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 Moodle until the 3rd 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

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

* Hour total does NOT include current courses.

Registration Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Closes</td>
<td>4 pm EST 1st Day of Class</td>
<td>4 pm EST 2nd Monday of Semester</td>
<td>4 pm EST 1st Day of Class</td>
<td>4 pm EST 2nd Monday of Semester</td>
</tr>
<tr>
<td>Drop Closes</td>
<td>4 pm EST 1st Day of Class</td>
<td>4 pm EST 3rd Monday of Semester</td>
<td>4 pm EST 1st Day of Class</td>
<td>4 pm EST 3rd Monday of Semester</td>
</tr>
</tbody>
</table>
Advising

Students may receive academic advising through the Office of Student Success.

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, Elementary Greek, Elementary Hebrew, Church History and/or Systematic Theology. Students who demonstrate proficiency on the placement exams must still take the same number of course hours in the subject area to meet degree requirements, except in the case of elementary languages. Elementary Greek and Hebrew do not need to be replaced with another class.

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 study during their first year 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.

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 four schools at Southern – course 42490 for seminary, CP100 for Boyce. Students should enroll in the class during their first year of study. All course work is completed online through Moodle. 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 Enrollment Management & Student Life.

**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 school where the course is taught must approve this request prior to the beginning on the semester of term for the study. The guidelines are available through Academic Records or the Office of Student Success.

**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.

**Enrollment Status and Maximum Course Load**

Each course is assigned a credit hour value based upon the semester system. Full-time status and part-time enrollment status varies with the program of study in which a student is enrolled and when the student is enrolled (semester or term). Enrollment status is not applicable to the Winter Term.

**Semester Enrollment**

Master’s and Diploma programs

- Full-time: 8 hours or more
- Part-time: less than 8 hours

Doctoral Programs

- Full-time: 1 hour or more
- Part-time: less than 1 hour
Summer Term Enrollment
Master’s and Diploma programs
• Full-time: 5 hours or more
• Part-time: less than 5 hours
Doctoral Programs
• Full-time: 1 hour or more
• Part-time: less than 1 hour

The maximum course load for the semester and Summer term is 18 hours. The maximum course load for the Winter term is 15 hours. Exceptions to this policy may be granted by the student’s school dean.

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 Online 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. One-third of the M.Div. degree (currently 29 hours) must be earned in residency, and one-half of other master’s degrees must be earned in residency (varies per degree).

Conversely, M.Div. students may earn up to two-thirds of their degree (currently 59 hours) online and/or by extension, and students in other master’s degrees may earn up to one-half of their degree requirements online and/or by extension. Remedial and pre-requisite course hours are excluded from this formula.

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.

Degree Completion
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.

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
- A-: 3.7
- B+: 3.3
- B: 3.0
- B-: 2.7
- C+: 2.3
- C: 2.0
- C-: 1.7
- D+: 1.3
- D: 1.0
- D-: 0.7
- 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 Moodle. 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.
• Additional information regarding grievances may be found in the student handbook.

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 midpoint 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 towards the student’s degree requirements only once. Each attempt will remain on the student’s transcript, but only the most recent grade will be used to calculate the student’s grade point average (GPA). 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. Transcripts requests are submitted electronically through the SBTS website. Requests submitted through e-mail, mail, or fax may be accepted under exceptional circumstances. 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.

Finals
Academic Records will publish a final examination schedule each semester based on class meeting times. With permission of the professor of the course, a student may take a final examination at a date other 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.

Students may request permission to participate in the graduation ceremony without having met all requirements. Please contact Academic Records for details.

**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**

Individuals who earned a bachelor’s degree at Boyce College may not apply any of those credits to a master’s degree. Boyce College graduates are eligible to take electives in place of core M.Div. courses in accordance with the Advanced Standing Policy below.

Individuals who earned an M.Div. at SBTS may enroll in an MA degree and apply up to half of the MA credits from the M.Div. (e.g. Up to 24 hours from the M.Div. may be applied to a 48 hour MA.) Courses may not be repeated and will be replaced by electives in the same category (e.g. Old Testament elective for Intro to Old Testament) to meet degree requirements for the MA degree.

