

ADMISSION, ENROLLMENT AND GRADUATION REQUIREMENTS

Admission to Biola University is on a selective basis. Only those most likely to profit from Biola University's educational program and its distinctively Christian emphasis are admitted.

Biola University has a strong Christian commitment and requires that to be accepted, the applicant must be a committed follower of Christ. However, Biola does not discriminate on the basis of race, color, national origin, gender, age or disability in the admission of students, employment, and the educational programs or activities it conducts. The university prohibits sexual harassment. Inquiries regarding this nondiscrimination policy and the policy prohibiting sexual harassment may be directed to the Office of the Dean of Students in the Student Services Building for further information and procedures.

Students interested in attending Biola should submit an online application (<http://undergrad.biola.edu/>). Because enrollment is limited and admission is selective, applications should be submitted as early as possible. Decisions are made only on completed applications.

Visits to the campus are encouraged. It is recommended to email or phone the Office of Admissions well in advance of the visit. Each semester, visitation days (University Day, Spring Preview Day and others) help acquaint prospective students with the programs on campus.

Admission information – including applications, visitation days and appointments – is available online (<https://www.biola.edu/admissions/undergrad/visit/>) or by phoning (562) 903-4752.

Admission to the university does not guarantee admission to the art, business administration, cinema media arts, education, music, nursing, or psychology programs, nor to on-campus housing. Application forms for these programs are available from the department offices.

Undergraduate/Graduate Programs

See the specific program for additional admission, enrollment and graduation requirements in the appropriate undergraduate/graduate sections of the catalog.

Enrollment Deposit Applicants

All applicants who are accepted to the university are required to submit an enrollment deposit. The deposit is non-refundable after May 1 if the student does not enroll in and complete the term for which he/she applied. Accepted applicants, whether or not they have selected courses, must inform Biola of any change in their plans regarding enrollment. Biola undergraduate students accepted into a Biola graduate program must submit a graduate deposit to ensure a place as a Biola graduate student.

Enrolled Students

The enrollment deposit is applied to the student account following the student's first term of enrollment. When enrolled students who have completed the term for which they applied, officially withdraw, their enrollment deposit will be applied to any balance owed at the time of departure, or will be refunded if their account is paid in full.

Re-Admission

A Biola student who has withdrawn for one semester or longer or has exceeded the time frame of their leave of absence is required to file an application for re-admission. Generally, any holds on the student's account (ex: academic disqualification, accounting, etc.) must be resolved by the student and corresponding department prior to being readmitted. An undergraduate student who re-admits after an absence of five years may be required to complete a full application for entrance, whereas graduate students will be required to file a new application, and a pastor's reference. Depending on the length of absence, other requirements may also be necessary. Please contact the Office of Admissions for more information.

English Proficiency Requirements Admission Requirements

Evidence of proficiency in English is required for all students to support student success. Proficiency must be shown in reading, writing, speaking and listening through one of the methods described below:

Undergraduate

U.S. Applicants: Proof of English language proficiency is not an admission requirement. U.S. Applicants who are not U.S. citizens: please consult with your admissions counselor.

International (F-1) Applicants: Minimum test scores are required to be considered for admission.

1. Minimum test score on a qualifying standardized test.

To be considered for admission, international (F-1) applicants whose first language is not English must submit English proficiency scores that meet the minimum requirement. At the applicant's request, official TOEFL or IELTS test scores must be sent by the testing agency directly to Biola. Courses in ESL or English composition taken in an institution where English is the primary medium for instruction may not be used to complete the admission requirement. International students currently attending schools where English is the primary medium of education (e.g., an international high school in China) must also submit official exam scores.

Exception: If an applicant's secondary education took place in a country in which English is the primary language of communication (e.g., Australia, Canada, or Ireland), the applicant is exempt from the English language proficiency requirement. Students who are citizens of these English speaking countries but were educated elsewhere must still meet the English language proficiency requirement.

SAT or ACT Scores: If an international student has taken these standardized tests, the university will consider the English proficiency requirement satisfied if both the following are met:

- Evidence of academic achievement in English writing or literature courses *and*
- Meet the minimum GPA and SAT or ACT test scores for general admission to the university. At the applicant's request, official SAT or ACT test scores must be sent by the official testing service directly to Biola.

2. Completion of the Biola English Language Program with passing status on the ELP's final exit exam, which must be approved by the English Language Director. An updated TOEFL or IELTS score may be used at the

end of the term to test directly into the undergraduate program for the following term.

Graduate

1. Minimum test score on a qualifying standardized test.
2. A degree (bachelor’s, master’s, or doctoral) issued by an institution where English is the medium of instruction. On-campus residence during the degree program is required. Regional accreditation is required from U.S. institutions, or a recognized baccalaureate degree equivalent earned outside the U.S. To verify that English is the sole medium of instruction, one of the following forms of documentation is required for institutions outside of the United States:

- Official written communication from the institution (Registrar, Controller of Examinations Office, or Undergraduate College)
- Official degree statements or transcripts may be accepted given English is stated as the medium of instruction
- Official catalog verification

For universities from non-Anglophone countries, further language assessment may be required.

3. Completion of the Biola English Language Program with passing status on the ELP’s final exit exam, which must be approved by the English Language Program Director in collaboration with the academic program committee. An updated TOEFL or IELTS score may be used at the end of the term to test directly into the graduate program for the following term.

Language Test Score Standards for Admission

To be admitted to Biola, all applicants for whom English is not a primary language must provide official TOEFL (iBT) or IELTS scores (or equivalent, as approved by and at the discretion of the English Language Program Director). For students applying with the SAT or ACT (who have not met the minimum scores), an additional language screening test may be required for accurate placement in the language support programs. The language exam score requirements are as follows:

Undergraduate Accelerated Learning Placement (ALP) track:

- TOEFL (iBT) 70+ or IELTS 6

Undergraduate academic programs:

- TOEFL (iBT) 80+ or IELTS 6.5
 - or graduation from an American High School (4 years)
 - or at least one year in a U.S. undergraduate program
 - or either of the above, from a country where English is an official language – at the discretion of the ELP Director or a designated ELP representative

Graduate academic programs:

- TOEFL (iBT) 90+ and IELTS 7
- TOEFL (iBT) 100+ and IELTS 7.5

See chart below for Graduate program-specific requirements.

Specific Graduate Programs - TOEFL / IELTS Requirements

Program Level	TOEFL iBT	IELTS
Cook School of Intercultural Studies	90+	7.0+
Intercultural Studies, M.A.		

Missions, M.A.		
Intercultural Studies, D.I.S.		
Cook School of Intercultural Studies	100+	7.5+
TESOL, M.A.		
Linguistics and Ancient Languages, M.A.		
Intercultural Education, Ph.D.		
Intercultural Studies, Ph.D.		
Crowell School of Business	100+	7.5+
Business Administration, MBA		
Leadership and Innovation, M.A.		
Professional Accountancy, MPAcc		
Nonprofit Management, MM		
Graduate Certificate in Personal Financial Planning		
Rosemead School of Psychology	100+	7.5+
Clinical Psychology, Ph.D.		
Clinical Psychology, Psy.D.		
School of Education	100+	7.5+
Education, M.A.Ed.		
Teaching, M.A.T.		
Curriculum, Instruction, and Publication, M.S.C.I.P.		
Special Education, M.S. Sp.Ed.		
Credentials		
Child Development Permits		
Institution-Sponsored Certificates		
School of Science, Technology, and Health	100+	7.5+
Master of Public Health		
Nursing Education, MSN		
Speech-Language Pathology, M.S.		
Talbot School of Theology	90+	7.0+
Master of Arts (Bible Exposition)		

