
Admission, Registration & 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. Because it is the purpose of Biola University to educate maturing followers of the Lord Jesus Christ, the applicant should have been a Christian for at least one year.

Biola University has a strongly evangelical Christian commitment and requires that to be accepted, the applicant must be an evangelical believer. 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 request an application from the Office of Admission. Because enrollment is limited and admission is selective, applications should be made as early as possible. Decisions are made only on completed applications.

Visits to the campus are encouraged. It is recommended to write or phone well in advance to arrange an appointment. 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 on the world wide web at www.biola.edu or by phoning 1-800-652-4652.

Admission to the University does not guarantee admission to the business administration, education, mass communication, music, nursing and 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, registration and graduation requirements in the appropriate undergraduate / graduate sections of the catalog.

Enrollment Deposit

APPLICANTS

Applicants granted acceptances are required to remit an enrollment deposit. The deposit is non-refundable after May 1 if the student does not enroll in the term for which he / she applied. Deposits will not be held over if there is a lapse in enrollment.

Accepted applicants, whether or not they have selected courses, must inform Biola of any change in their plans regarding enrollment.

ENROLLED STUDENTS

When enrolled students 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.

As a student continues his / her enrollment at Biola, the enrollment deposit is retained as a continuing course selection deposit to assure the enrolled student of a place in the student body. Students who discontinue their enrollment at Biola and fail to officially withdraw at the Office of the Registrar (by December 31 for the spring semester, or by July 31 for the fall semester) will forfeit the enrollment deposit.

Re-Admission

A Biola student who has dropped out for one semester or longer is required to file an application for re-admission (\$15 fee). A pastor's reference will be required if the student's leave of absence exceeds two years. A student who enrolls after an absence of more than a year is required to follow the current catalog requirements upon readmission. A student who re-admits after an absence of five years may be required to complete a full application for entrance.

Admission of Non-Native English-Speaking Students

ENGLISH PROFICIENCY

It is essential that non-native English speaking students be able to understand lectures in English and also be able to express their thoughts clearly in both written and spoken English. Biola University has determined this level of English proficiency to be demonstrated by a score of 100 IBT, 600 paper / 250 computer on the Test of English as a Foreign Language (TOEFL). Admission into academic programs at Biola University is based upon the understanding that students either already have an equivalent to 100 / IBT 600 paper / 250 computer or higher on the TOEFL or are actively making progress in obtaining this level of English proficiency.

Applicants who have not reached an English proficiency equivalent to a score of 100 IBT / 600 paper / 250 computer on the TOEFL, may enter Biola University's academic programs in one of two ways:

1. Biola English Language Studies Program (ELSP)
Non-native English speakers without TOEFL scores or a TOEFL score below 100 IBT / 600 paper / 250 computer may enter most Biola degree programs if they have met all the other requirements for admission.* Every non native English speaking student with a TOEFL score below 100 IBT / 600 paper / 250 computer or without a TOEFL score is

required to take the Biola English Placement Exam (BEPE) during orientation week of their first semester at Biola. Students are assigned English courses in ELSP based on their test results. Courses assigned may range from one semester part-time to three semesters full-time plus three semesters part-time.

* See TOEFL / BEPE requirements for specific programs.

2. Take the Test of English as a Foreign Language (TOEFL) and score the minimum requirement for the intended academic program.

Non-native, English-speaking students may be admitted in an academic program with the minimum TOEFL requirement for their program while taking required English courses. The minimum TOEFL score requirement for undergraduate programs is 61 IBT / 500 paper / 173 computer and most graduate programs is 79 IBT / 550 paper / 213 computer. (See TOEFL / ELSP requirements for specific programs.)

Students who wish to take TOEFL should obtain the TOEFL Bulletin of Information. Copies of this bulletin and the registration form may be obtained in a number of cities outside the United States. They often are available at American embassies and consulates, offices of the United States Information Service (USIS), United States educational commissions and foundations abroad, and binational centers.

Students who cannot locally obtain a TOEFL Bulletin of Information and registration form should write for them several months in advance to: Test of English as a Foreign Language, Box 6154, Princeton, New Jersey, USA 08541 (Phone: 609-771-7100, Fax: 609-771-7500, Website: <http://www.toefl.org>).