Individuals who earned an MA degree at SBTS may enroll in an M.Div. program and apply up to half of the MA credits without relinquishing the MA degree (e.g. 24 hours of a 48 hour MA may be applied to an M.Div.) All of the MA credits may be applied if the MA degree is relinquished. Courses may not be repeated and will be replaced by electives in the same category (e.g. Old Testament elective for Intro to Old Testament) to meet degree requirements for the M.Div.

Individuals who earned a Th.M. at SBTS may enroll in the Ph.D. program and apply up to 12 hours of Ph.D. seminars to the Ph.D. program.

**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 one of the six regional accrediting bodies in the U.S. 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. For all graduate and post-baccalaureate programs, a majority of the credits toward the degree must be earned through instruction offered by the seminary. Up to 49% of the credits toward a degree program may be transferred to Southern Seminary, provided these credits meet the criteria outlined in this policy.

Students are notified via e-mail of transferred credit applicable to their degree. Prior written approval from the Office of Student Success 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 a regional body, 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 Academic Records.
   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).

   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 a regional accrediting agency 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 and Research Doctoral Programs**
Generally, Southern Seminary does not grant transfer credit for doctoral work completed in other institutions. Any exceptions must be approved by the Associate Vice President for Doctoral Studies.

**Advanced Standing**
A person who has taken Boyce College courses will receive advanced standing for SBTS courses if the grade earned for the Boyce course is a B or higher for the courses listed below. In the case of some courses, two Boyce courses are required to qualify for advanced standing. Unless indicated otherwise, advanced placement allows students to take an elective course only within the same Division, and preferably within the same Department, as the replaced required course. Students may take the required course if desired and do not have to apply advanced standing.

<table>
<thead>
<tr>
<th>Boyce Course</th>
<th>SBTS Course</th>
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</thead>
<tbody>
<tr>
<td>BL101</td>
<td>20200</td>
</tr>
<tr>
<td>BL102</td>
<td>20220</td>
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<tr>
<td>BL111</td>
<td>22100</td>
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<td>BL151</td>
<td>22200</td>
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<tr>
<td>BL152</td>
<td>22220</td>
</tr>
<tr>
<td>CN101</td>
<td>34300</td>
</tr>
<tr>
<td>HS201</td>
<td>25100</td>
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<tr>
<td>HS202</td>
<td>25120</td>
</tr>
<tr>
<td>HS305</td>
<td>26100</td>
</tr>
<tr>
<td>LN231 AND LN 232</td>
<td>22400</td>
</tr>
<tr>
<td>LN321 AND LN 322</td>
<td>20400</td>
</tr>
<tr>
<td>PH103 or PH111 AND</td>
<td>28500</td>
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<tr>
<td>PH108 or PH112</td>
<td>29250</td>
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<tr>
<td>PH311</td>
<td></td>
</tr>
<tr>
<td>PR205 AND PR206</td>
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<tr>
<td>TH211</td>
<td>27060</td>
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<tr>
<td>TH212</td>
<td>27070</td>
</tr>
<tr>
<td>TH311</td>
<td>27080</td>
</tr>
</tbody>
</table>

*For corresponding course titles, check the Curriculum sections of the SBTS and Boyce College catalogs.*

**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.

A student admitted to SBTS as a diploma student may apply for degree transfer if he or she meets the following criteria:
1. Earned a minimum of 24 hours of SBTS master’s level coursework.
2. Has a minimum career GPA of 3.0 on a 4.0 scale.

The student will complete the normal degree transfer request and after verification of eligibility, the request will be sent to the appropriate school for consideration and approval. Exceptions to this policy must be approved by the appropriate school dean.

**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
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.

Students are permitted two consecutive semesters of inactivity (not enrolled for courses) without being required to withdraw from classes, but must contact Academic Records prior to registration.

