/Transfer Audit will be performed using high school and/or college transcripts, ACT results, and any other relevant information that may be available. The Entry/Transfer Audit will provide verification of incoming General Education and major coursework and thereby will provide the student and advisor with a clear picture of the courses needed to complete the student's program of study. It is the joint responsibility of the student and faculty advisor to review this information carefully during the student's first semester at SNU, to make sure it is accurate and complete. The decisions reflected in this information will provide documentation of agreements reached upon the student's entry to SNU and will allow the student reasonable assurance that those agreements will be honored.

The faculty advisor may request modifications to the Entry Audit on the basis of either first-hand information from the student about transfer coursework, unreported test scores, or on the basis of changes in a student's designated major/concentration. If modifications are requested, the advisor should file a petition for this purpose no later than the beginning of the pre-enrollment period during the student's second semester of coursework at SNU. Petition results (approval or denial) will be recorded in the student's file within 10 working days of action by the Dean of Arts & Sciences.

**Graduation Audit**: At the end of the student's junior year, a Graduation Audit will automatically be performed, with the results sent to both the student and advisor. This audit provides verification of: 1) courses and/or CLEP credits completed at SNU, 2) posting of any transfer credit the student may have earned, 3) having met GPA requirements (cumulative, major, minor), 4) having met residency requirements, 5) having met requirements for upper-division coursework, and 6) notification of the General Education and major courses that must be completed prior to graduation. This information will assist the advisor and student in planning an appropriate course schedule for the student's senior year, so that all graduation requirements can be met. Return of the required forms verifying Graduation Audit information is essential to accurate record keeping and approval to participate in Commencement activities (see Application for Graduation).
**ADMISSIONS AND ACADEMIC REGULATIONS**

**Graduation Requirements:** A student working for a degree at SNU normally is subject to the degree requirements of the Catalog under which the student matriculated. The Entry and Graduation Audits for each student will, therefore, be performed using those degree requirements. Should a student choose to change his/her program of study after initial matriculation to the University, that student has the option to complete the degree requirements set forth in the Catalog in force at the time such a change was declared. Should a student opt to follow these newer guidelines, he/she will be subject to them as a different but entire set of requirements. Thus, a student should generally expect to complete the newer degree requirements in their entirety (rather than mixing selected requirements of the previous program with selected requirements of the newer program). Any requested exceptions, however, should follow the prescribed petition process (see below) and must be completed prior to the Graduation Audit.

**Petition Process:** A formal process exists through which a student and advisor may petition for an alteration in the degree requirements to which the student would ordinarily be subject. It is possible to petition for waiver of a course or program requirement, to substitute one course for another, or to switch to the requirements of a newer degree program. All such petitions should be completed on the appropriate form, which is available in either the Registrar's Office or the Office of Arts & Sciences and must contain all required signatures (including the Director of General Education, if a general education course is involved). Completed petitions are to be accompanied by a current transcript and any other required documentation (such as a course syllabus). Action taken on petitions (approval or denial) is recorded in the student's record within 10 working days and will be used to determine which requirements remain for the student before graduation.

**Application for Graduation**

Upon receiving the Graduation Audit, a degree candidate is required to meet with the faculty advisor to verify accuracy of the information and remaining requirements outlined in that document. After verifying its accuracy, both student and advisor sign the form, and return it to the Registrar's Office. This form serves as the Application for Graduation, and verifies whether the student plans to participate in Commencement activities. In order to participate in Commencement activities, the signed audit form and application for graduation must be returned to the Registrar's Office by the designated date. Degrees are conferred three times a year, at Winter and Spring Commencements and on August 15.

**Advanced Standing**

The University grants advanced standing to students who demonstrate (by scores on approved advanced standing examinations) that they already have a background in a particular field equivalent to the achievement required in a course offered by the University. The most typical programs for achieving advanced standing are the College Level Examination Program (CLEP), Advanced Placement Program (AP), and the International Baccalaureate Program (IB). Limited credit may be awarded through departmental proficiency exams or military credit.

For students in traditional programs at SNU, a total of up to thirty (30) semester hours of college credit is available through various forms of testing (CLEP, AP, departmental proficiency exams, military credit). Credit hours received via CLEP are recorded on the transcript after the student completes six (6) hours of work at SNU. In order to assist in accurate advisement and planning, students planning to take CLEP exams should do so in adequate time so that the testing results will be available before the beginning of the student's sophomore year. By policy, CLEP credit for lower division courses will not be approved if advanced courses in the same area of study have already been taken; any exception must have the approval of the Dean of Arts & Sciences.
For students in nontraditional programs at SNU, a total of up to 45 credit hours of advanced standing may be earned, with a maximum of 30 credit hours awarded for experiential learning.

CLEP is the major vehicle for advanced standing validation and incoming freshmen who are proficient in specific academic areas may want to take advantage of this opportunity. Note should be made that the guidelines for acceptance of CLEP results (both the particular exams accepted and the score cutoffs used for credit) vary from one university to another. For example, course credit gained by taking a particular CLEP examination will not necessarily be accepted as credit in transfer to another college or university. For any prospective SNU student, therefore, information regarding approved CLEP examinations and acceptance of CLEP credit at SNU should be obtained from the SNU Testing Service office prior to taking a CLEP exam. Southern Nazarene University is not responsible for inaccurate information provided by other sources.

Consistent with practices at other regionally accredited universities, CLEP credit is awarded according to the guidelines established by the American Council on Education (ACE). ACE recommends that students be awarded credit if they score at or above the 50% percentile on established sophomore norms in selected content areas. The specific cut-off scores are based on current norms and, therefore, are subject to change. For specific score information, contact the SNU Testing Service office.