Because this test is administered only at certain times, the candidate for admission should inquire about testing dates well in advance of the date of anticipated school term in the U.S.

TOEFL / BEPE REQUIREMENTS FOR SPECIFIC PROGRAMS

Undergraduate Programs

The minimum TOEFL score for admission is a total of 61 IBT / 500 paper / 173 computer for the undergraduate student. (TESOL minors must have a score of 79 IBT / 550 paper / 213 computer.) A student may submit an SAT I score for admission instead of a TOEFL score. Students who score below 480 on the critical reading section of the SAT exam and below 100 IBT / 600 paper / 250 computer on the TOEFL are required to take the Biola English Placement Exam (BEPE).

Graduate Programs

The minimum for admission to Biola's graduate schools is a total of 79 IBT / 550 paper / 213 computer (with a score of 55 or above for each of the three test sections). The following graduate programs have different requirements:

ALT Programs (See Applied Linguistics & TESOL section)

TOEFL (required) **100 IBT / 600 paper / 250 computer**
Not accepted through ELSP

Th.M.

TOEFL **88 IBT / 575 paper / 231 computer**
BEPE **Required**

Talbot M.A. / M.Div.

TOEFL **79 IBT / 550 paper / 213 computer**
BEPE **Required**

Talbot Ph.D. (See Talbot Ph.D. section)

TOEFL **100 IBT / 600 paper / 250 computer**
BEPE **Not Required**

D.Min. (See Talbot D.Min. section)

TOEFL **100 IBT / 600 paper / 250 computer**
BEPE **Not Required**

D.Miss.

TOEFL **79 IBT / 550 paper / 213 computer**
BEPE **Required.**

SICS Ph.D.

TOEFL **100 IBT / 600 paper / 250 computer**
Not accepted through ELSP

ENGLISH PLACEMENT

The Biola English Placement Exam (BEPE) is administered to determine which course(s) (English 100A–D, F, 101A–D, F, 102A–F, 103, 105, 107 or 109), if any, students must take. The course(s) must be taken during the student's first semester until the student has successfully passed English 105 and English 109 with a grade of B or above. There is a fee of \$25 to take the exam.

Since admission to the University is based on the understanding that the student will successfully complete the ELSP sequence, students will not be allowed to graduate or continue at Biola if they do not complete their ELSP requirement. Undergraduate students must pass English 109 with a grade of B or above before taking English 100, 110 B or before credit from other schools can be granted.

APPLICATION GUIDELINES

1. An application for admission, references, recent photo and a \$45 non-refundable application fee.

2. 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 to Biola's Office of Admission 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 Admission or the Office of the Registrar.

Graduate Students

Official transcripts of all colleges, universities or seminaries attended must be sent directly from the school to Biola's Office of Graduate Admission to be official. All transcripts must be accompanied by a certified English translation that documents coursework and examinations taken, indicates grades received, identifies passing and maximum marks, and evidences completion of a Bachelor's degree.

- 3. 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 acceptance and issuance of the I-20. The Affidavit of Support form must be notarized and accompanied by supporting bank statements or tax return forms. In addition, a deposit is required prior to issuance of the I-20.
- 4. Reference forms—Undergraduate students are required to provide one reference from a pastor / minister and another from a school administrator, teacher, and/or employer 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.
- 5. A TOEFL score of 61 IBT / 500 paper / 173 computer test or an SAT I or ACT test for undergraduates. Graduate programs vary but start with a minimum score of TOEFL 79 IBT / 550 paper test or 213 computer. Students will be referred to the English Language Studies Program for preparatory courses in English if scores are below requirements.

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

APPLICATION DEADLINES

Biola University accepts international applications only for the fall semester. Spring admission is only open to current F-1 students transferring from another college / university in the United States or to students applying through ELSP. Graduate Admissions deadlines vary by program. Visit <http://www.biola.edu/grad/> for current deadlines.

Fall

File completed by:.....	Notification:
December 1 (Early Action #1).....	January 15
January 15 (Early Action #2)	February 15
March 1 (Regular Deadline)	April 1

Note: 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:
December 1	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. See ELSP section for program deadlines.

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 credit units; graduate students: a minimum of 9 units). Full-time ELSP students are required to take a minimum of 14 units.

