

UNDERGRADUATE PROGRAMS

See the Undergraduate Core Curriculum Program page (<https://catalog.biola.edu/academic-policies/undergraduate-core-curriculum-program/>) and the Undergraduate Requirements and Policies page (<https://catalog.biola.edu/academic-policies/undergraduate-requirements-policies/>) for additional information.

Choosing an Undergraduate Major (p. 1)

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 (p. 1)

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 (p. 1)

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.

Accelerated Programs (p. 1)

4+1 and 3+2 (accelerated combination) programs are combinations of current undergraduate and graduate programs in which students can earn both bachelor's and master's degrees.

Any student who can complete the degree requirements in the time periods laid out and that meets the degree requirements is eligible to participate in these programs.

- Transfer students may enter upon their arrival to the institution if they meet program entry requirements and can complete their bachelor's requirements within three years of their first enrolled term. Transfer students will still need to satisfy 30 unique graduate credits to earn the graduate degree.
- International students are also eligible, providing that they meet the admissions requirements for both the bachelor's and master's programs and can maintain full-time enrollment throughout the program.

Students will be granted a bachelor's degree when they satisfy all degree requirements (Core Curriculum (including Biblical Studies), Program Requirements, and any additional electives for the graduate program that will be taken at the undergraduate level) and reach 120 credits. Students will complete their remaining degree requirements (a minimum of 30 graduate credits) as graduate students. Credits taken prior to the student earning their bachelor's degree will not be able to count towards the 30 unique credits needed for the graduate degree.

There is no maximum number of graduate credits that can be taken at the undergraduate level as long as 30 unique graduate credits are completed after the student's bachelor's degree has been conferred. Students taking courses at an undergraduate level resulting in a total of more than 120 credits may not be eligible for financial aid for any course deemed an elective above the 120 graduation requirement until they have their degree conferred and move to the graduate level.

Students who wish to enroll in an available, accelerated combination program should follow the process outlined below:

- Students can declare their intent to enroll in an accelerated combination program upon admission to the University. It is recommended that students declare their intent to pursue this type of program by the end of their first academic year enrolled at the institution. Students should file their major declaration form by the end of their first academic year.
- Students enrolled in an accelerated combination program must maintain requirements to remain in the program as set forth by the academic department. Students also must maintain good academic standing with the institution to remain enrolled.
- Students will need to complete their graduation petition after they have earned 88 credits and should file promptly.
- Students should also begin their graduate admissions application as soon as they have submitted their graduation petition. The

application is submitted no later than the first day of the student's final term of enrollment for the undergraduate degree. Students should contact the graduate admissions office to get access to the application needed.

- Students should submit a graduation petition for their graduate degree at least one term before their planned graduation.

Concentrations (p. 2)

Undergraduate concentrations provide students with a specific disciplinary and/or professional course of study within the requirements for a major. Any student who completes a concentration should be provided an opportunity to demonstrate developmental level of knowledge in the area. A concentration must be a minimum of 9 credits.

Change of Major or Degree (p. 2)

To change a major or degree a student must:

- 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.

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 (3 consecutive terms, e.g., fall, spring, summer) 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 (p. 2)

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 (p. 2)

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 (p. 2)

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.