CLEP examinations are administered by appointment, Monday through Thursday at the Testing Service office (Science Hall, 4th floor, 405-491-6323). If a student is unable to take the examinations on campus, arrangements can be made with a CLEP testing center at a convenient location, with the results sent to SNU (Code 6036). Charges for testing and processing at SNU are listed in the Financial Information section of this Catalog or may be obtained from the SNU Testing Service office. These charges are based on nationally established rates and, therefore, are subject to change.

Advanced Placement (AP) tests are also used as a basis for granting credit. Credit is given in a variety of courses for receiving a score of three (3) or higher on the appropriate exams. These tests are available as a part of the Advanced Placement courses taken in high school and the exam must be taken for credit to be granted. Advanced Placement is awarded credit as recommended by the guidelines of The College Board.

Study completed through the International Baccalaureate (IB) program may receive credit if taken at the advanced level and the student achieves a score of 4 or better on the examination associated with the course. Official score reports must be provided to the Registrar's Office before credit is awarded.

Whenever available, CLEP exams are used to determine proficiency credit. If no CLEP exam is available, it may be possible that a department will have received approval to offer a locally validated proficiency exam. Students requesting advanced standing for applied work in fine arts, nursing, physical education, speech, art, or business should consult with the school or department chairperson for the availability of tests in these areas.

Veterans who meet the requirements for admission will be allowed advanced standing to the extent that their experience in the armed forces is applicable to the program they are pursuing at the University. The Guide to the Evaluation of Educational Experience in the Armed Forces, issued by ACE, will be followed in evaluating the student's educational experiences for such advanced standing. A total of four (4) hours of credit in physical education will be allowed for basic or boot training, if the student is not a Kinesiology and Sport Management major. Additional credit may be secured by petitioning the department for advanced standing. To secure advanced
ADMISSIONS AND ACADEMIC REGULATIONS

Standing, the veteran must furnish transcripts of work taken in colleges and official records indicating educational achievements during military service.

Credit for Correspondence Courses
Up to thirty (30) hours of credit earned by correspondence may be accepted when completed through schools that maintain accredited extension departments. A student who is already enrolled for a degree program at Southern Nazarene University must secure the written approval of the appropriate Dean before enrolling for a correspondence course.

Degree Requirements

Baccalaureate Degree Requirements
Undergraduate programs leading to baccalaureate degrees require a minimum of 124 credit hours. A number of programs require more than the minimum to complete. (The programs of study for provisionally admitted students, who are required to enroll in zero-level courses, will necessitate a minimum of 128-131 credit hours.) In addition to specialized preparation, a broad liberal arts background is required for all students. To ensure that all students share this liberal arts emphasis, the faculty has outlined the following general requirements, which apply to all baccalaureate programs.

I. ADMISSION: To become a candidate for a degree, all admission requirements of the University must be satisfied.

II. RESIDENCE CREDIT: To become a candidate for any baccalaureate degree, the student must have a minimum of thirty (30) hours of residence credit earned at Southern Nazarene University. Fifteen (15) of the last thirty (30) semester hours needed to meet graduation requirements or program completion must be taken in residence. Additionally, a minimum of fifteen (15) hours of the student’s major or concentration must be completed in residence at SNU. Additional hours in residence may be required by a department to complete a degree.

III. UPPER DIVISION CREDIT: Forty (40) hours of credit must be in courses numbered 3000 or above. Any exceptions require approval of the Dean of Arts & Sciences.

IV. GRADE POINTS: To receive a degree, the candidate must have a cumulative grade-point average (GPA) of 2.00 (on a 4.0 scale). A GPA of 2.00 is required in the major; a 2.00 is also required in the minor. In a multidisciplinary degree program, a GPA of 2.00 is required on the total concentration. Additional GPA guidelines may be required for some programs; if so, those requirements are specified in later sections of this Catalog.

V. GENERAL EDUCATION REQUIREMENTS: All students are expected to complete the designated set of General Education requirements, as outlined in a later section of this Catalog. The General Education CORE is a minimum requirement serving the liberal arts objectives of the University. A number of the degree curricula include other general courses in addition to the minimum basic requirements. Any exceptions to the designated General Education program must be recommended by the Director of General Education and approved by the appropriate Dean.

Second Baccalaureate Degree
To become a candidate for a second undergraduate degree, the student must complete at least thirty (30) hours of work in addition to the 124 hours required for the first degree and must complete any additional degree requirements that may apply. For example, if the student's first degree was a Bachelor of Science degree in Business Administration, the second degree will require a minimum of thirty (30) hours and whatever additional requirements are associated with completion of a Bachelor of Arts degree (e.g. six (6) hours of language). In addition, the student must meet all of the requirements set forth in the curriculum for the second degree. If the first degree is not from Southern Nazarene University, then a minimum of thirty (30) hours in
residence is required. If the first degree is from SNU, at least fifteen (15) of the last thirty (30) hours must be taken in residence. In no case will more than one degree be conferred upon a candidate at any one Commencement (not to be confused with a second major, see below).

**Second Baccalaureate Major**

To become a candidate for a second undergraduate major, a student must complete all degree requirements for both programs. With careful planning, it may be possible for a student to complete a double major within the 124-hour minimum, although this is unlikely. It is more typical that completion of a double major will require more than 124 credit hours.

If a student has already completed one baccalaureate degree from SNU and subsequently wishes to pursue a second major, a minimum of thirty (30) additional hours is required. Fifteen (15) of those thirty (30) hours must be taken in residence. In addition, the student must meet all of the requirements set forth in the curriculum for the second major. If the first degree was not from Southern Nazarene University, a minimum of thirty (30) hours in residence is required.

**Associated Academic Programs**

**Council for Christian Colleges and Universities (CCCU)**

Southern Nazarene University is a member of the CCCU, an association of 100 campuses across the U.S. and Canada. The CCCU offers the following semester and summer programs to students of its member institutions. The programs offer a unique opportunity for students to make the world their classroom. These interdisciplinary learning opportunities are available to upperclass students. For further information, contact either the Office of Academic Affairs or the CCCU.

