

# Academic Information



- **Registration**
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*“Necessary norms have been established by the administration to encourage a Christian atmosphere conducive to good academic work.”*

## Registration Schedule and Refund Policy

Students register and pay for courses online. Courses are confirmed only by the full payment of fees. Unpaid tuition balances may result in deletion of courses and late payment fees.

### Add

During online registration schedule adjustments may be made without penalty until online registration closes. After the close of online registration, courses may be added by exception. Applications for exception to this policy may be made through Academic Records and are subject to late registration fees.

### Drop

Students may drop classes via E-Campus until the 4th Monday of the Fall and Spring semester or the 1st day of class during the Summer or Winter term. Classes dropped during this period do not appear on the transcript and will not be charged to the student's tuition account. Courses dropped after the drop period, fall under the withdraw policy.

## Registration Schedule

	Summer	Fall	Winter	Spring
<b>All Doctoral Students</b>	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
<b>Continuing Extension Center and Internet Students</b>	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
<b>New Extension Center and Internet Students</b>	1st Monday in April	1st Monday in April	1st Monday in November	1st Monday in November
<b>On-Campus Students*</b>				
<b>Less than 30 hours to complete degree</b>	Last Monday in March	Last Monday in March	Last Monday in October	Last Monday in October
<b>Less than 60 hours to complete degree</b>	1st Monday in April	1st Monday in April	1st Monday in November	1st Monday in November
<b>60 hours or more to complete degree</b>	2nd Monday in April	2nd Monday in April	2nd Monday in November	2nd Monday in November
<b>New Students</b>	3rd Monday in April	3rd Monday in April	3rd Monday in November	3rd Monday in November
<b>Special Students</b>	3rd Monday in April	3rd Monday in April	3rd Monday in November	3rd Monday in November
<b>Graduating Students</b>	Graduating students who are beginning a new degree must contact Academic Records to be registered for classes prior to graduation.			

\* Hour total does NOT include current courses.

## Registration Deadlines

	Summer	Fall	Winter	Spring
<b>Add Closes</b>	4 pm EST 1st Day of Class	4 pm EST 2nd Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 2nd Monday of Semester
<b>Drop Closes</b>	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester

## Withdraws and Refunds

After the end of the online drop period, students can withdraw from classes by using the online Student Course Withdrawal Form up until October 31 for the fall semester and March 31 for the spring semester. Students are not allowed to drop a course after the deadline. Students must officially withdraw from a class to avoid receiving an "F". A grade of "WP" (withdraw passing) or "WF" (withdraw failing) will be assigned. This grade does not affect the student's grade point average. There is no refund for withdrawn courses.

### Refunds\*\*

Drop/Withdraw	Refund	Summer	Fall	Winter	Spring
<b>Last Day to Drop Class Online (Does not appear on transcript)</b>	100%	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester	4 pm EST 1st Day of Class	4 pm EST 4th Monday of Semester
<b>Last Day to Withdraw from Class (Appears on transcript with grade of WP)</b>	0%	Mid-Point of Class	October 31	Mid-Point of Class	March 31

\*\*Extension center drop/withdraw dates may vary. Contact Academic Records with any questions 1-800-626-5525 x4209.

## Advising

Students may receive academic advising through the office of Student Administrative Services.

Any academic exception to the catalog standards must be approved by the authorized dean and documented in writing to Academic Records. Exceptions that have been approved through the academic dean are not granted without written documentation in the student file.

## Advanced Placement Testing

Entering students have the opportunity to take advanced placement tests in Old Testament, New Testament, Greek, Hebrew, Church History and/or Christian Theology. Students who demonstrate proficiency on the placement exams must still take the same number of course hours in the area to meet degree requirements. Students will receive information about advanced placement testing dates with orientation information.

## Class Schedules

The school year is divided into semesters and terms. There are two semesters, each of which has approximately 13 weeks of classes. Additionally, there are condensed summer and winter terms.

The unit of credit given for course work is the semester hour. This unit represents one hour of class per week for a semester or an equivalent amount of study during the term.