Master of Arts (Biblical and Theological Studies/Diversified)		
Master of Arts (Biblical and Theological Studies in the Eurasian Context/Kyiv Extension)		
Master of Arts (New Testament)		
Master of Arts (Old Testament)		
Master of Arts (Philosophy)		
Master of Arts (Spiritual Formation)		
Master of Arts (Theology/Greek or Non Greek)		
Christian Ministry and Leadership, M.A.C.M.L. (Pastoral Care and Counseling)		
Christian Ministry and Leadership, M.A.C.M.L. (Preaching and Pastoral Ministry)		
Master of Divinity, M.Div. (Evangelism and Discipleship)		
Master of Divinity, M.Div. (Missions and Intercultural Studies)		
Master of Divinity, M.Div. (Pastoral and General Ministries)		
Master of Divinity, M.Div. (Pastoral Care and Counseling)		
Talbot School of Theology	100+	7.5+
Master of Divinity, M.Div. (Messianic Jewish Studies)		
Master of Divinity, M.Div. (Spiritual Formation)		
Spiritual Formation and Soul Care, M.A.S.F.S.C.		
Christian Apologetics, M.A.		
Science and Religion, M.A.		
Classical Theology, M.A.		
Ministry, D.Min.		
Educational Studies, Ed.D.		

Educational Studies, Ph.D.

For more details on how, when, and where to take language tests, visit online:

- TOEFL (iBT) (<http://www.ets.org/toefl/>)
- IELTS (<https://www.ielts.org/>)

Language tests are administered only at specific times, so candidates for admission should inquire about testing dates well in advance of the date of anticipated school term in the U.S.

The ELP Director finalizes and approves all placement decisions for all students who need language proficiency placement (see above). Cambridge English Proficiency and Pearson English Language tests may also be considered.

Consultation will occur with graduate committees when appropriate. In certain cases, the program may require a locally administered English language placement exam (ELP exam). Placement decisions may be appealed and revised based on new official TOEFL/IELTS scores or through opting to take the local placement (ELP exam) and/or submitting a portfolio. Appeal cases will be considered at the ELP Director’s discretion.

Faculty recommendations or student requests may lead to additional on-campus evaluation (ELP exam and/or additional portfolio) and affect course placement.

Academic English Language

Biola’s English Language Program provides opportunities to grow academically in reading, writing, listening, speaking and self-editing.

For all students fully admitted into academic programs, the English Language Program and the Rhetoric & Writing Center offer language tutoring, writing consultations, and speech coaching aimed to support learners in any of their academic work.

Academic English Program (AEP): Graduate

All students wishing to develop their academic English are welcome to take our Academic English courses. These courses include coaching for academic development of Master’s theses, dissertations, conference presentations, publication editing, teaching and sermon delivery.

AEP courses also satisfy the English Language Proficiency requirement for graduate students. New students entering Biola without a qualifying test score will be required to take an English language proficiency screening test before registering for classes. Students who do not achieve the minimum score on the screening test will be directed to participate in mandatory advising and complete courses through the Academic English Program (AEP). At least one AEP course will be required each semester until all mandatory AEP classes are completed. An extra fee is charged for each AEP course in addition to regular tuition at the graduate level.

Accelerated Learning Placement (ALP): Undergraduate

The Accelerated Learning Placement (ALP) consists of credit-bearing, Core Curriculum requirement courses (in English composition, speech communication, and modern languages). Any undergraduate may choose to take the ALP version of their Core Curriculum courses to advance their academic language (i.e., develop professional writing, receive coaching on public speaking, or practice academic conversation strategies). In particular, ALP focuses on four CLOs most connected to language:

written communication, oral communication, critical thinking, and information literacy. Students may also be placed in the ALP track based on their language scores (TOEFL/IELTS), while being considered fully admitted to Biola and receiving full Core Curriculum credit for all ALP courses. The ALP curriculum and learning outcomes are the same as other Core Curriculum courses, with the primary difference of additional seat time, instructional support and scaffolding. Native English speakers not specifically placed into ALP may enroll and receive credit in Core Curriculum-only ALP courses (i.e., ENGL 100, COMM 200).

See the ALP general education credits website (<https://www.biola.edu/english-language-program/tracks/accelerated-language/>) for more information.

Preparation for Academic Programs: Language-Learn

For students who have not yet met specific language proficiency requirements to enroll in academic programs (see below), the program offers English Language only courses with personalized support to language learners at the foundational, intermediate and advanced levels. English Language only courses aim to prepare students for academic programs at Biola.

Program Level	TOEFL iBT	IELTS
Undergraduate	Level 1: 55-62	Level 1: 5.0
	Level 2: 63-69	Level 2: 5.5
	ALP: 70-79	ALP: 6.0
Graduate (for programs with a minimum TOEFL IBT 90+ or IELTS 7.0)	Level 1: 55-63	Level 1: 5.0
	Level 2: 64-72	Level 2: 5.5
	Level 3: 73-80	Level 3: 6.0
	Level 4: 81-89 (AEP with Department approval)	Level 4: 6.5
Graduate (for programs with a minimum of TOEFL iBT 100+ or IELTS 7.5)	Level 1: 65-72	Level 1: 5.5
	Level 2: 73-80	Level 2: 6.0
	Level 3: 81-89	Level 3: 6.5
	Level 4: 90-97 (AEP with Department approval)	Level 4: 7.0

Application Guidelines

The following are required: an application for admission, references and a \$55 non-refundable undergraduate application fee; graduate application fee is \$65.

Official Transcripts

Undergraduate Students

Undergraduate students are required to have completed the equivalent of 12 years of education. Transcripts from all secondary schools and post-secondary institutions must be sent directly from the school or physically delivered in an untampered envelope sealed by the institution to Biola's Office of Admissions in order to be considered official. All transcripts must be official and accompanied by a certified English translation that documents coursework and examinations taken, indicates grades received, identifies passing and maximum marks and shows evidence of secondary graduation. International students must have successfully

completed college preparatory courses in their home country. If the student has attended a university in his/her home country and would like transfer credit, he/she must have transcripts evaluated by a professional credential agency. Undergraduate transfer international students must have completed satisfactory course work with a 2.5 academic GPA. Information is available in the Office of Admissions or the Office of the Registrar.

Graduate Students

All transcripts not originally in English should be accompanied by a certified English translation that documents coursework and examinations taken, indicates grades received, and identifies passing and maximum marks. To confirm accreditation and equivalency, a third-party agency credential evaluation may be required prior to admission. The following are also required:

- A completed Affidavit of Support form that certifies the student has sufficient funds to study in the U.S. must be on file prior to issuance of the I-20. The Affidavit of Support form must be accompanied by supporting bank statements. In addition, a tuition deposit may be required prior to issuance of the I-20.
- Reference forms – Undergraduate students are required to provide one reference from a pastor/minister who has known the applicant for at least one year. Reference forms are provided by the university and are included with the application. Graduate students are required to provide references appropriate to their program.
- An official TOEFL or IELTS score (see requirements above, under Language Test Score Standards for Admission (p. 2)).

Official documents presented for admission or evaluation become part of the student's academic file and cannot be returned or copied for distribution.

Master's Degrees and Rosemead

An official transcript conferring a bachelor's degree and all transcripts that reflect graduate credits are required. Official transcripts should be sent directly from the school or physically delivered in an untampered envelope sealed by the institution to Biola's Office of Graduate Admissions to be official. In addition, transcripts with prerequisites, leveling courses, and advanced standing relevant to your desired program should be submitted. For certain degrees, additional or all transcripts may be requested or required. Review the admissions requirements of your individual program or contact Graduate Admissions for details.