**Semester Programs**

**American Studies Program (ASP)**

Founded in 1976, the American Studies Program has served hundreds of students from member institutions as a "Washington, D.C. campus." ASP uses Washington as a stimulating educational laboratory where collegians gain hands-on experience with an internship in their chosen field. Internships are tailored to fit the student's talents and aspirations and are available in a wide range of fields. They also explore pressing national and international issues in public policy seminars that are issue-oriented, interdisciplinary and led by ASP faculty and Washington professionals. ASP bridges classroom and marketplace, combining Biblical reflection, policy analysis and real-world experience. Students are exposed to on-the-job learning that helps them build for their future and gain perspective on the calling of God for their lives. They are challenged in a rigorous course of study to discover for themselves the meaning of Christ's lordship in putting their beliefs into practice. The aim of the program is to help Council schools prepare students to live faithfully in contemporary society as followers of Christ. Students earn sixteen (16) semester hours of credit.

**China Studies Program (CSP)**

The China Studies Program enables students to engage this large and intriguing country from the inside. While living in, and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographical and economic realities of this strategic and populous nation. In addition to the study of standard Chinese, students are given opportunities such as assisting Chinese students learning English or working in an orphanage, allowing for one-on-one interaction. The program introduces students to the diversity of China, including Hong Kong, Beijing, Shanghai, Xi'an and Xiamen. This interdisciplinary, cross-cultural program enables students to deal with this increasingly important part of the world in an informed, Christ-centered way. Students earn sixteen (16) semester hours of credit.
Contemporary Music Program (CMP)

The Contemporary Music Program provides students the opportunity to live and work in community while seeking to understand how God will have them integrate music, faith and business. Both interdisciplinary and multidisciplinary in nature, the CMP offers two tracks: the Artist Track and the Executive Track. The Artist Track is tailored to students considering careers as vocalists, musicians, songwriters, recording artists, performers, producers and recording engineers. The Executive Track is designed for business, arts management, marketing, communications and other majors interested in possible careers as artist managers, agents, record company executives, music publishers, concert promoters and entertainment industry entrepreneurs. Both Artist and Executive track students receive instruction, experience and a uniquely Christian perspective on creativity and the marketplace, while working together to create and market a recording of original music. Both tracks include course work, labs, directed study and a practicum. Students earn sixteen (16) semester hours of credit.

Honours Programme—CMRS, Oxford (HP-O)

Students with high academic qualifications have the exciting opportunity to study in England through this interdisciplinary semester in Oxford. The rigorous academic program, aimed at increasing critical thinking skills and scholarship from an integrated Christian perspective, allows participants to choose from a wide variety of tutorial study programs in numerous disciplines, including the arts, religion, history, literature and philosophy. In addition to two tutorials, students participate in a seminar and an integrative course through which they produce a scholarly project or term paper. Field trips provide opportunities for experiential learning in England's rich historical setting. Students earn sixteen (16) semester hours of credit.

Latin American Studies Program (LASP)

Students of CCCU colleges have the opportunity to live and learn in Latin America through the Latin American Studies Program, based in San Jose, Costa Rica. The program introduces students to a wide range of experiences through the study of the language, literature, culture, politics, history, economics, ecology and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also take part in a service opportunity and travel for three weeks to nearby Central American nations. Students participate in one of four concentrations: Latin American Studies (offered both Fall and Spring terms); Advanced Language and Literature (limited to Spanish majors and offered both Fall and Spring terms); International Business and Management (offered only in Fall terms); and Tropical Sciences (offered only during Spring terms). Students in all concentrations earn sixteen (16) semester credits.

Los Angeles Film Studies Center (LAFSC)

The Los Angeles Film Studies Center is designed to train students of Council institutions to serve in various aspects of the film industry with both professional skill and Christian integrity. Students live, learn and work in the LA area near major studios. The curriculum consists of two required seminars focusing on the role of film in culture and the relationship of faith to work in this very influential industry. In addition, students choose two elective courses from a variety of offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allow students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn sixteen (16) semester hours of credit.

Middle East Studies Program (MESP)

This program, based in Cairo, Egypt, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern people. In addition to seminars, students study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Jordan, Syria and Turkey, students are
exposed to the diversity and dynamism of the region. MESP encourages and equips students to relate to the Muslim world in an informed, constructive and Christ-centered manner at a time of tension and change. Students earn sixteen (16) semester hours of credit.

**Russian Studies Program (RSP)**

RSP students are exposed to the depth and diversity of the culture during a semester spent in Russia’s three largest cities: Moscow, St. Petersburg and Nizhni Novgorod. In addition to three seminar courses entitled History and Sociology of Religion in Russia; Russian Peoples, Cultures and Literature; and Russia in Transition, students receive instruction in the Russian language, choosing either four or six semester hours of language coursework. For those choosing four hours of Russian, a seminar course, International Relations and Business in Russia, is available. RSP strives to give students as wide an experience as possible in this complex nation, beginning with time in Moscow, the heart of both medieval and modern Russia. Students then spend 12 weeks in Nizhni Novgorod, a strategic city on the Volga River. After six weeks of language instruction, students live with a Russian family for the remainder of their stay in this city. Students also participate in a service opportunity in Nizhni Novgorod. The program concludes with time in the complex and intriguing city of St. Petersburg, the Russian “window to the West.” Students earn sixteen (16) semester hours of credit.