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, 35 of Title 38, relating also to the education of disabled veterans and war orphans, and 1606 of Title 10. The Bureau for Private Postsecondary and Vocational Education under the State of California Department of Consumer 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 veteran's coordinator in the Office of the Registrar well in advance of registration so that the necessary arrangements may be made with the Veterans Administration.

Course Selection (WebReg, Phase I)

Course selection for the fall semester is held during the months of April and May, and for the spring semester in November and December. All students are required to select courses if they plan to return to school the next semester. Failure to complete course selection will result in a \$120 fee to be paid at the time of registration should the student decide to enroll for the next semester.

Registration (WebReg, Phase II)

Students should register online during scheduled registration days. Late WebReg requires a fee of \$120. Registration is finalized when students have completed all of the registration steps and have paid the required tuition down payment. Students will receive credit for courses officially enrolled through the Office of the Registrar.

Registration 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

Course registration changes are made online on WebReg (free) or in person (\$5) by submitting an Add / Drop form to the Office of the Registrar. Courses may be added to the student's schedule during the first two weeks of the semester only.

Courses may be dropped until the end of the eighth week of the semester. There is a \$15 fee for each approved Late Add / Drop. A student who stops attending a class but does not submit an Add / Drop form will not be automatically dropped from the class and will receive a grade of Unofficial Withdrawal (UW) for the course. Courses dropped during the first two weeks of the semester will not be recorded on the student's permanent record.

Courses dropped between the ninth week and the end of the semester will be recorded with a grade of "UW." Courses dropped between the third and eighth week will be recorded with the grade of "W."

Withdrawal

Official withdrawal from enrollment in the university is made by submitting a completed Departure Form to the Office of the Registrar. Students may officially withdraw until the end of the eighth week of the semester. Students who drop from enrollment at any time during the semester but do not submit a Departure Form, or withdraw from enrollment during the ninth through the 15th week of the semester, are considered unofficially withdrawn. Unofficially withdrawn students will not receive a refund of any portion of tuition or fees and will receive grades of "UW" or "F" for their courses. Students departing the university for longer than one year will be required to follow the current catalog at the time of their readmission. Students may petition for an exception.

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.

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. 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.

Grades

The grade point average of a student is obtained by dividing the total number of grade points attempted at Biola by the total number of units 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 have at least twice as many grade points as units in total credit value of all courses undertaken at Biola (2.00 GPA) and a 2.00 GPA in the major field. 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	Grade 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:

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.)		
NC	No Credit ³	0.00
S	Satisfactory ¹	0.00
US	Unsatisfactory ³	0.00
RD	Report Delayed ³	0.00
A temporary mark of "RD" (report delayed) will be issued in special cases when approved by the Vice Provost of Undergraduate Education or the dean of the respective graduate school. RD grades are normally completed six 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 Office of the Registrar will assign a "W" (official withdrawal) for the course grade.		

RG	Registered in course ²	0.00
R	Research ¹	0.00
IP	Internship in Progress ¹	0.00
W	Withdrawal ³	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 ³	0.00
NR	Not reported by faculty ³	0.00
NO	Non-graded Course ¹	0.00

Notes

- 1 No grade points / Credit given
- 2 No grade points
- 3 No grade points / No credit given

SPECIAL NOTATIONS ON COURSE TITLES

SLC	Service Learning Contract
This type of course involves the student in a ministry off campus in the community.	

Bold Program (not considered resident units)

CPL	Credit for Prior Learning
TPT	Technical & Professional Training

Repeated Courses

A graduate student will be permitted to repeat a course in which either a "C" or lower grade was earned. When a graduate student repeats a course with a grade of "C" or lower the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record.

An undergraduate student will be permitted to repeat a course in which either a "UW," a D or an F grade was earned. Courses in which grades earned were either C or B, may be repeated only with approval from the Office of the Registrar.

When a course is repeated where an undergraduate student has received a "UW," a D or F grade the first time, the better grade is the only one used in computing the cumulative GPA, and the units are counted only once. Both grades are shown on the student's permanent record. When a course is repeated where an undergraduate student has received a C or B grade the first time, both the first and the second grades figure into the total cumulative GPA computation, the units from both courses are added to the student's unit total, and both grades are shown on the student's permanent record.