## Orientation

Students entering the seminary for their first semester are required to participate in orientation. Additionally, all entering students must complete an online non-curricular study during their first semester on the Cooperative Program. Students will receive Orientation and Cooperative Program information before the semester begins.

## Registering for Courses at Other Schools

While in seminary, students may wish to take courses through other educational institutions in order to enhance their studies. Southern Seminary cooperates with other schools in two programs: Metroversity and TEAM-A (Theological Association of Mid-America).

## Metroversity

Southern Seminary students enrolled in a degree program can take courses at one of the following institutions:

- Bellarmine College (Louisville, Kentucky)
- Indiana University Southeast (New Albany, Indiana)
- Jefferson Community College (Louisville, Kentucky)
- Louisville Presbyterian Theological Seminary (Louisville, Kentucky)
- Spalding University (Louisville, Kentucky)
- University of Louisville (Louisville, Kentucky)

There are links to these schools' websites at [www.metroversity.org](http://www.metroversity.org).

To qualify for Metroversity courses, students must be full-time (minimum of 9 semester hours for graduate and diploma) students. The Metroversity course counts towards the total semester hours. Metroversity courses apply to fall and spring semesters only and cannot be taken during the winter or summer terms.

Application to take Metroversity courses is made through Academic Records and requires the signature of the registrar and the student's advisor or school dean. The student will then take the form to the registrar of the host institution for approval. Some institutions require Metroversity students to wait until the late registration period to register for classes. Please begin the process two to three weeks before online registration closes for the semester. Registration and tuition fees are charged at Southern Seminary rates. Any additional course fees are paid to the host institution.

## Cooperative Program Seminar

The Cooperative Program Seminar is a (one-time) non-curricular requirement for every student in any of the five schools at Southern – course 42490 for seminary, CP100 for Boyce. After acceptance into the school, students are enrolled in the class automatically during their first semester of study. All course work is completed online through e-campus. Subsequent registration for classes is contingent upon fulfillment of this assignment. This policy does not apply to students currently employed with an agency of the Southern Baptist Convention, such as IMB or NAMB. Compliance at a sister seminary of the SBC is acceptable, provided that a transcript has been received by Academic Records.

## Written Communication Requirement Policy

All seminary students must demonstrate an acceptable level of written communication proficiency by achieving a "B-" or better in college English courses prior to attending seminary, or by successfully completing Written Communication (31980).

All courses in English Composition and/or Grammar are averaged to verify a "B-" minimum. For students below this standard, a Written Communication course is *required* in the first or second semester of enrollment. Course 31980 is remedial (undergraduate), worth two credit hours, although it is not applicable toward any degree requirements.

## Appeal

A student may appeal the decision of Admissions to require Written Communication:

- The student must submit a letter to Academic Records requesting the waiver of the course and stating the justification.
- The student must submit a recent research paper which will be forwarded to the professor of Written Communication, who then makes a determination. Papers will be evaluated based on grammar, composition, and adherence to the Southern Seminary Style Manual.
- The student will be informed by Academic Records, and a copy of the marked paper will be provided by request.
- This decision may be appealed to the office of Student Administrative Services.

## Independent Study

Independent studies are an exception to curricular schedule and delivery of SBTS. If a conflict jeopardizes the graduation of a student, however, the faculty may entertain a proposal for an independent study model. The student must initiate the process by contacting the professor for approval and the completion of the "Contract for Independent Study." The school dean of the student must approve this request, as well as the dean of the school where the course is taught, prior to the beginning of the semester or term for the study. The guidelines are available through Academic Records or the office of Student Administrative Services.

## Student Status

### Academic Standing

Every student's academic standing is reviewed at the end of each semester. Each diploma and master's level student is categorized into one of the following classifications of academic standing. Standards for research and professional doctoral students (including Th.M.) are described in sections of the catalog that relate to each specific degree.