**Summer Programs**

**Summer Programme - CMRS, Oxford**

This program allows students to spend a summer term studying at the Centre for Medieval and Renaissance Studies (CMRS) in Oxford, England. The program includes multi-disciplinary study of the Renaissance and Reformation through examination of philosophy, art, literature, science, music, politics and religion of early modern Europe in a choice of lectures, seminars and field trips. Students earn six-nine (6-9) semester credits, which are administered directly to member institutions by CMRS.

**Summer Institute of Journalism (SIJ)**

Council campuses are invited to choose two student journalists to apply for this four-week, all-expenses-paid experience in Washington, D.C. Fifteen students are selected to participate in the Institute, which lasts from mid-May to mid-June. The Institute blends classroom experience with hands-on work and provides excellent opportunity to learn through lectures and panels with leading journalists who share a strong Christian commitment. Students also participate in seminars taught by communications professors from Council member institutions, take part in field trips and complete workshop projects for hometown newspapers. SIJ provides valuable insight and training in gathering and writing news, editing copy and designing layout. The Institute develops students as Christian journalists—exhibiting both professionalism and legal/ethical integrity. Students earn four (4) semester hours of credit.

**Other External Academic Opportunities**

**Au Sable Institute of Environmental Studies**

Southern Nazarene University is a participating college of AuSable Institute. Courses from the Institute are offered through the SNU Departments of Biology and Chemistry. AuSable is a Christian environmental stewardship institute whose mission is to bring healing and wholeness to the biosphere and the whole of creation. AuSable offers programs and courses of study for college students, for evangelical Christian Colleges, and the broader world community. In a setting of northern lower Michigan forests, wetlands, lakes and wild rivers, students at AuSable take college courses, gain field experience, and develop practical tools for environmental stewardship. The Institute grants certificates for environmental analysts, land resource analysts, and
naturalists, under license of the State of Michigan Department of Education. Application must be made through SNU's AuSable representative in the Department of Biology. Programs and information may be obtained from that office.

Institute for Family Studies

Students from SNU may choose to participate in the Institute for Family Studies, sponsored by Focus on the Family. The Institute was established to propound and defend traditional ideas of family and society, while recognizing the need for modern cultural contextualization, a strong theoretical base, and practical application. This is a semester-long, off-campus program for which students receive twelve (12) hours of academic credit. Program information and applications can be obtained from the Office of Academic Affairs.

Romanian Studies Program

SNU students may choose to spend a semester studying in Romania, through a program jointly sponsored by Eastern Nazarene College, Nazarene Compassionate Ministries, and the Romanian District Church of the Nazarene. This program is designed to provide students with an academically rigorous cross-cultural service-learning experience within the context of Eastern European missions. Students may receive up to sixteen (16) semester hours of credit for learning associated with the Romanian Studies Program. Inquiries about program participation should be directed to the Office of Academic Affairs.

HEART Institute

The Hunger Education Action Resources Training (HEART) Institute, located in Lake Wales, Florida, provides a dynamic educational experience that emphasizes the teaching and learning of practical developmental skills in a simulated “third-world” village. Students planning a vocation in missions, international studies, or a variety of other service areas could benefit from this intensive hands-on learning experience. Areas of study include cross-cultural communication, community development, intensive gardening, nutrition/food technology, primary health, appropriate technology, and small animal husbandry. Interested students may choose to participate in either a full semester, sixteen (16)-credit program or a three-week, intensive format. For additional information, contact Dr. Howard Culbertson in the School of Theology & Ministry.

Reserve Office Training Corps (ROTC)

For participation in the Army Reserve Officer Training Corps, Southern Nazarene University has a joint relationship with University of Central Oklahoma in Edmond, Oklahoma for Army ROTC, and with the University of Oklahoma, Norman, Oklahoma, for Air Force ROTC. Specific ROTC information may be obtained by contacting the Office of Academic Affairs. (See section later in this Catalog).

Oklahoma Scholar-Leadership Enrichment Program (OSLEP)

University students are regularly accepted as participants in this intercollegiate, interdisciplinary program sponsored by the Oklahoma State Regents for Higher Education. Twenty public and private universities in Oklahoma participate. Students accepted for OSLEP study with a distinguished scholar and with students from participating universities. Juniors, seniors, and graduate students with a 3.0 GPA are eligible to apply; freshmen and sophomores who have demonstrated exceptional academic achievement will be considered. Books, housing, and meals are provided by OSLEP. Each seminar is worth two (2) credit hours, which may be transferred to SNU after payment of OU tuition. The OSLEP seminars meet for five days, and seminars are held on the University of Oklahoma Norman campus and on the campuses of participating universities. For further information, contact Dr. Dennis Williams, campus coordinator of OSLEP.
Academic Performance

Academic Integrity
Southern Nazarene University seeks to support and promote qualities of academic honesty and personal integrity in all aspects of life. Serious offenses against the University community include cheating, plagiarism, and all forms of academic dishonesty. Cheating or academic dishonesty is defined as the deception of others about one's own work or about the work of another. Examples of cheating include, but are not limited to:

- Submitting another's work as one's own or allowing another to submit one's work as though it were his or hers.
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work.
- Failure to properly acknowledge authorities quoted, cited or consulted in the preparation of written work (plagiarism).
- The use of a textbook or notes during an examination without permission of the instructor.
- The receiving or giving of unauthorized help on assignments.
- Stealing a problem solution from an instructor.
- Tampering with experimental data to obtain 'desired' results or creating results for experiments not done ("dry labbing").
- Tampering with or destroying the work of others.
- Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor.
- Falsifying college records, forms or other documents.
- Unauthorized access of computer systems or files.

Academic dishonesty in a computer assignment will be suspected if an assignment that calls for independent work results in two or more solutions so similar that one can be converted to another by a mechanical transformation.

Students who are guilty of academic integrity violations such as these can expect to be penalized; any student who knowingly assists another student in dishonest behavior is equally responsible.