Only courses taken at Biola University will be used to change course grades. In addition, the student must notify the Office of the Registrar, the semester a course is repeated. Only the units of the repeated course apply toward graduation requirements.

Grade Reports

Grade reports will be available at the end of each academic term on the Biola Portal located at: <https://portal.biola.edu/portal/>. Students may request a printed grade report at the end of the term through the Office of the Registrar. Any discrepancy between this report and the student's personal record must be brought to the attention of the Office of the Registrar before the end of the following semester.

Grade Changes

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

Grade changes are only allowable for computational or recording errors and must be corrected no later than the last day of classes of the next full term semester.

Dean's List

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

Auditors

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 be college graduates. All auditors must pay the appropriate per unit fee. (See Financial Information for fees.) Auditors must receive permission from both the Office of the Registrar and the instructor of the course. Audit applications are available at both the Office of the Registrar or online at: www.biola.edu/admin/registrar/registrar_forms.cfm.

Academic Load

The minimum full-time load is 12 units at the undergraduate level. A student who is on academic probation may be limited to 12 units or less depending upon his grade point average. A minimum of 10 units must be taken by those living on campus.

The minimum full-time load is eight units for those in graduate degree programs. Those carrying less than the full-time load but more than 3 units are considered part-time students. Graduate students carrying 3 units or less are normally considered less than part time. A Talbot student is normally permitted to carry a maximum of 17 units each semester. D.Min. students must complete 6 units per semester, 12 units per year in their program. Doctoral students are considered full time for a maximum of two years in the dissertation phase of their program.

The normal full-time load for a Rosemead student is 12 to 16 hours per semester, but not less than nine hours. Without the advisor's approval, a student may not carry over 16 units in any semester. Part-time registration of less than nine units is permitted only after a student has been admitted to candidacy. Rosemead does not admit part-time students to its degree programs.

A unit of credit is generally considered to consist of one class hour (50 minutes) a week for a semester. In physical education activities, laboratory sessions and in a few other instances, a unit of credit may involve more than one class period a week.

Generally an undergraduate student is limited to 18 units of classroom work a semester. After the first semester a student with a grade point average of 3.0 may petition the Office of the Registrar to carry 19-20 units. In no case will a student be permitted to carry more than 20 units each semester.

Special Note: Full-time enrollment (completing 12 units each semester as an undergraduate student or 9 units each semester as a graduate student) is required of the following students: Internationals, Veterans receiving full benefits, students receiving social security benefits, and all students receiving financial aid of any kind. When dropping classes, students must be aware that they are required to complete 12 units of credit (or 9 units of credit as a graduate student).

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 and not on probation are eligible to enroll in an Independent Study. A maximum of six (6) units, 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.

Classification of Students

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

Undergraduate

Freshman	26 units or less completed
Sophomore	27-56 units completed
Junior	57-87 units completed
Senior	88 units or more completed

Graduate

Talbot, SICS, SAS, SPS & SB

Graduate 1	28 units or less completed
Graduate 2	29-64 units completed
Graduate 3	65 units or more completed
Graduate 4	Master of Theology / ICS Internship
Graduate 5	Doctor of Ministry

Graduate 6.....	Doctor of Education
<i>Rosemead School of Psychology</i>	
Graduate 1.....	30 units or less completed
Graduate 2.....	60 units or less completed
Graduate 3.....	90 units or less completed
Graduate 4.....	120 units or less completed
Graduate 5 (Internship)	133 units or less completed
Graduate 6 (Dissertation).....	134 units or more completed

Numbering of Courses

Courses numbered 100 to 299 are lower division (primarily for freshmen and sophomores). Courses numbered 300 to 499 are upper division (primarily for juniors and seniors). Courses numbered 500 and above are graduate level.

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

100-499	Undergraduate, baccalaureate level courses
500-700	Graduate level, normally indicating first through third year beyond baccalaureate.
800-999	Postgraduate level, indicating fourth year beyond baccalaureate.

In general, odd-numbered courses are given in the fall and even-numbered courses are offered in the spring. Courses ending in zero usually are offered each semester or either semester. Not all courses are offered every year.

The units of credit are indicated by the number after each course title.