### Good Standing

A student is considered to be in good standing if that student has a grade point average of at least a "C" (2.0 on a 4.0 scale), both in the grading period that is the subject of academic review and in the cumulative total.

### Academic Warning

If a student's grade point average in the last grading period is below "C" (2.0 on a 4.0 scale), the student is placed on academic warning. He or she must achieve at least a "C" average (2.0 on a 4.0 scale) evaluated over the subsequent 9 hours of course work. Academic warning and academic probation may occur simultaneously.

### Academic Probation

A student is considered to be on academic probation when his or her cumulative grade point average falls below "C" (2.0 on a 4.0 scale). He or she must achieve at least a "C" average (2.0 on a 4.0 scale) evaluated over the subsequent 9 hours of course work.

### Academic Suspension

Failure to satisfy requirements for removal from academic probation will result in academic suspension. This standing requires that the student withdraw from seminary for at least one semester. If the individual desires to re-enter the seminary, he or she must apply for readmission. Readmission, however, is not automatic. If readmission is granted, the student will be admitted on academic probation.

### Academic Dismissal

Academic dismissal results when a student fails to satisfy the requirements necessary for removal from academic probation once that student has been readmitted following academic suspension. This academic standing requires the student to withdraw. The student is then ineligible for readmission.

### Attendance in Classes

The breadth of the seminary curriculum requires a variety of approaches to teaching and learning. Therefore, no uniform requirement for class attendance is prescribed. To allow for flexibility in the teaching/learning process, each professor will establish the attendance requirements in his or her course. Failure to meet these requirements may be reflected in a student's grade.

### Course Load

Each course is assigned a credit hour value based upon the semester system. The semester load for full-time status and part-time status varies with the program of study in which a student is enrolled and when the student is enrolled (semester or term).

## Semester Enrollment

Diploma programs

- Full-time: three classes totaling 8 hours or more
- Part-time: under 9 hours

Master's programs

- Full-time: three classes totaling 8 hours or more
- Part-time: under 9 hours

Professional Doctoral Programs

- The student is considered to be full-time as long as he or she is registered for course credit for that semester

Research Doctoral programs

- The student is considered to be full-time as long as he or she is registered for course credit for that semester

## Maintaining Student Status

Southern Seminary prioritizes the spiritual maturity and development of each student. Standards are set to encourage a Christian environment appropriate for academics. The administration reserves the right to determine continued student status.

Student status is subject to review at any time. A member of the faculty, staff, or student body may request a review by the office of the Dean of Students if a student demonstrates the inability to live in harmony within the community, or if characteristics presumed present for admission are lacking, such as moral character, relational skills, potential for effective ministry, and appropriate church involvement.

## Plagiarism and Telecommunications

Plagiarism is the use or theft of intellectual property without attribution, both a moral and educational transgression. Students are required to affirm their academic integrity in writing when submitting all course work: *On my honor, I have neither given nor taken improper assistance in completing this assignment.* Appropriate and ethical behavior honors the software licensing agreements and copyright law; respects confidentiality and/or privacy of data; uses telecommunication and computing resources without offending, annoying or harassing others. Students and employees are accountable for their use of all computing and telecommunications resources. Misuse may result in legal or disciplinary action.

## Campus Requirements

### Extension Center and Internet Only Students

In order to graduate with a degree, a student must take courses at the main campus in addition to courses online or at extension centers. All programs require a minimum of 24 hours earned at the main campus. Degree programs requiring 60 hours or more may earn a maximum of 30 hours online. Degree programs requiring fewer than 60 hours may earn up to half of the credit hours online. The 30-hour online limit excludes remedial and pre-requisite course hours.

Students beginning fall 2002 or later are required to take on-campus hours on the main campus of SBTS. Hours transferred from other schools will not count toward the on-campus requirement. Internationals with F-1 student visas may not enroll at extension centers.