Doctoral Degrees

An official transcript conferring a master's degree and all transcripts that reflect graduate credits are required. Official transcripts should be sent directly from the school or physically delivered in an untampered envelope sealed by the institution to Biola's Office of Graduate Admissions to be official. In addition, transcripts with a conferred a bachelor's degree and transcripts with prerequisites, leveling courses, and advanced standing relevant to your desired program should be submitted. For certain degrees, additional or all transcripts may be requested or required. Review the admissions requirements of your individual program or contact Graduate Admissions for details.

Application Deadlines

Biola University accepts international applications for Fall and Spring semesters. Graduate admission deadlines vary. Check the individual

program's website (<https://www.biola.edu/academics/majors-programs/>) for the correct deadline.

Fall

File Completed By	Notification
November 15 (Early Action #1)	January 15
January 15 (Early Action #2)	February 15
March 1 (Regular Deadline)	April 1

Files completed after March 1 will be processed on a bi-monthly basis with notification of admittance beginning after April 1. Applications are considered late after March 1 (late fee of \$55) and will be processed if space is available and time allows.

Spring

File Completed By	Notification
October 15	Rolling Basis

The application process may take 3–6 months. Applicants are encouraged to apply well before the deadlines. Applicants interested in financial aid must apply several months before the stated deadlines. Late applicants will assume expenses for documents needing express postal delivery to and from the university.

Financial Responsibility of International Students

The student must supply information attesting to their ability to provide United States dollars in the minimum amount required to support the costs of tuition and room and board, in excess of the cost of a round-trip fare from his/her native country.

Applicants who do not have the finances to pay all of their expenses must come under the sponsorship of an approved agency. Sponsorship must include financial responsibility toward the sponsored student for the entire cost of the program.

Enrollment Requirements

International students admitted to the United States on a student visa are required by law to be registered as full-time students (undergraduate students: a minimum of 12 credits; graduate students: a minimum of 9 credits). All EL-only students, taking EL courses preparing for undergraduate or graduate programs, must be enrolled in 12 credits.

Employment

No off-campus employment is permitted for international students without written permission of the United States Immigration authorities.

Veterans

Biola University is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in chapters 30, 31, 33 and 35 of Title 38, relating also to the education of disabled veterans and war orphans, and 1606 of Title 10. The Department of Veterans Affairs has also authorized the university for the attendance of veterans and veterans' dependents.

Veterans or dependents of veterans who plan to enroll in the university are urged to contact the Military Educational Benefits Coordinator in the Office of the Registrar well in advance of enrollment so that the necessary arrangements may be made with the Veterans Benefits Administration.

Eligible students who have provided a current and valid certificate of eligibility for entitlement to educational assistance under chapter 31 or

33 of Title 38, United States Code will be considered to have met the tuition related portion of their down payment obligation to the university if/when their level of current certified eligible benefits will meet or exceed the total charges of their tuition and related fees. This provision will be valid for up to 90 days after the university has certified the student's tuition and fees with the US Department of Veterans Administration. Any late fees or penalties incurred by a certified student for failure to meet their required down payment obligation will be reversed for this 90 day period.

For information about Veteran and Military Affiliated Student Programs, see Student Development - Community Life (<http://catalog.biola.edu/general-information/student-services/>) listed under Student Services.

Registration and Enrollment

Registration dates are posted on the academic calendar. Students should enroll online (<https://myaccount.biola.edu>) during scheduled enrollment days. Late enrollment requires a fee of \$200. Enrollment is finalized when students have completed all of the enrollment tasks and have paid the required tuition down payment. Students will receive credit for courses officially enrolled through the Office of the Registrar.

Enrollment is mandatory for Rosemead students in all phases of the program including students in an internship and those who have completed all requirements except the dissertation.

Add/Drops

Registration changes are made online (<https://login.biola.edu/cas/login/?service=https%3A%2F%2Fmyaccount.biola.edu%2Ftasks>).

A student who stops attending a class will not be automatically dropped from the class and will receive a grade of UW (Unofficial Withdrawal) for the course.

Full Term Courses

- Courses may be added during week one of the semester.
- Courses dropped during weeks one and two will not be recorded on the student's transcript.
- Courses dropped during weeks three to eight will be recorded with the grade of W.
- Courses dropped after week eight will be recorded with the grade of UW.

Session A and B Courses

- Courses may be added during week one of the session.
- Courses dropped during week one will not be recorded on the student's transcript.
- Courses dropped during weeks two to four will be recorded with the grade of W.
- Courses dropped after week four will be recorded with the grade of UW.
- Reference: Refund Schedule (<https://studenthub.biola.edu/tuition-refund-schedule/>)

Leave of Absence and Withdrawal

Leave of Absence

Students enrolled in online bachelor's programs (e.g., Applied Psychology, Biblical Ministries, Business Management, Public Relations and Digital Media Management) who are in good standing in their last completed

term may take a maximum leave of absence (LOA) of two compulsory consecutive terms before they are officially withdrawn from the university. After this time, readmission is necessary to return to the university. Biola University's leave of absence policy does not meet the definition of a Title IV Approved Leave of Absence as defined under 34 CFR 668.22 (d). As such, a student will not be reported to the National Student Loan Data System as attending the university during their leave of absence.

Requests for a leave require university notification via a Leave of Absence form. This form must be completed prior to the student's absence from the university. Students who do not complete the required form or do not register at the end of the approved leave will be officially withdrawn and will be required to complete the readmission process and abide by any applicable changes in admissions, financial aid, and degree requirements.

Students are encouraged to connect with the Financial Aid Office regarding their financial aid status prior to their leave of absence as well as their academic advisor to understand the impact of their leave on their desired path to graduation.

Official Withdrawals

Students who wish to officially withdraw from the university must submit an official withdrawal form (https://biola.formstack.com/forms/withdraw_form/?sso=5f90b977ee1bf). See the refund schedule (<https://studenthub.biola.edu/tuition-refund-schedule/>) for details regarding dates, tuition and grades.

Unofficial Withdrawals

Students who stop attending class are considered unofficially withdrawn. Unofficial withdrawals receive no tuition refund and are given "UW" or "F" grades for their courses.

Medical Withdrawals

Students who are withdrawing for health reasons and wish to apply for a medical withdrawal may do so by submitting the official withdrawal form (https://biola.formstack.com/forms/withdraw_form/?sso=5f90ba4ceb301). See the Medical Withdrawal Policy and Procedures (https://assets.biola.edu/4396738754672012438/attachment/5f219abcb122f3000190f8d6/Medical_Withdrawal_Policy_July2020.pdf) page for more information.

Students departing the university for longer than one year will be required to follow the current catalog at the time of their readmission.

Student's Records

Enrollees are advised that the university maintains school and student records for no longer than a five-year period beyond the student's final term of enrollment, with the exception of the transcripts and the academic record. Except in cases of clerical error, students' academic records are closed upon graduation.

Attendance

Regular class attendance is expected of all students. Classes are conducted in a manner that will encourage academic excellence and the growth of Christian character. The final authority for attendance and any effect that it might have upon grades rests with the individual faculty member. This is due to the tremendous variety of class size and purpose, and the specific requirements in attendance. Students who fail to meet the minimum attendance requirement of a course will be assigned a

grade of "UW" (Unofficial Withdrawal) which will influence the GPA the same as an "F"

Visitors and current students may visit a class for a maximum of one week (or the equivalent thereof, based on a 15-week course). After one week, registration in credit or audit status for the course(s) is required.

Intercollegiate Athletics Class Attendance Policy Addendum

Student-athletes will be excused to miss class only under the following circumstances per NCAA Division II rules and regulations. "Excused" means that the student-athlete will be given the opportunity to make-up any missed assignments or class work without penalty. The following information is provided to student-athletes, head coaches and faculty members and is intended to summarize Biola policies on missed class time due to athletics contests.