The University reserves the right to withdraw any courses for which there is insufficient registration or lack of faculty resources.

Note: 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 insure the accuracy of the information in this catalog, Biola University has the right to make changes at any time without prior notice.

Family Education Rights & Privacy Act

Students who have requested that their information remain confidential will need to approve any release of information about themselves with the exception of requests made by a loan agency or financial aid guarantor in regard to a student's loan or deferment of a loan. Student information is released to loan agencies and financial aid guarantors due to the fact that the release of this information is "in the best interest of the student and a benefit to

the student." Student information is released to loan agencies and financial aid guarantors when such information is requested either by the loan agency, financial aid guarantor, or by the student at the request of the loan agency or financial aid guarantor.

Some information cannot be released without a signed release from the student regardless of whether or not the student has requested confidentiality. This is especially true with regard to grades, grade point averages, and academic standing.

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 their records remain confidential. "Directory Information" at Biola is defined as:

- Photo
- Name
- Address
- 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
- Enrollment Status
- Dates of Attendance
- Student status (full-time, half-time, less than half-time)
- The most recent previous educational agency or institution attended
- Degrees awarded and dates received

Transcript Request

One transcript of a student's record is furnished free of charge.

1. For each additional transcript after that, a \$6 charge will be assessed for an official copy and a \$3 fee will be charged for an unofficial copy. Transcript orders of nine or more are granted a reduced rate of \$5 per official (\$1 off each copy). The student or alumnus may request a transcript in person, FAX or by mail. Telephone or electronic mail requests will not be accepted. Every transcript request should include the name the student attended under, Biola student ID#, date of birth, social security number, last semester of attendance at Biola, any degrees earned at Biola, name and address where the transcript is to be sent, the appropriate fee paid in cash, credit card or check, made payable to Biola University, and the signature of the student.
2. For rush transcript service (normally 24-hour processing) there will be an additional fee of \$10 per transcript. To fax a copy of a transcript, there will be an additional fee of \$1 added to the total.

3. If the requester has changed names after withdrawing from the university, the requester must provide proof of name change-either name change court document or marriage license in order to properly identify the requester.
4. The requester must sign the transcript request with the same name that the requester attended under. If the requester has changed names after withdrawing from the university, the requester should sign the request using the attended-as name and the current name.

A transcript cannot be released if the student owes money to the university or if a payment is outstanding on any loans obtained through the university.

A request for a transcript must bear the signature of the individual whose permanent record is involved. If the name is typed or printed, the request will not be honored.

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

Transcript request forms are available at the Office of the Registrar or online at: www.biola.edu/admin/registrar.

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.

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

SCHOOL OF ARTS & SCIENCES

The Bachelor of Arts degree. Offered with majors in communication studies, English, history, humanities, liberal studies, mass communication, music, philosophy, social science, sociology and Spanish.

The Bachelor of Fine Arts degree. Offered with a major in studio art.

The Bachelor of Music degree. Offered with emphasis in composition, music education and performance.

The Bachelor of Science degree. Offered with majors in biochemistry, biological science, computer science, human biology, mathematics, music, nursing, physical education and sports sciences and physical science.

SCHOOL OF EDUCATION

The Master of Arts degree in Education.

SCHOOL OF INTERCULTURAL STUDIES

The Bachelor of Arts degree in anthropology and intercultural studies.

The Master of Arts degree in intercultural studies, missions, applied linguistics and TESOL.

The Doctor of Missiology and the Doctor of Philosophy degree in intercultural education.

TALBOT SCHOOL OF THEOLOGY

The Bachelor of Arts degree in Biblical & Theological Studies.

The Master of Arts degree with emphasis in Bible exposition, New Testament, Old Testament, theology, philosophy of religion and ethics, spiritual formation, and biblical and theological studies-diversified.

The Master of Arts degree in Christian education.

The Master of Arts degree in Christian ministry and leadership with emphases in pastoral care and counseling, and women's ministries.

The Master of Arts degree in spiritual formation and soul care.

Talbot also offers the Master of Divinity degree, the Master of Theology degree, the Doctor of Ministry degree, the Doctor of Education, and the Doctor of Philosophy degree in educational studies.

ROSEMEAD SCHOOL OF PSYCHOLOGY

The Bachelor of Arts degree in psychology.