The course instructor shall have the authority to deal with instances of academic dishonesty in a variety of ways including (but not limited to) the following: 1) work may be redone for full or partial credit, 2) alternate assignments may be given for full or partial credit, 3) work may not be redone and no credit will be given for that particular assignment, 4) the student may be dropped from the course. Faculty members are required to report any academic integrity incident to the Office of Academic Affairs. Following two reports against a particular student, action will be initiated under provisions of the judicial code and may lead to dismissal of the student from the University.

Ethical and Responsible Use of the Computer
With the increased use of technology has come increased responsibility for monitoring its appropriate uses. The University has, therefore, adopted a statement governing the ethical uses of computer technology in the educational process. This statement is premised on the assumption that on-line communications and behavior should be representative of the Wesleyan theological perspective of Southern Nazarene University. The central features of this statement are described in the following paragraphs.

Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research. Computer users
should not use electronic communications systems (such as e-mail) to harass others or interfere with their work on the computer.

Students, faculty, and staff who use the computer have the right to privacy and security of their computer programs and data. Computer users should not tamper with files or information that belong to other users or to the operating system. United States Code Section 2701 makes it a federal offense to read someone else's electronic mail. System administrators are excluded for technical reasons but are prohibited from disclosing your e-mail traffic to anyone, unless you (or the other party to the traffic) give permission.

The use of University computers for commercial purposes is not acceptable and must be requested and approved by the chairperson of the Computer Planning Committee prior to use.

United States copyright and patent laws protect the interests of authors, inventors and software developers in their products. It is against federal law and University policy to violate the copyrights or patents of computer software, or to violate software license agreements. Making your own copies of software having a restricted use license is theft. Students, faculty or staff may not load programs obtained from commercial sources or other computer installations onto the network servers without the assistance from a network administrator.

Computer users must not attempt to modify system facilities or attempt to crash the system nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the University is a member, or microcomputer software protections. Title 18 of the United States Code makes it a federal offense to access a computer system without authorization. Loopholes in computer security systems or knowledge of a special password should not be used to damage computer systems, obtain extra resources, take resources from another user, degrade the performance of a computer system, gain access to systems or use systems for which proper authorization has not been given.

University computing resources cannot be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening or obscene e-mail or graphical displays used to harass or intimidate are prohibited. Chain letters, mass mailings, and repeated sending of e-mail after being requested to stop are also examples of inappropriate uses of University electronic communications resources.

An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these guidelines or other campus policies. The account may be removed or deactivated or privileges removed from one or all University computing systems permanently or until the matter is completely resolved. The University reserves the right to examine computer files if necessary.

Violations of these policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including, but not limited to the loss of computer use privileges, dismissal from the University, and legal action. Violations of some of the above policies may constitute a criminal offense. Criminal offenses may be subject to a fine of not more than $5,000 or imprisonment for not more than six months, or both.

**Academic Support Services**

The SNU Office of Academic Services coordinates the assistance provided for students who are provisionally admitted or on academic probation. Primary areas of
responsibility include teaching the two-semester Skills for Academic Success course sequence, tutor training and supervision, monitoring academic progress for students on the various levels of academic probation, advising students who have not yet declared a major, and coordination of services for students with documented disabilities. Academic Services also serves in a liaison capacity with other campus areas regarding the needs of struggling students. The Academic Services office is located on third floor of the Learning Resources Center.

**PROBATION SERVICES:** Students on academic probation (semester or final) must gain clearance through the Academic Services office before being allowed to pre-register or to finalize registration. With the assistance of Academic Services personnel, probation students are required to develop a support and accountability plan designed to optimize their academic performance. For some students, this involves regular individual meetings with a representative of Academic Services; other students may be required to participate in structured methods of group accountability (such as the Academic Turning Points seminars). Students on probation are expected to fulfill the provisions of their accountability plan in order to stay enrolled at SNU. If they do not do so, their enrollment privilege may be discontinued.

**DISABILITY SERVICES:** Southern Nazarene University provides services for all students with disabilities as defined by federal regulation. A qualified person with a disability means: "...an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of barriers, or the provision of auxiliary aids and services, meets the requirements for the receipt of services or the participation in programs or activities provided by public entry" (Public Law 101-336, Sec. 201). Students are required to self-identify and to provide documentation of their disability prior to the provision of services. In the case of medical disability, documentation from a physician is appropriate. In the case of learning disability, acceptable documentation includes:

--psycho-educational evaluation performed by a licensed clinical psychologist if the diagnosis was made after the completion of high school, or;
--psycho-educational evaluation on file at your accredited high school.

Documentation provided to the University to request academic accommodations must be less than three years old and must contain specific recommendations for accommodations appropriate to the diagnosed disability. Students with a disability that may affect their academic success are encouraged to contact the SNU Office of Academic Services for further information.

**Class Attendance**

SNU believes there is a strong relationship between class attendance and academic progress. Regular class attendance, therefore, is expected of all SNU students.

In recognizing that unavoidable circumstances may result in an occasional absence, however, instructors typically allow a reasonable number of absences without grade penalty. Reasonable is usually interpreted to mean the equivalent of no more than two weeks of class. Absences beyond this will likely have an effect on the student's final course grade. Because a number of absences are allowed without penalty, no university-wide distinction is made between "excused" and "unexcused" absences. If an instructor considers some types of absences to be "excused," that information should be spelled out in the course syllabus.

Students involved in intercollegiate athletics, official musical ensembles, and other university-sponsored groups are expected to be absent for only those classes that are in direct conflict with travel and game/performance schedules. Practices are not sufficient rationale for not attending scheduled classes. Students must also work
with the instructor in advance of any planned absence to make certain all work is completed and any necessary arrangements have been made. Those involved in university-sponsored co-curricular activities are to use the allowed absences for their involvement in those activities and should be able to accommodate conflicts within the number of absences provided without grade penalty. If there is a significant attendance problem due solely to conflicts arising from university-sponsored activities, the student should probably consider finding a more appropriate time slot for taking the course.