### Students Enrolled at the Louisville Campus

Students who are taking courses toward a degree program and who find themselves having to relocate may wish to complete some of their work at another regionally accredited school and then transfer courses back to Southern Seminary. If a student chooses to do so, he or she must ensure that the last 24 credit hours of his or her degree program are taken consecutively at Southern. This means that no courses taken at another school may be transferred in toward the degree during the time when the last 24 credit hours are being completed. The dean must grant any exceptions to this rule. In order to complete the last 24 credit hours, a student may take courses during regular semesters or during winter or summer terms.

## Grades

### Grading System

The Southern Baptist Theological Seminary awards grade points on a 4-point system. The quality point value per credit hour for each letter grade is as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0

The minimum passing grade for master's level courses is a "D-". Doctoral level minimum grades vary. See program descriptions. Some courses are graded on a satisfactory/unsatisfactory basis. Instead of one of the letter grades listed above, the student receives either "S" for satisfactorily completing the course or "U" for unsatisfactorily completing the course. Other courses are graded on a Pass/Fail basis.

### Change of Grade

Approximately three weeks after the close of each semester, the student can view his or her grades for courses taken during that semester via e-Campus. If a student feels that he or she has been assigned an incorrect grade for a course, the following procedure should be followed:

- An appointment should be scheduled with the professor as soon as possible after receipt of the official grade from Academic Records. When making the appointment, the student should indicate that the purpose of the meeting is to review the grade that has been received.
- This consultation with the professor regarding the grade must take place within 30 days of the issuance of the official grade. When the professor is not available, the student should consult with the dean of the school in which the course was taught (for master's work) or the chairman of the appropriate doctoral studies committee for an extension of time or for other instructions.
- If the consultation with the professor results in change of the previously assigned grade, the professor will complete a change of grade form with Academic Records.

### Incomplete Course Work

The seminary faculty discourages granting "incomplete" grades except in special cases (such as medical or family emergencies). The faculty member must deem any special cases appropriate.

Students receiving an incomplete during any semester or term are required to complete the work necessary to remove the incomplete prior to the close of the next scheduled semester. If a student does not complete the required work by the deadline, the incomplete will be changed to an "F." This policy also applies to independent studies.

Doctor of Ministry students who receive an incomplete during any semester or term will not be permitted to register for additional classes until the incomplete work is submitted. Students may not begin their doctoral project until all incomplete courses are finished.

Exceptions to this policy may be made on the recommendation of a faculty member to Academic Records. All incompletes must be resolved by the mid-point of the semester in which the student intends to graduate.

### Repeated Courses

Any course may be repeated regardless of the grade received for that course although a course will count toward the student's degree requirements only once. Each attempt and each grade received will remain on the student's transcript and will be used to calculate the student's grade point average (GPA) with one exception. If a course is repeated for which a grade of "F" was received, each attempt remains on the student's transcript, but only the grade received for the second attempt will be used to calculate the GPA. It is the student's responsibility to notify Academic Records if he or she is repeating a class in which a "ZF" or "F" grade was previously received. The student is also responsible for meeting all degree requirements; responsibility for unintentionally repeated courses is not assumed by the institution.

## Transcripts

Transcripts are confidential documents and are issued only upon the request of the student via [www.credentials-inc.com](http://www.credentials-inc.com). Requests submitted through e-mail, mail, or fax are not accepted.

The charge for issuance of a transcript is noted in the "Schedule of Fees and Charges" at the end of this section.

Most transcripts are issued within three to five working days. More time may be necessary for older records, for students who just completed course work and who have not received their grade reports, and/or for doctoral work. No transcript will be issued for persons who do not have clearance, including financial clearance from Accounting Services. Academic Records reserves the right at any time to withhold a transcript for further verification of the request.

## Policies

### Access to Student Information

A student has the right to examine some of the information in his or her student record. To do so, the student should contact Academic Records. A member of the Academic Records staff will obtain the file and be present when the student examines it.

Seminary personnel may be given access to student files for routine purposes of processing. Third parties outside the institution may be given only specified items of directory information. Additional access may be granted with the written consent of the student or where the welfare of the student or others requires disclosure. Questions regarding directory information or student files should be directed to Academic Records.