The Master of Arts, the Doctor of Psychology and the Doctor of Philosophy degree in clinical psychology.

SCHOOL OF PROFESSIONAL STUDIES

The Bachelor of Arts degree in psychology.

The Bachelor of Science degree in organizational leadership, and ministry leadership.

The Master of Arts degree in Christian apologetics, organizational leadership, and science and religion.

SCHOOL OF BUSINESS

The Bachelor of Science degree in business administration.

The Master's of Business Administration degree.

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, careers 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 complementary 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.

Note: 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 general education and Biblical Studies requirements, many general education requirements are "major specific" and should be chosen with possible majors in mind. A student should not plan to stay "undeclared" for more than three semesters.

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 requirement 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 a degree program in another school, submit a full application.

Graduate

- If changing a degree program at the same degree level within a school, submit a letter to the Office of Admission, or
- If changing a degree program in another school, submit a full application.

Major changes are effective the following semester after the receiving and processing of the student request by the Office of the Registrar.

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

A student must be in good standing in the current major / degree program before requesting a 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 distinct units with 24 distinct upper division units in a second area of major studies. A minimum of 160 total units are required for graduation with a double degree. All prerequisites, supporting courses and departmental requirements for each major must be completed. The student must confer with the departments in which he will major and with the Office of the Registrar.

DOUBLE MAJOR

A student may be graduated with two majors. The following information is for those pursuing two majors:

All prerequisites, supporting courses and departmental requirements for each major must be completed.

The second major must have a 'minimum' of 18 upper division units unique to that major (i.e., minimum of 48 major units and 148 total units required—see individual major requirements). Students must confer with the departments in which they will major and with the Office of the Registrar.

MINORS

Although Biola University does not require the student to have a minor for graduation, there are a number of instances in which a student may wish to take a minor, especially in planning for a career in teaching. By checking the various departments in the catalog, a student may determine if a minor is offered. A minor usually requires a 'minimum' of 18 units, 12 of which should be upper division and six of these should be unique to the minor, i.e., not counted toward any other requirements. A minimum of six upper division units must be taken in residency. Students should confer with the departments in which they will minor and with the Office of the Registrar.

WRITING COMPETENCY REQUIREMENT

Before graduation from Biola, every student must fulfill the Writing Competency Requirement with a passing score. This requirement tests a student's ability to write clear and correct English prose. This requirement will not be given separately from the standard curriculum. Instead, each department has designed its requirements to suit the particular demands of its own discipline. Students with more than one major must fulfill the requirement in each major.

The Writing Competency Requirement should be met during the junior year. Students with junior status should enroll in at least one of the Writing Competency courses offered by their department. Most departments identify their Writing Competency courses in the Schedule of Classes. Several departments offer more than one Writing Competency course. If a student enrolls in more than one Writing Competency course, that student may choose the course in which he or she will attempt to fulfill the Writing Competency Requirement.

Some departments require a student to submit a portfolio of the student's written work from several upper-division courses. Students should find out from their department about its requirements.

ELSP students must have passed the EDET, and all students must have successfully completed English 100 or 110 A and English 110 B before attempting to fulfill the Writing Competency requirement in their departments.

Students who do not pass the Writing Competency Requirement on their first attempt must re-attempt to pass it during a subse-

quent semester. After their second failure, students must take English 210, Writing for Competency. A grade of C+ or higher in this course will satisfy the Writing Competency Requirement. Students may not enroll in English 210 unless they have failed their department's requirements twice. Delaying the fulfillment of the Writing Competency Requirement may jeopardize the student's graduation. A notation will be made on the student's transcript once the Writing Competency Requirement has been passed.

It is strongly recommended that students plan to fulfill the Writing Competency Requirement by the time they turn in their Graduation Petition.

Students will find it helpful to take their papers to the Biola University Writing Center in Sutherland Hall 213 before submitting them to their departments.