**Readmission**

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

- Student graduated from a Southern Seminary degree program
- 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, 2012. 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)**

- On-campus per semester ......................................................$235.00
- Extension Center/Internet per semester .........................$40.00
- Winter and Summer Term (all students) .........................$40.00

**Service Fees**

- Graduation Fee .................................................................$200.00
- Graduation Fee (SWI) .......................................................$25.00
- Transcript Fee .................................................................$6.00

**Processing Fees**

- ID Card replacement (lost card) .................................$25.00
- Professional Doctoral Students (per semester) .......$250.00

**Tuition by Program**

**Professional Degree and Diploma Programs**

**Semester and Term Fees**

- Fee Per Hour - SBC Student .............................................$230.00
- Fee Per Hour - Non SBC Student ..................................$460.00
- Internet Course Fee (Per Internet course taken–nonrefundable) .................................................................$250.00

**Doctoral Degree Programs**

**Master of Theology**

- Fee Per Hour – SBC Student .............................................$299.00
- Fee Per Hour – Non SBC Student .................................$598.00

**Doctor of Ministry**

- Program Fee - SBC Student ............................................$10,448.00
- Program Fee - Non SBC Student .................................$15,300.00

The following fees become effective on August 1, 2012. 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).
<table>
<thead>
<tr>
<th>Program Fee - Non SBC Student</th>
<th>$13,650.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuation Fee (past sixth paid semester in program)</td>
<td>$1,000.00/semester</td>
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</table>

**Doctor of Educational Ministry**

<table>
<thead>
<tr>
<th>Program Fee - SBC Student</th>
<th>$11,235.00</th>
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</thead>
<tbody>
<tr>
<td>Program Fee - Non SBC Student</td>
<td>$14,490.00</td>
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<tr>
<td>Continuation Fee (past eighth paid semester in program)</td>
<td>$1,000.00/semester</td>
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**Doctor of Education**

<table>
<thead>
<tr>
<th>Program Cost - SBC Student</th>
<th>$15,645.00</th>
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</thead>
<tbody>
<tr>
<td>Program Cost - Non SBC Student</td>
<td>$26,145.00</td>
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<tr>
<td>Continuing Fee</td>
<td>$1,000.00</td>
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<td>(past the thirty-month limit)</td>
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**Doctor of Missiology**

<table>
<thead>
<tr>
<th>Program Cost - SBC Student</th>
<th>$19,163.00</th>
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<tbody>
<tr>
<td>Program Cost - Non SBC Student</td>
<td>$33,600.00</td>
</tr>
<tr>
<td>Continuation Fee (past sixth paid semester in program)</td>
<td>$2,000.00/semester</td>
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</table>

**Doctor of Musical Arts**

<table>
<thead>
<tr>
<th>Semester Fee - SBC Student</th>
<th>$3,000.00</th>
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</thead>
<tbody>
<tr>
<td>Semester Fee - Non SBC Student</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Continuation Fee (past eighth paid semester in program)</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Doctor of Philosophy**

<table>
<thead>
<tr>
<th>Program Fee - SBC Student</th>
<th>$26,250.00</th>
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</thead>
<tbody>
<tr>
<td>Program Fee - Non SBC Student</td>
<td>$46,620.00</td>
</tr>
<tr>
<td>Continuation Fee (past eighth paid semester in program)</td>
<td>$2,000.00/semester</td>
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</table>

**Continuing Doctor of Philosophy**

<table>
<thead>
<tr>
<th>Semester Fee - SBC Student</th>
<th>$3,000.00</th>
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</thead>
<tbody>
<tr>
<td>Semester Fee - Non SBC Student</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Continuation Fee (past eighth paid semester in program)</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

**Miscellaneous Fees**

| Interrupted Status for Doctoral Students (per semester) | $100.00 |
| 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 (if applicable) | $400.00 |
| Postage for International External Reader (if applicable) | $100.00 |
| Extension of time for Professional Doctoral Degree Programs (see Length of Time Allowed for specific programs in the academic catalog) | $1,000.00 |
| Fees for thesis, dissertation, or project microfilming, copyright, and binding are released annually by the library and are subject to change without notice. Repeat Style Reading, DMin/DedMin Project; SCM PhD Dissertation | $250.00 |
| Repeat Style Reading, DMin/DedMin Project Chapter Two | $100.00 |

**Spouse/Dependent Refunds**

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% refund 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 refund will be applied to the account of the student who qualifies for the refund. 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. See online fee schedule.

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