The full policy on access to student records is available in the Academic Records office.

### Evaluation of Classes

The quality of curriculum and instruction is monitored annually. Students participate in the evaluation process. A student may submit an evaluation by contacting the office of Institutional Assessment even if a course is not scheduled for review.

### FERPA Annual Notification to Students

Students may contact Academic Records for the complete policy regarding Student Records Access.

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

1. The right to inspect and review the student's education records within 45 days of the day the seminary receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The seminary 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 the seminary official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the seminary to amend a record that they believe is inaccurate or misleading. They should write the seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the seminary decides not to amend the record as requested by the student, the seminary will notify the student of the decision and advise the student of his or her rights for further appeal.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the seminary in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on

the Board of Trustees; 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 responsibility.

4. The right to refuse disclosure of directory information to third parties. Students may state such a refusal in writing on a form obtained from Academic Records. If immediate action is necessary, a phone request is accepted until paperwork can be obtained, but is only valid for 30 days from the time of the call.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the seminary 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 20202-4605

## Finals

A final examination for a course may not be taken before the time scheduled by Academic Records. With permission of the professor of the course, a student may take a final examination at a date later than the scheduled date. In such instances, the student may be assigned a grade of "Incomplete" for the course.

## Graduation Policy

In order to graduate from Southern Seminary, a student must meet all of the obligations listed below:

### Application for Graduation

A "Graduation Application" must be completed and submitted to Academic Records by September 15 for fall graduation or February 15 for spring graduation. Failure to submit the completed form by the deadline may result in delay of graduation.

### Satisfaction of Degree Requirements

A student may graduate under the requirements stated in the seminary catalog at the time of acceptance into a degree program, provided that there has not been a withdrawal from classes for two or more years. Students may elect to graduate under the catalog revisions that are implemented during the time of enrollment, although all the new requirements must be met. Students must declare in writing to Academic Records their decision to change to the current catalog.

The student is responsible to ensure that all requirements for graduation have been satisfied. Graduation audits are automatically conducted by Academic Records at the start of the semester of graduation, as anticipated on the Student Information Form. Students will be notified by student email of the results. All outstanding academic issues must be resolved by the mid-point of the semester in order to be eligible for graduation.

### Satisfaction of Cumulative Grade Point Average

Unless otherwise stated in degree program requirements, graduation from any master's level program requires the satisfactory completion of all the specified hours with a minimum cumulative grade point average of "C-" (1.7 on a 4.0 scale).

### Faculty Approval

Although curricular requirements have been satisfied, the faculty of Southern Seminary reserves the right to recommend that a student not be granted a degree.

### Satisfaction of Financial Obligations

All financial obligations to the institution must be fulfilled prior to graduation, so that all accounts are clear of debt, including the graduation fee. If graduation is deferred, student should contact Academic Records regarding a partial refund.

## Earning Multiple Degrees

A person who has earned a two-year master's degree at SBTS may enroll in a three-year program and apply half of the credits from the conferred degree toward the new degree. A student who does so may retain the two-year degree and graduate with the three-year degree under the following criteria:

- Degree requirements for the three-year degree have been met.
- The cumulative grade point average is satisfactory.
- The faculty has approved graduation.
- All financial obligations to SBTS have been fulfilled.

Within five years of receiving a two-year master's degree, a student who enrolls in a three-year program may apply all the applicable credits toward the new degree. The first degree will be renounced simultaneously with the receipt of the second, so that upon graduation the person will hold only the second degree.

After earning two master's degrees at SBTS, a student may not pursue a third master's degree, excluding Th.M., within five years of receiving the second master's degree.

## Transfer of Credit Policy

### Master's Level Programs

The Southern Baptist Theological Seminary recognizes appropriate course work completed at other seminaries, universities and colleges that have been accredited by the Association of Theological Schools (ATS), or by a regional branch of the Commission on Colleges (COC). Transfer credit for diploma programs may be accepted from institutions that are unaccredited or have been accredited by other agencies. All credits are accepted in accordance with federal and state law, informed by the standards delineated in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices Guide.