UNDERGRADUATE GRADUATION PETITION

Graduating seniors must file a "Graduation Petition" form with the Office of the Registrar and submit any departmental checklists one year prior to graduation. Students filing late will be charged a late graduation petition fee. A late petition is defined as any graduation petition received after classes begin in the student's graduating semester. Late Petitions for graduation will be accepted prior to November 1st 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 130 degree applicable units for graduation (A minimum of 120 units in the BOLD program). Each major consists of a minimum of 30 units of which 24 must be upper division. The Bachelor of Music degree requires 142 units. A degree in nursing requires 141 units. For specific major requirements please see indicated major listings. In the case of repeated courses, only the units from one of the repeated courses apply.
2. Completion of all academic requirements. Obtain approval of the student's graduation petition by the major advisor and the Office of the Registrar one year before graduation. To ensure completion of degree requirements, the normal academic load, during the last year, for a student anticipating graduation is 18 units. Those students who wish to take more are expected to notify their graduation counselor. Approval for the additional units beyond the norm will be made through the Office of the Registrar.
3. A minimum of 30 units must be taken at Biola University, at least 15 units (upper division level) in the major field. Biola has a residency requirement for biblical studies. Of the 30 units of Bible required of all students, 15 units must be tak-

en 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. BOLD Bible residency requirements are detailed in the BOLD section of this catalog.

4. A minimum "C" average (or a 2.00 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 correspondence course work must be completed and an official transcript received by the Office of the Registrar before the senior year, two semesters prior to graduation.
6. All course work during the final semester which will be applied toward graduation requirements must be taken at Biola University.
7. All students who have entered the University in the Fall 1986 or later and who will be graduating in the 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 units each semester. A student may still be graduated within four years if he wishes to take a lighter load and enroll in summer session and/or interterm.

GRADUATION HONORS — UNDERGRADUATE PROGRAMS

Honors at graduation for baccalaureate recipients are based on grade point average, overall performance, Christian values, and a minimum 60-unit 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 and BOLD students should check with their program section in the catalog for honors qualification.

HONOR SOCIETY

A select group of graduating seniors are chosen by the faculty each year to membership in Epsilon Kappa Epsilon, the baccalaureate honor society of Biola University. Eligibility is based on

invitation from the deans' office. Students receiving an invitation must complete the application form and return it to the Dean of Arts and Sciences. Final selection is based upon scholastic performance, Christian witness and contributions to the Biola community. Membership is limited to no more than 5% of the graduating class. To be eligible for membership, a student must have a cumulative GPA of 3.75 or higher and must have completed 80 credit units at Biola prior to the semester of graduation. BOLD students should check their program section in the catalog for a listing of honors.

Graduate Programs

GRADUATION PETITION

Graduate students must make an appointment with the Graduate Graduation Counselor in the Office of the Registrar to petition to graduate. This must be done one year prior to graduation. Students filing late will be charged a late graduation petition fee.

REQUIREMENTS FOR ALL GRADUATE DEGREES

Refer to individual degree programs for specific requirements for graduation.

1. Completion of all academic requirements and approval of the student's graduation petition by the major advisor and the Office of the Registrar a year before graduation.
2. All course work during the final semester which will be applied toward graduation requirements must be taken at Biola University.
3. A minimum of twenty-four (24) units must be taken at Biola University in the degree program.
4. A minimum of twenty-four (24) distinct units 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.

DOUBLE EMPHASES

A minimum of 12 units must be taken that are unique to the second emphasis. (i.e., Talbot: a minimum of 78 units for two emphases in the M.A. and a minimum of 110 units 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 units 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 first certificate or master's degree to avoid the required extra 24 units.

The programs in Talbot School of Theology are accredited by the Association of Theological Schools (ATS). ATS requires that a minimum of 50% of Talbot's degree programs be taken in residency (i.e., not transferred in nor shared with any other 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-unit 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.

Commencement

All degree requirements must be completed before the student may participate in commencement ceremonies. Those students completing all their coursework during interterm or summer session must contact their graduation counselor to be cleared for graduation. For fall commencement, all requirements must be completed before participating in graduation.

It is expected that all graduating students will 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 school dean or from the Office of the Registrar.