- Student-athletes are not permitted to miss class for home practice activities including but not limited to: practice, weights/conditioning, film study, promotional events, or community engagement events. There are two exceptions:
 - When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Bylaw 17.1.
 - Championship Practice. Student-athletes representing Biola at a conference or NCAA championship shall be permitted to miss class time to attend practice activities in conjunction with the event. Bylaw 17.1.
- Student-athletes are permitted to miss class for competition, home and away, during the regular season and/or playoffs. No class time shall be missed for competition, including activities associated with competition, outside of the regular season and/or playoffs, per Bylaw 17.1. Student-athletes are not excused from classes that end prior to departure time on the day of travel.
- Student-athletes are responsible to notify faculty within five business days after the first day of class concerning any future missed class time due to athletics contests using the Class Absence Reporting Form. This will ensure the individual faculty member has been notified of sport-related absences PRIOR to missing class. The form includes a section requesting accommodations for completion of any missed assignments. This must be completed fully by the faculty member and returned to the student-athlete within 72 hours of receipt. All missed class work and assignments must be completed according to the schedule established by the faculty member teaching the course. Per institutional decision, faculty members are expected to provide substantive learning assignments on this form for any missed in-class work and not penalize the student-athlete for missing class.
 - Note: Any student-athlete who does not complete the form correctly or on time is not protected from missed class penalties under this policy.
- In the case of last minute travel itinerary changes due to unforeseen circumstances, the student-athlete is responsible to promptly notify faculty (within 24 hours of the change).

Individual faculty members will judge the validity of student-athlete absences from class and may require documentation for excused absences. In such cases the student-athlete will submit a written request to the Assistant Athletic Director for Compliance to request that documentation be sent to the faculty member. For classes requiring mandatory attendance incompatible with the number of planned absences, student-athletes will be advised to register, if possible, during

a semester in which they will not be participating in the university sanctioned activity.

If a faculty member already has a policy in place that allows for a minimum number of absences, missed in-class assignments, and/or late assignments, then absences due to athletics contests will apply toward that policy first.

As with any academic issue, student-athletes may exercise their right to appeal adverse attendance decisions. Should the faculty member and student-athlete be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation. The person seeking mediation should contact the Faculty Athletics Representative. He or she may ask the student or faculty member to pursue resolution by meeting with the following individuals (in order) until the issue has been resolved: the Department Chair, Academic Dean, and the Vice-Provost. The Faculty Athletics Representative may also work to mediate the request for accommodation on behalf of the faculty member or student, and may choose to collaborate with the Director of Athletics in this process.

The Intercollegiate Athletics Class Attendance Policy Addendum was developed in order to ensure collaboration between faculty members and the student-athlete in order to achieve graduation requirements.

Grades

The grade point average of a student is obtained by dividing the total number of grade points at Biola by the total number of credits attempted at Biola. (This calculation does not include courses transferred from another institution and starts anew for graduate programs.)

To graduate with a baccalaureate degree, a student must achieve at least a 2.0 in both cumulative and major (some programs require higher) undergraduate coursework. Higher standards are required for graduate degrees, as stated elsewhere in this catalog.

Biola's policy requires that when computing the GPA, the GPA is recorded at the third number beyond the decimal point without rounding up.

Quality of course work is graded on the following scale, with a system of grade points used to determine a student's general grade point average (GPA) or standing:

Grade	Quality	Points
A	Highest Passing Grade	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D		1.00
D-	Lowest Passing Grade	0.67
	Applies to undergraduate courses only. Lowest passing grade for graduate courses varies by program. See specific graduate department.	
F	Failure	0.00
UW	Unofficial Withdrawal	0.00

A "UW" indicates an unofficial withdrawal. Students who register for courses but do not attend classes are given the grade of "UW" which will influence the GPA the same as an "F."

Graduate students should see the appropriate section of the Catalog for further grade information.

Special Grade Notations

The following grades are also used with special significance in certain programs and are not used in computing the GPA:

Grade	Quality	Points
CR	Credit ¹	0.00
	A credit "CR" indicates the completion of course work with academic performance equal to or higher than the "satisfactory" standard for the degree program (normally "C" 2.00 for undergraduate programs and "B" 3.00 for graduate programs).	
IN	Incomplete Grade ²	0.00
	A temporary "grade" of "IN" (Incomplete Grade) will be issued in these special cases when approved by the Associate Provost for Academic Administration. IN grades are normally completed no later than five weeks after the end of the term. In the event of the inability of a student to complete the coursework by the approved deadline, the student will be assigned the grade which was earned by the end of term.	
NC	No Credit ²	0.00
S	Satisfactory ¹	0.00
US	Unsatisfactory ²	0.00
RG	Registered in Course ³	0.00
R	Research ¹	0.00
IP	Internship in Progress ¹	0.00
UC	Unofficial Withdrawal ²	0.00
	A "UC" indicates an unofficial withdrawal from a credit/no-credit course. Students who register for credit/no-credit courses but do not attend classes are given the grade of "UC." A grade of "UC" does not affect the student's grade point average.	
W	Withdrawal ²	0.00
	A "W" indicates an official withdrawal (within the third to eighth week) from a course and does not affect the student's grade point average.	
AUD	Audit ²	0.00
NR	Not reported by faculty ²	0.00
NO/NG	Non-graded Course ¹	0.00

¹ No grade points; credit given

² No grade points; no credit given

³ No grade points

Grade Mode

The following codes are listed on each course to designate how the course will be graded at the end of the term:

Grade Mode	Description
A	Letter Grade A-F
C	Credit-No Credit
D	Variable Credit/Research
N	No Grade Given
P	Post Baccalaureate
R	Research
S	Satisfactory-Unsatisfactory
T	Transfer No Grade Given
U	Audited
V	Variable Letter/Research

Repeated Courses

Undergraduate students are permitted to repeat courses in which they have earned a D+ or lower grade. Graduate students are permitted to repeat courses in which they have earned a C+ or lower grade. All instances of a repeated course must be taken at Biola in order to impact the student's GPA. Both grades continue to show on the student's academic record. Only the higher grade earned is included in the computation of the student's GPA, and the credits are counted only once.

When a course is repeated the exclude indicator (E) will occur in the Course Repeat Indicator column (R) of the excluded course, and the include indicator (I) will occur in the Course Repeat Indicator column of the included course on the student's academic transcript. The adjustment to the student's GPA is reflected on the academic transcript beginning with the first term in which the course was taken.

Undergraduate students who have earned a grade higher than a D+, or graduate students who have earned a grade higher than a C+ may still be permitted to repeat the same course with approval of the Office of the Registrar if their major or degree program requires a higher grade in order to progress in the major or degree program. (See respective major or degree program requirements.)

Students are permitted to repeat a course a maximum of two times. A student unable to pass a required course for their major or degree program after the third attempt is normally required to select another major or degree program not requiring the failed course.

Final Grades

Final grades will be available at the end of each academic term on My Account (<https://myaccount.biola.edu>). Any discrepancies must be brought to the attention of the Office of the Registrar within 90 days from the date the grade is posted.

Grade Changes

Grade changes are only allowable for computational or recording errors.

Student Responsibility

It is the student's responsibility to bring any error in grades to the attention of the instructor within 90 days following the issued grade.

Faculty Responsibility

It is the instructor's responsibility to catch and correct any error in grades no later than 90 days following the submission of a student's grade.

Dean's List

Undergraduate students achieving a semester GPA of 3.6 or better while enrolled in 12 or more credits with a cumulative GPA of 3.2 or better, will be placed on the semester Dean's List.