Transfer courses must be appropriate for the degree program, and have commensurate academic content and expectations to the course being substituted, with a grade of "C-" or higher. Transfer hours are posted on the official transcript as credit earned with no grade upon the completion of one semester in an approved degree program.

The maximum amount of transfer credit varies according to the program of study. In the M.Div. program, a minimum of twenty-four hours must be earned on campus, and one third of the total hours must come from SBTS. Some M.A. programs require half of the courses to come from SBTS. In either case, the remaining credit hours may be transferred toward a diploma or degree program if the courses meet the criteria.

In accordance with an agreement among the seminaries of the Southern Baptist Convention, a maximum of 30 hours earned online may be applicable to a degree.

Students are notified via e-mail of transferred credit applicable to their degree. After receiving grades for one full semester/term in a degree program, transferred credits are officially entered into the permanent record. Prior written approval from academic advising is required for transferring any course work during the final twenty-four hours of course work.

Transferred credit is evaluated when a written request is submitted to Academic Records. Forms are available online. Prospective students may request processing for a non-refundable fee of \$50, which is applied to the student's account after matriculation.

1. A request for the evaluation of transferred credit from an accredited institution will be processed after the receipt of all necessary documents to Academic Records:
  - A. Completed Transcript Evaluation Request Form
  - B. Official copies of transcripts to be evaluated
  - C. Copy of catalog course descriptions of all work to be evaluated
  - D. Copy of syllabi of all work to be evaluated
  - E. Evaluation fee, if applicable
2. Transferred credit from institutions outside the United States and Canada, or those not accredited by ATS or COC, will be evaluated on an individual basis. A maximum of twenty-four hours may be transferred, and must be approved by the school dean or the office of Student Administrative Services.
  - A. Transfer of credit evaluation for courses taken at an institution outside the United States or Canada must be evaluated by World Education Services (WES) before being submitted with

the accompanying documentation (listed below).

B. Transfer of credit evaluation for courses from institutions not accredited by ATS or COC require the following documentation:

1. Completed Transcript Evaluation Form
2. Official copies of transcripts to be evaluated
3. Vita of Professor/s
4. Syllabus from the actual course
5. Substantial samples of course work

If an institution receives full accreditation status from ATS or COC within two years of matriculation, the student may request a reevaluation of the transfer of credit hours earned while the institution was under review.

## Professional Doctoral Programs

Generally, Southern Seminary does not grant transfer credit for doctoral work completed in other institutions. Any exceptions must be approved by the Director of Professional Doctoral Studies.

## Course Evaluation Policy

Students wishing to take a course at other institutions not affiliated with Metroversity or Team-A for transfer of credit to Boyce College or Southern Seminary should request a course evaluation prior to registering for the course.

The following information is required to evaluate a course:

1. The Course Evaluation Request form
2. A catalog description of the course to be evaluated
3. Course Syllabus

Once the course has been evaluated the student will be notified if the course may be considered for transfer of credit. Due to varying factors, approval of a course does not guarantee that transfer of credit will be granted. Transfer of credit is only granted after the course has been successfully completed, and a request for transfer of credit has been received with the required documentation.

For persons who are not currently students of Southern Seminary or Boyce College but wish to have courses evaluated, there will be a \$100 non-refundable fee. However, if the person matriculates within three semesters the fee may be applied to their student account.

Course evaluations are conducted in the order in which they are received; however, requests from current students will take priority. Course evaluations are not intended to evaluate an entire program; we reserve the right to limit the number of courses evaluated.

## Transfer of Degree Program

Most students who wish to transfer from one degree program to another must make application through Academic Records. If the change of degree program is from the Master of Arts in Theological Studies or Master of Music in Church Music to another master's degree, the student must reapply for the new degree through Admissions.

Students who change degree programs will be required to meet course requirements that are in effect for that degree at the time of transfer. The student must also be enrolled in the degree program from which he or she intends to graduate for a minimum of one semester.