The student is responsible for all class work assigned or due on the date of any absence, regardless of the reason for the absence. The student may be penalized for work missed even though the reason for the absence is legitimate if no explanation is given for the absence and/or the student does not meet the requirements of the instructor in making up the work.

In cases of unanticipated absence, the student should inquire about the possibility of making up work missed. If the explanation of the absence is acceptable to the instructor, the student may be permitted to make up work missed, although in some instances make-up work may not be feasible. If the explanation of the absence is not acceptable to the instructor, the student may be refused the privilege of making up the work and be assessed a consequent grade penalty.

The Office of Academic Affairs sends official notification to instructors when a student is called away from campus suddenly by a medical or family crisis or for an extended time for a legitimate, unplanned, documented emergency. Notice is not sent, however, for routine events such as doctor's appointments or short illnesses. Faculty are expected to work directly with students regarding attendance issues and to deal fairly with legitimate absences while helping students develop the disciplines to avoid flagrant attendance irregularity and unsatisfactory scholarship due to absences.

If a student misses (for any reason) more class sessions than have been outlined as "reasonable" in the course syllabus, or if it becomes obvious that the student is not giving serious attention to attendance, the faculty member may encourage the student to withdraw from the course. If the student has been warned of excessive absences but continues to be absent, an official "warning" from the Dean of Arts & Sciences may be sent. If the student has been warned and the attendance problems continue, the student may be withdrawn from the class by the Dean.

In case of late registration, the student's responsibility is the same as in the case of other absences. The instructor's record of class attendance and the student's accumulated absences, including absences incurred by late registration, become a part of the student's record.

Veterans, in order to maintain veterans' benefits, must attend classes regularly. The Veterans Administration has regulations indicating that veteran benefits will be dropped if a student veteran is absent six times from a three-hour class, eight times from a five-hour class. These standards apply to veteran benefits and are set apart from any consideration of the University's attendance standards.

**Policies for Study Abroad**

SNU seeks to assist our students in understanding and appreciating what it means to live as Christians in a multiethnic, pluralistic world. We encourage students, therefore, to increase their global outlook by participation in study abroad. The possibility for Christian scholars to gain new insights by living and studying in other cultures is great and the potential for enhanced student learning is significant. For those reasons, SNU actively promotes a variety of study abroad opportunities. To be eligible to apply for any of the programs described, students must be in good academic
and financial standing with the University. Waiver of specific program and/or graduation requirements on the basis of credit received through study abroad will be at the discretion of the department into which the credit is transferred.

Recommended Study-Abroad Programs. We highly encourage students to participate in the structured study abroad programs that are approved and recommended by the University. These include all the CCCU-sponsored programs and the Romanian Studies Program, (see Other External Academic Programs section). If accepted for study abroad, the student should inquire as to present policy regarding the availability of both institutional and non-institutional sources of financial aid in applying toward program costs. To receive consideration, students must follow all application and approval procedures of the sponsoring group.

Other Study-Abroad Programs. Occasionally, students may wish to pursue study abroad opportunities other than those routinely recommended or in world areas not included in those programs. Only programs offered through regionally accredited institutions of higher education in the U.S. are acceptable for study abroad work. The student is responsible to contact the sponsoring university to obtain program information. For these programs, only approved, non-institutional sources of financial aid may be applied toward program costs. If the student seeks to remain an SNU student while studying abroad, the possibility of a consortium agreement between SNU and the sponsoring institution may be pursued, but is not guaranteed. Consortium agreements may be possible in some cases, but not in others; specific agreements must, therefore, be handled on a case-by-case basis. It is the student's responsibility to provide the program's contact information to both the SNU Academic Affairs office and the SNU Financial Aid office at least six months before verification of an agreement is needed. If a consortium agreement is not possible, the student will be required to enroll at the program's sponsoring institution and simply transfer the credits back to SNU upon completion.

Part-time Study Abroad. Students pursuing a volunteer mission assignment may seek to complete intensive study in some specific area of inquiry on a part-time basis while overseas and, therefore, may seek a limited amount of academic credit for learning in the study abroad setting. To do so, the student must enroll for the credit during the semester in which the study occurs and must make arrangements with the SNU Business Office to pay for the credits at the time of enrollment. The student must make specific arrangements with the supervising instructor(s) and a course plan must be approved by both the Dean of Arts & Sciences and the Department Chair prior to undertaking the study (using the Directed Study contract form). A maximum of six (6) credit hours may be obtained following this approach.

Grading System

Letter grades are assigned to reflect the quality of work achieved during the semester in which a course was completed. Each letter grade also carries a numerical weight that is used to calculate a grade-point-average. A grade-point-average is the quotient obtained by dividing the number of grade points earned by the number of hours attempted. The following grades (and their associated numerical weights) are used to denote the quality of work done in a course:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade points per hour of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
</tbody>
</table>
The following grades are not used in calculation of GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH</td>
<td>Pass with Honors</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

An Incomplete ('I') is given when a student lacks some essential requirements of the course, and is only allowed in special cases where students come to the end of the semester and experience illness or an unavoidable crisis. A grade of 'I' must be requested by the student and must have the approval of the course instructor, Department Chair, and Dean of Arts & Sciences. Forms for requesting an Incomplete are available from the Office of Academic Affairs and the Registrar's Office. An 'I' is not to be given to allow extra time to complete coursework that should have been completed during the term. 'I' work must be completed prior to the beginning of the final examination period of the semester immediately following. Extension of the completion period requires approval by the Dean of Arts & Sciences.