Audit Students

Students wishing to audit must complete the audit application and follow registration procedures. Auditing students cannot register for a course until after the second week of the semester. An auditor only participates in lectures, and they are not allowed to submit papers or take exams. A course taken for audit cannot be repeated for credit at a later date. Students wishing to audit graduate-level courses must have earned, be/been enrolled in, or been admitted to a graduate program of equal or greater academic level. For instance, a student wishing to audit a master's level course must at least have earned, be/been enrolled in, or have been admitted to a master's level degree program. Doctoral level courses are not typically open to auditors. All auditors must pay the appropriate per credit fee. If permitted, doctoral level auditors are subject to full doctoral level tuition (see Financial Information (<http://catalog.biola.edu/general-information/financial-information/>) for fees). Auditors must receive permission from both the Office of the Registrar (<https://www.biola.edu/registrar/>) and the instructor of the course. Audit fees are non-refundable. Contact the Office of the Registrar for an audit application and further instructions.

Academic Load

The minimum full time load is 12 credits at the undergraduate level. Those carrying less than the full time load but 9 or more credits are considered three-quarter time. Undergraduate students carrying 6 to 8 credits are considered half time students. And, undergraduate students carrying fewer than 6 credits are normally considered less than half time.

An undergraduate student who is on academic probation may be limited to 13 credits or fewer depending upon their grade point average. A minimum of 10 credits must be taken by those living on campus. Generally, an undergraduate student is limited to 18 credits per regular term. After the first semester, a student with a cumulative grade point average of 3.0 or higher may petition the Office of the Registrar to carry a maximum of 21 credits.

The minimum full time load is 9 credits for those in graduate degree programs. Those carrying less than the full time load but 7 or more credits are considered three-quarter time. Graduate students carrying 5 to 6 credits are considered half time students. And, graduate students carrying fewer than 5 credits are normally considered less than half time. A Talbot student is normally permitted to carry a maximum of 12 credits each semester.

The minimum full time load is 6 credits for those in doctoral degree programs. Those carrying 5 credits are considered three-quarter time. Doctoral students in these programs carrying 3 to 4 credits are considered half time. And, those carrying fewer than 3 credits are normally considered less than half time. D.Min. students must complete 6 credits per semester, 12 credits per year in their program. Doctoral students can be considered full time for a maximum of two to four semesters in the dissertation phase of their program depending on their program (see specific program for details).

The normal expected course load for a Rosemead student is 15 to 16 credits per semester. Without the advisor's approval, a student may not carry over 16 credits in any semester. Registration of fewer than 6

credits is permitted only after a student has been admitted to candidacy. Rosemead does not admit part time students to its degree programs.

The normal expected course load for a School of Education master's student is 3 to 9 credits per semester. Without the advisor's approval, a student may not carry over 12 credits in any semester.

Special Note: Dropping or adding credits may change a student's enrollment time status (e.g. full, three quarter time, half time, less than half time, etc.) as defined above. Students are responsible for understanding how their Enrollment Time Status impacts their eligibility for various benefits, services, and programs such as, but not limited to financial aid, athletics, immigration, veteran's and military benefits, social security benefits, and educational loan deferment. Students uncertain as to how their Enrollment Time Status will impact their eligibility should refer to the appropriate part of the university catalog and/or inquire of the appropriate university office(s).

Credit Hour Policy

Undergraduate

A single credit hour at the undergraduate level represents a minimum of three hours (50 minutes per hour) of substantive learning time per week over the course of a fifteen-week semester. Terms or courses shorter than 15 weeks adjust the distribution of the substantive learning time yet still represent the same total number of substantive learning hours.

Graduate/Doctoral

A single credit hour at both the graduate and doctoral level represents a minimum of four hours (50 minutes per hour) of substantive learning time per week over the course of a fifteen-week semester. Terms or courses shorter than 15 weeks adjust the distribution of the substantive learning time yet still represent the same total number of substantive learning hours.

A "substantive learning hour" is considered to be the equivalent of 50 minutes of faculty-student interaction, classroom instruction, online or distributed learning, appropriate experiential learning, and/or studying, writing, reading, or research.

Independent Study/Arranged Course

An Independent Study is a course which is initiated by the student, who then works independently toward the goals and objectives outlined by the professor on the Arranged Course form. Students who are in good standing are eligible to enroll in an Independent Study. A maximum of 6 credits, may be taken by a student in Independent Study, and/or arranged coursework during the student's degree program. An Arranged Course Fee is required at the time of registration.

For Talbot students, a distinction is made between these two kinds of courses. Please see the Talbot School of Theology section (<http://catalog.biola.edu/tst/>) for more information.

Classification of Students

A student's classification is determined at the beginning of each semester according to the following plan:

Undergraduate

Freshman: 26 credits or fewer completed

Sophomore: 27–56 credits completed

Junior: 57–87 credits completed

Senior: 88 credits or more completed

Graduate

Graduate Student: All credits earned at the post baccalaureate, graduate, or doctoral levels.

Numbering of Courses

The course numbering system is designed to indicate the relative academic level of courses in this manner:

000–099	Remedial or developmental courses
100–299	Undergraduate, lower-division, baccalaureate level courses
300–499	Undergraduate, upper-division, baccalaureate level courses
500–799	Graduate level, normally indicating first through third year beyond baccalaureate
800–999 and 8000s	Postgraduate level, indicating fourth year beyond baccalaureate

Biola University reserves the right to change any and all student charges, modify its services, or change its curriculum or programs of study should economic conditions, curricular revisions, or other relevant factors make it necessary or desirable to do so. While every effort is made to ensure the accuracy of the information in this catalog, Biola University has the right to make changes at any time without prior notice.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.**
A student should submit to the appropriate office, a completed Student Request to Inspect Educational Records form that identifies the record(s) the student wishes to inspect (this form, and all forms referenced in this document can be accessed through the Office of the Registrar's website (<http://studenthub.biola.edu/ferpa/>)). The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by that office, the student may contact the Office of the Registrar to inquire about the correct official or department to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**
A student who wishes to ask the university to amend a record should submit a completed Appeals Form to the Office of the Registrar clearly identifying the part of the record the student wants changed and specifying why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure**

without consent. "Directory Information" however, is generally available to third parties unless otherwise requested by the student.

In general, a signed consent of release is necessary for the release of any "Non-Directory Information." Some elements of personally identifiable information designated by the university as "Directory Information" are made available to third parties unless otherwise requested by the student. (See Directory Information Public Notice below for more information regarding "Directory" and "Non-Directory" information and your right as a student to request heightened confidentiality.)

The university discloses education records without a student's prior written consent under the FERPA exceptions for disclosure, such as release to school officials with a legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student or volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university. Upon request, the university also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information Public Notice

Under the standard protection of FERPA, a signed consent of release is necessary for the release of any "Non-Directory Information." Certain information designated as "Directory Information" may be disclosed without the consent or knowledge of the student unless the student has notified Biola in advance that such information is not to be released (see below). "Directory Information" at Biola is defined as:

- Photo
- Name
- Telephone Listing
- E-Mail Address
- Date and Place of Birth
- Major Field of Study
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Student Status (e.g. Enrolled, Withdrawn, Graduated, etc.)
- Enrollment Time Status (e.g. Full Time, Half Time, etc.)
- Student Classification (e.g. Freshman, Junior, etc.)
- Dates of Attendance
- Degrees and Awards Received
- Most Recent Previous Educational Agency or Institution Attended

The purpose of establishing this definition of "Directory Information" is to notify the student of the types of personally identifiable information included in this definition of "Directory Information" and to allow the student to prevent the disclosure of this information should he or she wish to do so. The student may request that his/her "Directory Information" remain confidential and therefore be treated as "Non-Directory Information." To do so, the student must change his/her confidentiality level to Total Confidentiality. Students may request changes to their level of confidentiality in writing with the Office of the Registrar.