## Withdrawal

A student who withdraws from all classes during the semester is required to complete the withdrawal process by submitting a "Request for Withdrawal" form to Academic Records and satisfying all institutional accounts.

Withdrawals will be processed through Academic Records anytime during the current semester. Refunds will be made in accordance with the current refund policy. Students will receive grades of "WP" for all classes until the last business day of October for fall and March for spring. Students who withdraw after that time will receive automatic "F"s.

A student who withdraws and desires to be readmitted must contact Admissions at least 30 days prior to the beginning of the semester or term. The reapplication fee will not apply.

Extension center and Internet-only students are permitted two con-

secutive semesters of inactivity (not enrolled for courses) without being required to withdraw from classes.

## Readmission

A student must reapply for admission if any of the following is true:

- Student graduated from a Southern Seminary degree program
- On-campus student who did not register for a semester and did not formally withdraw from classes
- Extension center and Internet-only students with a period of inactivity longer than two semesters

## Fees and Charges

The major portion of student academic costs is defrayed by a direct subsidy from the Southern Baptist Convention, through the Cooperative Program, as an investment in the future ministerial leadership of the churches affiliated with it. Academic expenses borne by the seminary student are:

- Degree fees that cover a portion of the cost of classroom instruction, academic support services, and auxiliary benefits such as an annual directory, social and recreational programs, technology fees, and medical clinic services
- Special fees such as those for courses that require personal supervision beyond that available from the faculty in the classroom setting; costs for processing dissertations, theses, or projects; and extension-of-time fees for doctoral programs
- Service fees for graduation articles and materials
- Processing fees that are assessed for registration, exceptions and extension of time in graduate programs
- Campus fees
- Degree fees for programs such as Internet courses that are not subsidized by the Cooperative Program

Southern Seminary trains Christians of many denominations for ministry. Non-Southern Baptist students pay degree fees that are twice the amount paid by Southern Baptist students. A student is considered to be Southern Baptist only if he/she is a member of a Southern Baptist Convention church that contributes to the Cooperative Program.

## Financial Obligations

All applicable academic fees need to be paid either online or in Accounting by all students, including off campus students, by the close of online registration. On-line payments may be made by checking or savings, Discover, American Express, or MasterCard either in full or by using the FACTS monthly payment plan. Full payment may be made in Accounting by cash, check or money order. All accounts with the seminary must be paid promptly. Neglect of financial obligations may be cause for disciplinary action.

A student must pay all current financial obligations before registering for any semester/term. A student must satisfy any outstanding financial obligations before grades and/or transcripts can be issued to or for the student.

Dormitory rent is billed by the semester and due by each registration payment deadline. Apartment rentals are due one month in advance and are payable at the beginning of each calendar month. If rent on student housing becomes delinquent, the student may be required to vacate his or her apartment and may be withdrawn from all classes.

## Schedule of Tuition and Fees

The following fees become effective on August 1, 2009. Any revisions approved by the Budget Committee and Board of Trustees after that date will be communicated to students prior to the beginning of each semester or term (in registration materials or by other means of notification).

## Application Fees

(Non-refundable and not applicable to any other fees.)

Application for admission.....	\$35.00
Application for readmission .....	\$25.00
Application to enter a degree program after having graduated from Southern with another degree .....	\$35.00

## Student Enrollment Fees (non-refundable)

Semester .....	\$205.00
Extension center/Internet semester .....	\$40.00
Winter and Summer Term (all students).....	\$40.00

## Service Fees

Graduation Fee.....	\$200.00
Graduation Fee (SWI and WMI) .....	\$25.00
Late Registration Fee (per class added).....	\$30.00
Transcript Fee.....	\$5.00
Testing Fees/Exams and instruments administered at unscheduled times.....	\$10.00

## Processing Fees

ID Card replacement .....	\$15.00
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## Tuition by Degree