**Grade Appeal Provision**

The assignment of grades is the responsibility of the course instructor. Final course grades are to reflect the work completed during the semester in which the student was enrolled for the course. Routine grade changes, therefore, should only arise when a clerical error or miscalculation has occurred. Grade changes are not allowed for work submitted after a semester is over or for the purpose of raising a grade, unless the student has an approved "incomplete" grade request on file for the course. Should a clerical error or miscalculation have occurred, the instructor can submit a Change of Grade form to the Registrar's Office to correct the error.

If the student believes the grade reported by the instructor is unfair or if there is a dispute between student and instructor over the assessment of work completed in a course, the student has the right to appeal the grade assigned. The first step in attempting to resolve such a grade disagreement is for the student to meet directly with the instructor to review the student's performance in the course. In that setting, the student and instructor should make sure that the grade record accurately reflects the work submitted, grades received for that work, accurate recording of the student's class attendance, and any other clerical elements that comprise the final course grade. Although a student may request that the instructor reconsider a grade assigned for a particular assignment, such reconsideration is at the instructor's discretion and will normally occur only if there is compelling reason to believe the original grade was a seriously inaccurate assessment of the level of performance on that assignment. If the instructor does agree to reconsider previously submitted work, and the re-evaluation would result in a change of grade, the instructor may submit a Change of Grade form at that time. As noted above, however, additional work is not to be considered after the semester is over or for purposes of raising a grade unless the student has received approval for an Incomplete to be recorded for the course.

If, after initial review with the course instructor, no grade change is deemed appropriate, the student may submit a formal grade appeal. Such an appeal must be submitted in writing to the appropriate Dean, along with whatever documentation the student deems appropriate to support the request. Once a letter of appeal is received from the student, information is requested from the course instructor to explain and document the basis used for determining the student's course grade. All written materials are then reviewed by an Appeals Board and a recommendation made to either grant the appeal or leave the grade as originally recorded. Final determination
ADMISSIONS AND ACADEMIC REGULATIONS

rests with the Vice-President for Academic Affairs. Additional information about the grade appeal process is available through the Office of Academic Affairs.

Academic Probation and Eligibility

Continued enrollment at Southern Nazarene University requires satisfactory progress toward an educational objective, as based on the following two indicators:

1. The grade point average (GPA) for the last semester in which the student was enrolled.
2. The cumulative grade point average for all college work that has been attempted by the student.

A student is making satisfactory progress if the cumulative GPA is at least 2.00 and the previous semester GPA is at least 1.50.

Students with grades falling below the required cumulative GPA of 2.00 are placed on probation status, as are students admitted under the provisional admission guidelines. Students earning less than a 1.50 GPA in any given semester are also placed on probation status (even though the cumulative GPA may not fall below 2.00). The purpose of these placements is to alert students to the importance of maintaining the GPA required for graduation.

If the semester GPA remains below 1.50 and/or the cumulative GPA remains below 2.00 for two consecutive semesters, the student may be declared academically ineligible to continue enrollment in a degree program. If the student has a cumulative GPA that falls below 2.00 but the previous semester's GPA is above 2.00, that student may be placed on final probation rather than ineligibility. Any appeals of academic eligibility must be made through the office of the appropriate Dean. Students with over 60 hours completed, whose cumulative GPA is sufficiently high to insure progress toward graduation, may receive a warning in lieu of probation.

In order to graduate, students must also maintain a minimum GPA of 2.0 or higher (as specified by the major). The student should be aware that these guidelines apply only to academic standing and may not be the same as those used to determine eligibility for financial aid awards.

Students placed on academic probation will be assigned to meet regularly with an Academic Services counselor or representative. In addition, special academic advising will be required for students on final probation.

Students who are declared academically ineligible may appeal their academic standing to the appropriate Dean, if circumstances warrant reconsideration. For an appeal to be successful, sufficient evidence must be provided by the student to indicate that a substantial change will occur in the student's academic performance. In those cases, conditions of re-enrollment will be imposed by the Dean; if those conditions are not met, the student may be withdrawn.

Veterans must maintain the minimum standards (cumulative GPA) required by the State Regents of Higher Education to continue to receive veteran benefits.

Academic Reprieve

Students who can demonstrate extraordinary circumstances contributing to poor academic performance in a previous semester may request in writing, through the office of the appropriate Dean, "reprieve" of that semester. Requests are governed by the following guidelines:

? At least four (4) years must have elapsed between the time of the request and the semester being requested for reprieve.
ADMISSIONS AND ACADEMIC REGULATIONS

During the semester requested for reprieve, the student must have had a semester GPA of less than 2.0.

Prior to requesting the reprieve, the student must have earned at least twelve hours of credit, nine of which must be in content-based courses (i.e., excluding activity or performance courses) with a GPA of at least 2.0 and have earned no grade lower than a ‘C’ in any course.

The student may request reprieve for up to two consecutive semesters or terms of enrollment. Full consideration will be given to both one-semester and two-semester requests, but there is no obligation to reprieve either or both semesters.

If the request is granted, it will include grades earned and all hours attempted within the reprieved semester. If a student has proven proficiency in a particular course (as demonstrated by a grade of ‘C’ or above) during the reprieved semester, that student may be waived from repeating the course, although an additional course must be used to replace the credit hours.

A student can have only one academic reprieve during his/her undergraduate academic career.

Reprieved semesters will continue to appear on the student’s official transcript, with the notation “Academic Reprieve Granted.” The transcript will also include notation indicating that reprieved coursework is not used in the calculation of grade point averages. For more information, contact the Office of Academic Affairs.

Confidentiality of Student Records

Southern Nazarene University is the custodian of many types of student records and recognizes a duty to protect the confidentiality of the information contained therein. The University reserves the right to notify the general public of general information about its students, such as address, telephone number, college major, classification, and graduation date, if applicable. Student records are available for official use to authorized personnel who demonstrate a need to have access to such records. Students have access at reasonable times and under reasonable conditions to their University records.