Summary of University Enrollment Fall Semester 2006

BIOLA UNIVERSITY (ALL PROGRAMS)

	Men	Women	Total
Total	2,703	3,049	5,752

UNDERGRADUATE PROGRAMS

Classification	Men	Women	Total
Freshmen	372	618	990
Sophomores	292	493	785
Juniors	286	445	731
Seniors	355	567	922
Special Students	1	1	2
Adult Degree Program	218	222	440
English Language Institute	30	24	54
Total	1,554	2,370	3,924

GRADUATE PROGRAMS

Classification	Men	Women	Total
School of Arts & Sciences	24	100	124
Special (Credential)	14	69	83
Talbot School of Theology *	764	252	1,016
SICS	76	87	163
Rosemead School of Psychology	38	77	115
M.A. Apologetics	151	39	190
M.A. Organizational Leadership	49	45	94
M.A. Science & Religion	12	3	15
School of Business	21	7	28
Total	1,149	679	1,828

* Institute for Spiritual Formation is part of Talbot School of Theology with 107 students.

Summary of University Graduating Class 2005-2006 Academic Year

Undergraduate Programs

Bachelor of Arts Degree	423
Bachelor of Science Degree.....	218
Bachelor of Music Degree.....	22
Bachelor of Fine Arts Degree.....	31
Undergraduate Programs Total.....	694

Graduate Programs

Talbot School of Theology

Master of Arts.....	93
Master of Divinity	40
Master of Theology	6
Doctor of Philosophy	8
Doctor of Education	1
Doctor of Ministry	4

School of Arts & Sciences

Master of Arts in Education.....	50
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School of Business

Master of Business Administration.....	5
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School of Professional Studies

Christian Apologetics.....	38
Organizational Leadership.....	31
Science & Religion	1

School of Intercultural Studies

Master of Arts in Intercultural Studies	20
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Master of Arts in Teaching English to Speakers of Other Languages	8
Master of Arts in Applied Linguistics.....	6
Doctor of Missiology	0
Doctor of Philosophy	6
<i>Rosemead School of Psychology</i>	
Master of Arts.....	22
Doctor of Psychology.....	12
Doctor of Philosophy	7
Graduate Programs Total.....	358
Grand Total	1,052

Graduation Rate Disclosure

Of the full-time, degree-seeking, first-time freshmen who entered Biola University in Fall 2000 and three years prior, the average graduation rate for the three years of cohort classes is 68.3%. This graduation rate is used to estimate the number of graduates from the incoming freshmen class who may complete their degrees. Some of our undergraduate major programs, which contain our largest enrollments, are longer programs that may take five or more years to complete.

Academic & Behavioral Standards

Statement of Satisfactory Academic Progress

FULL-TIME UNDERGRADUATE STUDENTS

Satisfactory academic progress toward a baccalaureate degree as a full-time undergraduate student is obtained by completing 12 or more units per semester or 24 or more units per academic year while maintaining a cumulative GPA of 2.0. Repeated courses previously passed cannot be counted toward minimum satisfactory academic progress requirements. The student must complete the degree requirements within the period of time required when progressing at the minimum full-time rate. For example, in a program requiring 130 units progressing at 12 units, a student would have 11 semesters to complete the program.

FULL-TIME GRADUATE STUDENTS

Satisfactory academic progress toward a graduate degree as a full-time graduate student is obtained by completing eight or more units per semester or 16 or more units per academic year while maintaining the minimum cumulative GPA specified by the program requirements in which the student is enrolled. Repeated courses previously passed cannot be counted toward minimum satisfactory academic progress requirements. The student must complete the degree requirements within the period of time required when progressing at the minimum full-time rate. For example, in a program requiring 96 units progressing at eight units, a student would have 12 semesters to complete the program. Doctoral students are considered full time for a maximum of two years in the dissertation phase of their program.

PART-TIME STUDENTS

Satisfactory academic progress toward a degree for a part-time student is obtained by completing six or more units per semester and maintaining a cumulative GPA of at least 2.0 for the undergraduate, and four or more units per semester and maintain the minimum program requirement for the graduate student. Repeated courses previously passed cannot be counted toward minimum satisfactory academic progress requirements. The student must complete the degree requirements within a maximum of three years beyond that required for a full-time student.

EXCEPTIONS

Exceptions to these standards are discussed under any applicable degree program.

Academic Probation

Any student failing to maintain the minimum grade point average required by their academic program as outlined in the Statement of Satisfactory Academic Progress will be placed on academic probation. Should the student not meet the minimum cumulative GPA at the end of two consecutive semesters of academic proba-