Implications of Requesting Total Confidentiality to Student Records

Students requesting Total Confidentiality should familiarize themselves with the various implications associated with this heightened, optional level of privacy. The following are some, but not all, of such implications. All students who do not request Total Confidentiality will be assigned Standard Confidentiality which entitles them to all of the regular protective provisions of FERPA as described in the Notification of Student Rights under the Family Educational Rights and Privacy Act (FERPA) above.

Students requesting Total Confidentiality should be aware that this will prevent the acknowledgment of their enrollment and the release of any and all "Directory Information" by the university to potentially interested third parties such as parents, spouses, children, other family members, potential employers, and the like. To authorize the release of the "Directory Information" of students with Total Confidentiality, the student must complete and submit a General Student Consent of Release of Educational Record(s) form to the Office of the Registrar as described above.

Students who have requested Total Confidentiality will also be omitted from some internal university and departmental communications. Student athletes, and other students who represent the university in an official capacity, should consult with the athletic team or supervising department concerning the relevant logistics of requesting and maintaining Total Confidentiality while serving as an official representative of the university. Students who have requested that their information remain confidential will not be listed on such things as honor lists (Dean's list, EKE, etc.), and they will not have their names printed on the graduation bulletin nor read at the commencement ceremony when they graduate unless a specific written request is submitted to the Office of the Registrar.

Alumni and former student educational records will be treated according to the last privacy level selected by the student prior to their graduation or withdrawal from the university.

The university is not responsible for the retraction or amendment of any and all student information legitimately released to a third party prior to the Student's request for Total Confidentiality. The requesting student is responsible to coordinate such desired retraction/amendment directly with the third party recipient and/or any other third parties the information was subsequently redisclosed to.

Request a Change to Your Confidentiality Level

Students may request changes to their level of confidentiality in writing with the Office of the Registrar.

Transcript Requests

Students or alumni may view Biola's transcript policies and request transcripts online (<https://studenthub.biola.edu/transcripts/>). Telephone, e-mail, and in-office requests will not be accepted. All transcript requests require payment upon ordering and the signature of the student. Processing time is 1–2 business days. Official transcripts cannot be faxed.

This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Name Changes

All name change requests by marriage, divorce or court order must be accompanied by a copy of the legal action which changes the individual's name, only if the name change occurs during enrollment. You must provide official documentation in the form of a valid Social Security card plus an additional valid alternate identification.

Extracurricular Activities

All groups or individuals who represent the university must manifest satisfactory cooperation, spiritual life and scholastic attainment (the overall grade point average must be 2.00), and must be approved by the faculty.

Degrees Offered

Cook School of Intercultural Studies

- The Bachelor of Arts degree with majors in Anthropology and Intercultural Studies.
- The Master of Arts degree in Anthropology, Applied Linguistics, Intercultural Studies, Linguistics and Ancient Languages, Missions, and TESOL.
- The Doctor of Intercultural Studies.
- The Doctor of Philosophy degree in Intercultural Education, and in Intercultural Studies.

Crowell School of Business

- The Bachelor of Science degree with majors in Accounting, Business Administration, and Business Management.
- The Master of Arts degree in Leadership and Innovation.
- The Master of Business Administration degree.
- The Master of Management degree in Nonprofit Organizations.
- The Master of Professional Accountancy degree.

Rosemead School of Psychology

- The Bachelor of Arts degree with a major in Psychology.
- The Bachelor of Science degree with a major in Applied Psychology.
- The Doctor of Psychology and the Doctor of Philosophy degree in Clinical Psychology.

School of Cinema and Media Arts

- The Bachelor of Arts degree with majors in Cinema and Media Arts, Game Design and Interactive Media, and Writing for Film and Television.

School of Education

- The Bachelor of Arts degree with majors in Early Childhood, Liberal Studies Elementary Education, and Liberal Studies Multidisciplinary.

- The Bachelor of Science degree with a major in Early Childhood Education.
- The Master of Arts in Education degree.
- The Master of Arts in Teaching degree.
- The Master of Science in Curriculum, Instruction, and Publication; and Special Education degrees.
- Certificates in Curriculum and Instruction, Special Education, and Teaching (ACSI); as well as Child Development Permits and Teacher Preparation Program.
- Credentials in Education Specialist Instruction, Clear Credential, Single and Multiple Subject Preliminary Credential, and Single and Multiple Subject Credential Intern.

School of Fine Arts and Communication

- The Bachelor of Arts degree with majors in Communication Studies, Journalism and Integrated Media, Music, Public Relations and Strategic Communications, and Theatre.
- The Bachelor of Science degree with majors in Art, Communication Studies, Design, and Public Relations and Digital Media Management.
- The Bachelor of Fine Arts degree with a major in Art.
- The Bachelor of Music degree with majors in Music Composition, Music Education, Music Performance, Music Therapy, and Worship Arts.
- The Master of Arts degree in Public Relations and Reputation Management.

School of Humanities and Social Sciences

- The Bachelor of Arts degree with majors in English, History, Interdisciplinary Studies, Philosophy, Political Science, Sociology, and Spanish.
- The Bachelor of Science degree with a major in Interdisciplinary Studies.

School of Science, Technology and Health

- The Bachelor of Science degree with majors in Applied Physics, Biochemistry, Biological Science, Biological Science: Secondary Instruction, Chemistry, Communication Sciences and Disorders, Computer Science, Engineering Physics, Environmental Science, Health Science, Human Biology, Kinesiology, Mathematics, Nursing, Physical Science, Physics, and Public Health.
- The Master of Public Health degree in Epidemiology, and in Global Health.
- The Master of Science degree in Nursing Education.
- The Master of Science in Speech-Language Pathology degree.

Talbot School of Theology

- The Bachelor of Arts degree with a major in Bible, Theology, and Ministry.
- The Bachelor of Science degree with a major in Biblical Ministries, and in Bible, Theology, and Apologetics.
- The Master of Arts degree.
- The Master of Arts degree - Christian Apologetics.
- The Master of Arts degree - Classical Theology.
- The Master of Arts degree - Science and Religion.
- The Master of Arts in Christian Ministry and Leadership degree with specializations in Christian Ministry and Leadership, Pastoral Care and Counseling, and Preaching and Pastoral Ministry.
- The Master of Arts in Marriage and Family Therapy degree.

- The Master of Arts in Spiritual Formation and Soul Care degree.
- The Master of Divinity degree.
- The Master of Theology degree.
- The Doctor of Ministry degree.
- The Doctor of Education degree, and the Doctor of Philosophy degree, both in Educational Studies.

Undergraduate Programs

Choosing an Undergraduate Major

Every student should choose a major by the end of the sophomore year so that he or she may complete the major requirements in a timely fashion.

To help students, the university has available a number of useful resources to assist in making the decision: academic advisors, career counselors, First-Year Seminar classes conducted during the first semester of attendance, curriculum charts detailing the academic requirements for each program, and various fliers and brochures produced by each department.

The task of selecting a major (and often a minor or other complimentary specializations) becomes one of crystallizing ideas on the basis of experiences in specific courses, discussions with other students, staff and faculty. Faculty advising is a service offered to students; however each student is responsible for choosing courses and fulfilling graduation requirements.

Students must plan freshman or sophomore programs which will permit them to enter or take advanced courses in fields they may want to pursue. They should be sure to begin or complete requirements such as mathematics, chemistry or a foreign language early in their academic careers. Students anticipating graduate or professional study should exercise special care in planning undergraduate programs and seek faculty counseling in the field of interest. Advance examination of the possibilities of graduate or professional study will be helpful to students who have clear educational and vocational objectives.

The student's transcript cannot be altered to add a major or minor once the degree is completed.