Honors

To encourage scholarship and culture, Southern Nazarene University awards a number of academic honors to outstanding students.

Graduation Honors

The following academic honors are awarded:

Cum Laude: A student whose grade-point-average for the entire college program is at least 3.40 shall be considered eligible for graduation with the honor Cum Laude.

Magna Cum Laude: A student whose grade-point-average for the entire college program is at least 3.70 shall be considered eligible for graduation with the honor Magna Cum Laude.

Summa Cum Laude: A student whose grade-point-average for the entire college program is at least 3.90 shall be considered eligible for graduation with the honor Summa Cum Laude.

University Marshals

Each year the students in the junior class with the highest grade-point-averages are selected as “University Marshals.” This is the highest collegiate honor attainable by members of the junior class. The students receiving this distinction lead
the senior class in all formal academic processions and are given public recognition at the time of Commencement.

**President’s Award**

Each year the university faculty selects two seniors enrolled in traditional programs as the outstanding man and woman of the graduating class. Candidates must have been enrolled in Southern Nazarene University for at least three semesters to be eligible for this award. The qualities considered in their selection include scholarship, loyalty and cooperation, leadership, service, and sportsmanship.

**Outstanding Freshman Award**

At the beginning of each academic year, the faculty selects four students from the freshman class of the preceding year to receive this award. Election is based upon scholarship, leadership, character, and participation in school activities. The awards are announced during the Fall semester.

**Dean’s Honor Roll**

At the end of each semester the Dean’s Honor Roll lists eligible students for recognition of high academic achievement. Students are eligible if they have a semester grade-point-average of 3.40 or above, have no grade below 'C', and have completed a minimum of twelve (12) hours during the semester as a traditional undergraduate student.

**President’s Honor Roll**

At the end of each semester the President recognizes those traditional undergraduate students who have completed twelve (12) hours or more during the semester with a grade-point-average of 4.00.

**Honor Societies**

SNU is an institutional member of the National Association of collegiate Honor Societies. In addition, a variety of campus-wide discipline-based honor societies are active on campus. The specific descriptions follow.

**Phi Delta Lambda:** This organization is the national honor society of the colleges and universities of the Church of the Nazarene. The Southern Nazarene University affiliate is known as the Epsilon Chapter. The chapter is comprised of honor graduates of the University's traditional program (approximately the top 15 percent of each graduating class) who have been elected to membership by the faculty. Membership in the chapter is a significant honor. Among the criteria considered by the faculty in the election of honor society members are 1) graduation with honors and 2) exemplary behavior reflecting the ethical standards and Christian ideals of the University. The minimum grade-point-average of graduation with honors is 3.40.

**Alpha Delta Lambda**

This national freshman honor society has a chapter on the SNU campus. Its purpose is to encourage a high standard of learning, to promote intelligent living, and to help students recognize and develop meaningful goals for their roles as informed citizens in society. Students earn membership by maintaining a GPA of 3.50 on a first-semester load of at least 15 hours, or a two-semester load of at least 30 hours. Members are active in the sophomore year.

**Alpha Nu**

This organization is the student affiliate of the Epsilon Chapter of Phi Delta Lambda. Students who maintain a GPA of 3.40 for two consecutive semesters (12 hours minimum) are eligible for membership. Membership is on a yearly basis.

**Cardinal Key:** This national honor-service club is for elected junior students. Membership requires a minimum GPA of 3.0. It sponsors community service projects and assists with various activities on campus.

**Delta Mu Delta:** This honor society promotes sound scholarship in business and recognizes scholastic achievement in Business subjects. To be eligible, undergraduate students must have a cumulative GPA of at least 3.20 after completing 62 hours, and
must be in the top twenty percent of their total class in cumulative grades. Graduate members must maintain a 3.25 GPA.

Kappa Delta Pi: This international honor society for Education students seeks to recognize sound scholarship, commendable personal qualities, worthy educational ideals and outstanding contributions to education. Any junior student majoring in Education, with a 3.5 GPA, is invited to join the society and remains a member for life. The local chapter (Phi Tau) is very active in service projects and in sponsoring programs that promote excellence in education.

Mortar Board: This national honor organization focuses on scholarship, leadership, and service. Membership is open to elected seniors in traditional programs who are in the upper 35 percent of their class. Service to campus and community are a primary focus of this group.

Psi Chi: This honor society is for Psychology students who are elected to membership on the basis of scholarship and academic excellence. The society's purpose is to encourage excellence in all areas of a student's study and to promote the advancement of the science of psychology. Undergraduates must be in the top 35 percent of their class; graduate members must maintain a 3.0 average.

Sigma Delta Pi: Junior and senior students of Spanish may be elected to membership after completing 24 semester hours of Spanish (including at least three credit hours of Hispanic Literature). The society seeks to honor those who attain excellence in the study of the Spanish language, literature, and culture. It also promotes greater awareness of the contributions of Hispanic culture to the modern world and fosters mutual respect between Hispanic and English speaking peoples.

Sigma Pi Sigma: National honor society for students in Physics. Undergraduate candidates must complete three semester courses that would apply toward a degree in Physics and be in the upper one-third of their class in general scholarship. Sigma Pi Sigma nurtures a spirit of professional community among its diverse members, encouraging them to offer their collective wisdom and perspectives to service of society.

Sigma Theta Tau: This international honor society for Nursing students recognizes achievement and leadership, fosters professionalism and creativity, and seeks to strengthen commitment to ideals of the profession. Eligible students must have completed half of the Nursing curriculum, be in the upper 35 percent of their graduating class, have a 3.0 cumulative GPA, and have demonstrated academic integrity.