

GPA at ACU. Transfer credit may not constitute more than 25 percent of the hours required for a degree. No grade below a "B" will be accepted in transfer. *Graduate courses taken by correspondence may not be transferred to ACU.*

Changing or Adding a Major

Any student changing degree programs or changing a major within a degree program must notify the Graduate School. Any student changing from a certificate program to a degree program must contact the Graduate School. For students to make a change, the departments affected must agree. The *Add/Change Major* form must be sent to the Graduate School. Graduate students are responsible for an up-to-date file concerning course work and correspondence from ACU.

Two or More Master's Degrees

The number of semester hours required for various degrees ranges from 30 to 84. When students choose to complete a second master's degree from ACU, they may count a limited number of courses from the first degree toward the second degree if courses from the first degree are also requirements for the second degree. The minimum number of additional hours required for a second master's degree is:

Degree hours	Additional hours needed for second degree
41 or fewer hours	24 hours
42-59	21
60-72	18

When combining two degrees, the larger of the two is the basis for calculation of hours required. Please note that these are minimum requirements for two degrees. Departments may have more stringent guidelines. For example in the Graduate School of Theology, no more than half of one degree can be counted toward a second degree. In any case, all requirements for both degrees must be met.

Thesis and Project Requirements

Students who are doing a thesis or project are responsible for following the required process for writing and completing a thesis or project. Students who are writing a thesis should obtain a copy of the "ACU Thesis Guide" from the Graduate School. Plan early, follow guidelines and instructions and work with your faculty committee to determine completion requirements.

After students begin formal work on a thesis or project, they are expected to continue working on it each semester until it is completed and formally approved or until they terminate their graduate career at ACU. In order for the thesis or project to remain in an active status, students must enroll in continuation each semester until completion of the thesis. Students must contact the Graduate School to enroll. A maximum of six (6) credit hours will be awarded for the thesis or project. Each subsequent registration will be for zero (0) credit hours, and the student will be charged a continuation fee equal to half of one hour of tuition at the current rate for each semester of continuation.

Students failing to maintain continuous registration must be re-admitted to ACU in order to continue and complete the requirements within the degree time limit, as stated in the current catalog. If a student fails to make progress on their work, the faculty member in consultation with the committee has the right to administratively withdraw the student with a W.

Capstone Project/Practicum Continuation Policy

Students are expected finish the capstone course within the time allotted for the course. Students needing more time may apply for a capstone extension, which will require that the student complete all capstone requirements before the end of the subsequent session. Upon approval by the program director, students will be enrolled in GRAD 696 Capstone Project/Practicum Continuation and be charged a continuation fee. The continuation course is zero (0) credit hours and the fee is equivalent to half of one hour of tuition at the current rate for each session of the extension (maximum of one (1) hour of tuition per

semester). If students who receive a capstone extension fail to make progress on their work, the faculty member has the right to administratively withdraw the student with a W and the student will be required to retake the course at the full tuition rate.

Repeating a Course

1. A graduate student may retake a course only one time. *The student must specify that the course is a repeat course at the time of registration.*
2. If a student withdraws from a "repeated" course, it may be taken again.
3. A record of all occurrences of the course will appear on the transcript. Only the most recent grade will be counted in the cumulative GPA. The ability to retake a course may be limited by curriculum changes or by departmental policies.
4. If the previous grade is a "C" or below, the grade will still count against the maximum number of low grades allowed for the degree.

Low Grades

The maximum number of "C's" allowed in a graduate program falls under the guidelines from the following table. In each case, a GPA of 3.0 must be maintained for completion of a degree.

Hours	Hours of C's Allowed
<40	6
40-66	9
67+	12

If a student receives a grade of "D" or "F" in a course, this may constitute grounds for probation or suspension. However, if a student is allowed to continue, not only must the course be retaken, but a "D" or "F" is counted against the limit of C's allowed in a program. Courses in which a student receives a grade of "D" or "F" may not be counted toward the degree.

Academic Probation and Suspension

Any student who does not maintain a 3.0 GPA will be placed on academic probation. If during the next enrollment, he or she fails to attain a 3.0 average, he or she may be suspended. Enrollment in a graduate program while on academic probation will not be permitted for more than one 16-week semester.

In the case of suspension, a student may re-apply to the Graduate School after a reasonable length of time as determined in each case by the graduate dean and the department. The student must be able to provide evidence indicating future success. However, re-application does not guarantee admission. The graduate dean, consulting with the department, will decide whether the student should be readmitted, and if so, whether special conditions should be required for readmission.

When students are readmitted after suspension, they are placed on probation for one semester and must meet Satisfactory Academic Progress (SAP) requirements to continue to receive financial aid. If they do not make satisfactory progress that semester, they are required to withdraw from school.

Incomplete Grades

Professors may assign a grade of "I" (Incomplete) only when illness or some significant reasons prevents the student from completing a course by the end of the semester. An "IP" must be removed during the next 16-week semester following the one for which it was assigned or it will be automatically converted to an "I." Also, an "I" must be removed during the subsequent 16-week semester or it turns into an "F." As long as an "I" grade remains on a student's record, it is counted as an "F" in computing the GPA. Incomplete work cannot be submitted for a grade after one year from the end of the semester in which the student was enrolled in the course. Exceptions are selected practicum's, internships, thesis and thesis projects where grades of "IP" remain.