Undeclared Majors

Students who are uncertain about their primary educational or vocational goals may enroll as undeclared majors. However, they should consult an advisor in the Academic Advising Office prior to registration each semester. While most undeclared students will enroll in primarily Core Curriculum and Biblical Studies requirements, many Core Curriculum requirements are "major specific" and should be chosen with possible majors in mind. A student is not normally allowed to stay Undeclared for more than 3 semesters without approval of the Office of Academic Advising.

Planning a Major Program

When students have selected a major field, they should study all the requirements that are specified in this catalog under their chosen degree program. They should make a tentative semester by semester plan for completing the requirements, including prerequisites, and discuss this plan with an advisor in the major.

In addition to courses in the major department, related courses in other fields and supporting courses in basic skills may also be required. These should be included in the tentative semester by semester plan.

Some departments require an application to the department and acceptance; and or placement tests prior to admission to classes. The times and places for the tests are determined by the department. Students should contact departments for testing times.

Change of Major or Degree

To change a major or degree a student must:

Undergraduate

- Obtain the form from the Office of the Registrar and obtain the signatures from your current and new majors, or
- If changing to a degree program in another school, submit a full application.

Graduate

- If changing to a degree program at the same degree level within a school, select the appropriate Change of Program Form from the bottom of the Student Hub webpage (<https://studenthub.biola.edu/choose-major/>), and submit the completed form to the office of Graduate Admissions.
- If changing to a degree program within another school, submit a full application.

Major changes submitted after the second week of the semester are effective for the following semester.

A student may not avoid a requirement of Admission by a change in status. Whenever students change major or degree, they follow the catalog for the academic year in which they make the change.

Students are not allowed to change programs while on probation in their current program. They must clear their present academic status before changing to a new degree program.

Double Degree

Students seeking a second baccalaureate degree must complete a minimum of 30 unique credits with 24 unique upper-division credits in a second area of major studies. A minimum of 150 total credits are required for graduation with a double degree. All prerequisites, supporting courses and departmental requirements for each major must be completed. Students must confer with the departments in which they will major and with the Office of the Registrar.

Double Major

A student may graduate with two majors. The following information is for those pursuing two majors within the same degree:

1. All prerequisites, supporting courses and departmental requirements for each major must be completed.
2. The second major must have a 'minimum' of 18 upper-division credits unique to that major (i.e., minimum of 48 major credits and 138 total credits required – see individual major requirements). Students must confer with the departments in which they will major and with the Office of the Registrar.

Minors

Students who wish to declare a minor to further hone their studies beyond their major are encouraged to do so. A minor requires a minimum of 18 credits, 9 of which must be upper-division. A minimum of 9 credits must also be unique to the minor (not counted toward any other requirements, including minoring in the same department as the major). Students may earn a minor of a different emphasis within the

same department as their major. For sound academic reasons and with the approval of the Undergraduate Curriculum Committee, a school or department may offer a minor with as few as 6 upper-division credits and/or as few as 6 credits unique to the minor. At least 6 credits for the minor must be taken as Biola coursework. Students should seek academic advising from the schools or departments in which they will minor and also confer with the Office of the Registrar regarding each minor's specific requirements.

Writing Competency Requirement

Definition and Procedure

Every Biola student must fulfill the Writing Competency Requirement (WCR) in order to graduate. The WCR evaluates a student's ability to write English prose that is clear, organized, and appropriate to its given disciplinary context. The primary device by which a student fulfills the WCR is by passing, with a C+ or better, ENGL 313—a Core course every Biola student must take on the way to graduation.

A student who passes ENGL 313 with a grade of C or lower must consult with a major advisor for an alternative method of completing the WCR. In most cases, the student in this situation will submit a portfolio of upper-division writing to the student's department for review. (Students are encouraged to take their WCR portfolios to the Rhetoric & Writing Center (<https://www.biola.edu/writing-center/>) before submitting them to their department.) If the portfolio does not pass the department review, the student may be asked by the department to enroll in ENGL 210, a course that is cross-listed with ENGL 313. Such students may need to work with their ENGL 313 instructor to customize course content to apply to their particular WCR-related needs.

Timeline

It is strongly recommended that all students enroll in ENGL 313 in the Fall or Spring semester of their junior year. Some majors recommend that students take the course in a specific semester; students should consult with their major advisor about this recommendation. Students who take ENGL 313 during their final semester risk postponing their graduation. It is strongly recommended that students pass or are on track to pass the WCR by the time they turn in their Graduation Petition.

Students with Multiple Majors

A student with more than one major is required to take only one section of ENGL 313. Such a student who passes ENGL 313 with a grade of C or lower will only be required to complete the alternative WCR in one of their majors.

Indication of Completion

Once the WCR has been passed, a notation will be made on the student's transcript indicating that the requirement has been completed.

First Year Seminar Requirement

All students are required to complete a First Year Seminar (GNST 102) course. This requirement is waived for students with more than 12 transferable credits from a college or university (excluding AP, IB, dual credit, or CLEP).

Undergraduate Graduation Petition

Graduating seniors must file a "Graduation Petition" form with the Office of the Registrar, meet with their graduation counselor, and submit any departmental checklists. Graduation Petitions must be submitted to the Office of the Registrar by the time a student has completed 88 credits. Students who fail to submit a completed Graduation Petition by the time they have achieved 88 credits will not be able to register for future courses until their petition has been submitted. In addition,

students who fail to submit their petition before their graduating term will be charged a late graduation petition fee. This fee will be assessed for any petition submitted after the last day of the Add period of the student's desired term of graduation. No petitions will be accepted after November 15th for Fall commencement and April 15th for Spring commencement. Thereafter, the student must participate in the next available commencement ceremony.

Requirements for All Baccalaureate Degrees

1. All baccalaureate degrees require a minimum of 120 degree applicable credits for graduation. Each major consists of a minimum of 30 credits of which 24 must be upper-division. For specific major requirements please see indicated major listings. In the case of repeated courses, only the credits from one of the repeated courses apply.
2. All academic requirements must be completed/fulfilled. Approval of the student's graduation petition must be obtained from the major advisor and a graduation counselor in the Office of the Registrar at least one year before graduation. During their last year, students anticipating graduation should take a normal academic load of 18 credits to ensure completion of degree requirements. Those students who wish to take more are expected to notify their graduation counselor. Approval for additional credits beyond the norm will be made through the Office of the Registrar.
3. A minimum of 30 credits must be taken at Biola University, at least 15 credits (upper-division level) in the major field. Biola has a residency requirement for biblical studies. Of the 30 credits of Bible required of all students, 15 credits must be taken at Biola. Transfer credit, credit for prior learning, credit by examination and off-campus programs may not be used to fulfill the minimum residency requirement.
4. A minimum "C" average (or a 2.0 grade point average) in the major and a cumulative GPA of 2.0 taken at Biola University. (Note: GPA requirements are higher in some majors. See departmental requirements.)
5. All transcripts counting toward graduation must be received by the Office of the Registrar prior to November 15th for Fall commencement and March 15th for Spring commencement.
6. All students who have entered the university Fall 1986 or later and who will be graduating in Spring 1990 or later must pass the Writing Competency Exam.

Note: All graduation requirements may be met within four school years by carrying approximately 16 or 17 credits each semester. Students may still be graduated within four years if they wish to take a lighter load and enroll in Summer Session.

Graduation Honors - Undergraduate Programs

Honors at graduation for baccalaureate recipients are based on grade point average, overall performance, Christian values, and a minimum 60-credit residency. Honors are not automatically granted. Faculty may raise the standards at any time. Honors are granted by the faculty and may be denied or higher standards may be applied. The university honors have been defined by the Academic Standards Committee as:

Honor	GPA
Cum Laude	3.50–3.69
Magna Cum Laude	3.70–3.89
Summa Cum Laude	3.90–4.00

Honors recognized in the graduation ceremony may be changed based on the processing of final grades. GPA standards for honors must be met

with no rounding of numbers. Graduate students should check with their program section in the catalog for honors qualification.