### Professional Degree and Diploma Programs

#### Semester and Term Fees

Fee Per Hour - SBC Student.....	\$205.00
Fee Per Hour - Non SBC Student.....	\$410.00
Internet Course Fee (Per Internet course taken– nonrefundable) .....	\$250.00

### Doctoral Degree Programs

#### Master of Theology

Semester Fee – SBC Student.....	\$3,000.00
Semester Fee – Non SBC Student.....	\$6,000.00
Winter and Summer Term: Per Hour – SBC Student.....	\$205.00
Winter and Summer Term: Per Hour – Non SBC Student.....	\$410.00

#### Doctor of Ministry

Program Fee - SBC Student.....	\$9,950.00
Program Fee - Non SBC Student .....	\$12,700.00

(Consult with the D.Min. Office regarding program payment plans)

#### Doctor of Educational Ministry

Program Fee - SBC Student.....	\$10,658.00
Program Fee - Non SBC Student .....	\$13,463.00

(Consult with the School of Church Ministries Office regarding program payment plans)

#### Doctor of Education

Continuing Fee .....	\$1,000.00
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(past eighth paid semester in program)

### Doctor of Missiology, Doctor of Musical Arts, and Doctor of Music Ministry

Semester Fees	
SBC Student .....	\$3,535.00
Non SBC Student .....	\$7,070.00

#### Term Fees

Fee Per Hour - SBC Student.....	\$205.00
Fee Per Hour - Non SBC Student.....	\$410.00

#### Grants

*Doctor of Philosophy, Doctor of Missiology, Doctor of Musical Arts, and Master of Theology students may apply for a grant with the program director. Restrictions do apply. Consult with the program director for clarification.*

SBC Resident Doctoral Student.....	\$650.00
Non-SBC Resident Doctoral Student.....	\$1,300.00

### New Doctor of Philosophy

Program Cost – SBC Student .....	\$24,000.00
Program Cost – Non SBC Student.....	\$43,400.00

### Continuing Doctor of Philosophy

Semester Fee – SBC Student.....	\$3,000.00
Semester Fee – Non SBC Student.....	\$6,000.00
Continuation Fee (past eighth paid semester in program) .....	\$2,000.00

### Miscellaneous Fees

Registration for Ph.D. affiliated students	
per semester - SBC Student .....	\$315.00
per semester - Non SBC Student.....	\$630.00
Advanced Professional and Graduate Program Fees	
External reader of Ph.D. Dissertation.....	\$400.00
Extension of time for Professional Doctoral Degree Programs (see Length of Time Allowed for specific programs in the academic catalog) .....	
	\$750.00
Fees for thesis, dissertation, or project microfilming, copyright, and binding are released annually by the library and are subject to change without notice.	
Church Music and Worship Activities Fee .....	\$35.00
(for Church Music and Worship degrees)	

### Spouse/Dependent Fees

To qualify for this refund both students must first pay all tuition and fees in full (or have the FACTS monthly payment plan) at the time of registration and both students must still be enrolled at the mid-point of the semester. The Spouse Dependent application form is available on e-campus and is also publicized on the daily e-mail distributed by the President's Office. A spouse or dependent of a full-time student may be eligible for a 50% refund of net tuition charges (gross tuition charges less any Seminary-provided financial aid), subject to the following guidelines:

- This refund does not apply to additional fees, including the Student Enrollment Fee;
- Only one spouse or dependent refund is permitted for each full paying student;
- If both students are full-time, the 50% discount will be applied to the student with the lesser net tuition charges;
- If one student is a doctoral student making monthly payments, that student is the full-paying student, and the refund will be determined on the net tuition charges of the other student;
- The terms "spouse" and "dependent" are used in this policy as they are defined for federal income tax purposes;
- The discount will be applied to the account of the student who qualifies for the discount. Credits may then be transferred to a spouse's account if requested.

### Individual Supervisory Fees per course (per semester)

Some courses may require additional fees, such as classes requiring clinical supervision, non-credit language study, or musical instruction.

*All fees are subject to change. If additional fee information is needed contact Academic Records at (502) 897-4209.*