Honor Society

A select group of eligible seniors are chosen by the faculty each year to membership in Epsilon Kappa Epsilon, the baccalaureate honor society of Biola University. To be eligible for membership, a student must have a cumulative GPA of 3.75 or higher and must have completed 80 credits at Biola prior to the semester of graduation. Final selection is based upon scholastic performance, Christian witness and contributions to the Biola community. Membership is limited to no more than 7% of the fall graduating class and 5% of the spring graduating class.

Graduate Programs

Graduate Graduation Check

Graduate students must make an appointment with a Graduate Graduation Counselor in the Office of the Registrar to declare their intent to graduate. This should be done one year prior to graduation. Students declaring this intention late will be charged a late graduate graduation check fee of \$100. This graduation check will be considered late after the last day of Add/Drop during the semester of a student's intended graduation.

For students graduating in the Spring, after April 15th students will not be allowed to be added to the graduation lists regardless of payment of the fee. For the Fall, the date is November 15th, after which no students will be added to the graduation lists.

For all schools except Talbot School of Theology, students will need to meet with their department advisor(s) prior to meeting with a Graduate Graduation Counselor and bring the paperwork provided by that advisor. Doctoral students (including those from Talbot) must meet with their department advisor prior to contacting a Graduate Graduation Counselor.

Requirements for all Graduate Degrees

Refer to individual degree programs for specific requirements for graduation.

1. All academic requirements must be completed and approval of the student's intent to graduate by his or her department advisor and a Graduate Graduation Counselor, in Office of the Registrar, must be obtained one year before graduation. See Graduate Graduation Check above for more details.
2. All course work during the final semester, which will be applied toward graduation requirements, must be taken at Biola University. Transfer credits, via an official transcript, must be received by the Office of the Registrar by the first day of a student's graduating term.
3. A minimum of 24 credits must be taken at Biola University in the degree program.
4. A minimum of 24 distinct credits must be completed at Biola in any additional graduate degree at the same level. This applies to the second (or additional) degrees and double degrees taken at Biola for all graduate programs except Talbot (see Talbot section of this catalog).
5. All requirements (i.e. substitution request forms, Capstones, Th.M. comprehensive exams) counting toward graduation must be received by the Office of the Registrar prior to November 15th for Fall commencement and April 15th for Spring commencement.

Double Emphases

A minimum of 12 credits must be taken that are unique to the second emphasis. (i.e., Talbot: a minimum of 78 credits for two emphases in the M.A. and a minimum of 110 credits for two emphases in the M.Div. degree). All prerequisites, supporting courses, and departmental requirements for both of the emphases must be completed prior to the single commencement. The student must receive the approval of both the departments and approval of the Office of the Registrar.

Second Master's Degree

Students seeking a second master's degree must complete a minimum of 24 distinct credits in a second area of major study, taken at Biola University. All prerequisites, supporting courses and departmental requirements for each degree must be completed prior to graduation. The student must receive approval from both the academic departments and the Office of the Registrar. The student may choose to graduate with both degrees at one commencement or different commencements. A student may petition the Registrar and the school faculty to surrender the certificate toward a Master's or M.Div. degree.

The programs in Talbot School of Theology are accredited by the Association of Theological Schools (ATS). ATS requires a minimum of 50% of coursework in a second Master of Arts or Master of Divinity degree program be taken in residency (i.e., 50% cannot be shared with any other completed master's level program). (ATS Standards, 1998).

Graduation Honors

Honors at graduation for master's program recipients are based on grade point average, overall performance, Christian values, and a minimum 24-credit residency. Honors are not automatically granted. Faculty may raise the standards at any time. Honors are granted by the faculty and may be denied or higher standards may be applied. The university honors have been defined by the Academic Standards Committee as:

Honor	GPA
Honors	3.50–3.69
High Honors	3.70–3.89
Highest Honors	3.90–4.00

Honors recognized in the graduation ceremony may be changed based on the processing of final grades. GPA standards for honors must be met with no rounding of numbers. Graduate students should check their program section in the catalog for honors qualification and honor society recognition.

Post-Graduate Transfer Credit

Normally, only 6 credits of transfer credit are allowed toward doctoral degrees. However, for the Cook School of Intercultural Studies additional course reductions will be considered for Master's and doctoral level work that duplicates some foundational and Biblical studies course work.

Commencement

Students who wish to participate in a graduation commencement ceremony must submit a graduation petition and meet with a graduation counselor. All degree requirements must be completed before the student may participate in commencement ceremonies. For each commencement, all requirements must be completed before participating in the ceremony.

All graduating students are expected to be present at commencement ceremonies, except in cases of extreme emergency or other similarly

difficult circumstances. Permission to graduate in absentia must be secured at least one month prior to commencement from the Office of the Registrar.

Summary of University Enrollment Fall Semester 2020

Biola University (All Programs)

Men	Women	Total
2,520	3,296	5,816

Undergraduate Programs

Classification	Men	Women	Total
Freshmen	303	507	810
Sophomores	349	538	887
Juniors	318	572	890
Seniors	381	705	1,086
Special Students	1	8	9
Total	1,352	2,330	3,682

Graduate Programs

Classification	Men	Women	Total
Cook School of Intercultural Studies	114	138	252
Crowell School of Business	69	56	125
Rosemead School of Psychology	32	138	170
School of Education	49	196	245
School of Fine Arts & Communication	2	3	5
School of Science, Technology, & Health	3	46	49
Talbot School of Theology	892	386	1,278
Special Students	7	3	10
Total	1,168	966	2,134

Summary of University Degrees Conferred 2019–20 Academic Year

Undergraduate Programs

Bachelor of Arts	502
Bachelor of Fine Arts	20
Bachelor of Music	15
Bachelor of Science	401
Undergraduate Programs Total	938

Graduate Programs

Cook School of Intercultural Studies	
Master of Arts in Anthropology	1
Master of Arts in Applied Linguistics	5
Master of Arts in Intercultural Studies	24
Master of Arts in Linguistics and Biblical Languages	3
Master of Arts in TESOL	15
Doctor of Intercultural Studies	1
Doctor of Missiology	1
Ph.D. in Intercultural Education	9
Ph.D. in Intercultural Studies	3
Crowell School of Business	

Master of Business Administration	18
Master of Management in Nonprofit Organizations	7
Master of Professional Accountancy	12
Rosemead School of Psychology	
Certificate	53
Master of Arts in Clinical Psychology	20
Ph.D. in Clinical Psychology	10
Psy.D. in Clinical Psychology	7
School of Education	
Credential	48
Master of Arts in Education	12
Master of Arts in Teaching	29
Master of Science in Curriculum, Instruction, and Publication	1
Master of Science in Special Education	2
School of Science, Technology, & Health	
Master of Science in Speech-Language Pathology	24
Talbot School of Theology	
Certificate	8
Master of Arts	63
Master of Arts in Christian Apologetics	38
Master of Arts in Christian Ministry and Leadership	16
Master of Arts in Science and Religion	13
Master of Arts in Spiritual Formation and Soul Care	20
Master of Divinity	31
Master of Theology	4
Doctor of Ministry	19
Ed.D. in Educational Studies	2
Ph.D. in Educational Studies	8
Graduate Programs Total	527
Grand Total	1,465

Graduation Rate Disclosure

The average six-year graduation rate for the full-time, degree-seeking, first-time undergraduate cohorts who entered Biola University in Fall 2014 and three years prior is 72.6%. This graduation rate is used to estimate the number of graduates from a first-time undergraduate cohort who may complete their degrees. Some of our undergraduate degree programs require more credits to graduate and may require more than four years to complete.