

Part 2

Admissions, Finance & General Academic Information





ADMISSION OF STUDENTS

Entrance Requirements

Free Will Baptist Bible College is owned and operated by the National Association of Free Will Baptists. As such, it exists primarily to meet the educational needs of Free Will Baptist churches. The college's primary mission is to educate leaders for those churches who will take seriously a life of service to Christ, His church, and His world. The College also opens its doors to students who share its commitment to the Christian faith in its historic, evangelical Protestant expression.

Character—Every applicant must have experienced a genuine Christian conversion marked by Christian discipleship and high moral character. Applicants must also exhibit a commitment to Christian higher education as outlined in the College's Mission and Institutional Purpose, sign a statement of Christian faith, and provide references to confirm their Christian character.

Students are expected to behave in a manner consistent with their Christian testimony at all times. Any student who fails to do so forfeits the right to remain at the College.

High school graduation—Applicants must present evidence of graduation from a standard high school or the equivalent—which may be a high school equivalency certificate, satisfactory scores on the General Education Development (GED) Tests, or satisfactory completion of an approved home school program.

In exceptional cases, a person who is not a high school graduate may enroll as a special student, but will not be admitted to candidacy for a degree without achieving high school equivalence. This includes current high school students who register for courses.

As required by the Tennessee State Department of Education, graduates of high schools that are neither state approved nor regionally accredited may be admitted on a provisional basis and will remain so until they have earned a C average on at least 24 credit hours.

High school credit—The College does not specify an exact list of units that must be earned in the applicant's high school program. We advise that the student take as many solid, academic units as possible, including English (four years), history, social studies, science, mathematics (two years or more recommended), and a foreign language (if possible). The high school counselor can advise the student concerning available College preparatory courses. Students are advised to develop computer literacy before college enrollment.

Pre-college tests—Applicants must take the ACT or SAT. High school students should take the tests during or before their senior year, if possible, or early in the summer before admission to the College. Students receiving grades below the 50 percentile should consider retaking such tests to increase the composite grade. Information concerning the time and place these tests are administered can be obtained from high school counselors or by writing American College Testing Program, P.O. Box 414, Iowa City, Iowa 52243-0414. Applicants who do not take either the ACT or SAT before admission or who transfer 12 hours or less must come to campus early to take the ACT at their own expense during New Student Orientation.

While standardized scores are not used as a basis for admission or rejection, they are used to determine whether students are ready for college-level mathematics. Those with scores lower than 18 on the ACT or the equivalent on the SAT in that area will be required to take the appropriate remedial course.

Students for whom English is not the first language must take the TOEFL or provide appropriate documentation of competency from a recognized college or university or other reputable agency, and attain a minimum score of 550 on the paper-based assessment and on the internet-based test must score at least: Writing – 22; Speaking – 22; Reading – 21; Listening – 17; for a total of 82

Health form—As required by the Tennessee State Health Department, each applicant must provide a health form signed by a physician or certified health professional before admission is complete. Students will not be permitted to stay in the dormitory unless they are already on the recommended track for completion of all inoculations as required for completion of the health form.

Early enrollment—High school students who are at least 16 years old and who have a grade-point average (g.p.a.) of at least 3.0 on a 4-point scale may enroll in selected classes at the College, subject to the approval of the Admissions Committee and an advisor as appointed by the Registrar. Other special circumstances may apply subject to approval and recommendations to the Admissions Committee composed of the Provost, Registrar, and chair of the academic area in which the student is to enroll.

Application Procedure

The applicant must send an application and a non-refundable \$35 application fee to the Department of Enrollment Management. Students who plan to seek financial aid and want to be placed on the financial aid priority list must submit the application for admission by March 1 (the process takes six weeks) in order to meet the April 15 deadline. See page 27 for additional information.

As part of the completed application, the student must submit a written essay, giving personal testimony and reasons for desiring to attend the College. Attention should be given to proper English composition.

When the application is received, the applicant will be asked to provide an official high school transcript, official ACT or SAT scores, and names and addresses of persons who will serve as references for the applicant. When the College receives all materials, the Admissions Committee will then grant full acceptance and communicate this to the applicant. Once a student submits a completed, properly signed health form and medical authorization form, he or she will be eligible to register for classes.

Prior to registration, foreign students must provide the Registrar with a completed application, a certified statement from a bank recognized as reputable by the world banking community or proper official of financial ability, and a permanent foreign address. The College reserves the right to require a notarized statement of deposits on hand in an approved bank as proof of financial ability. This must include a statement of intent to return to the country of origin at completion of educational activity. At registration, they must present an I-94, a visa, and a passport. Requests for an I-20 must be received in the Registrar's Office 180 days before a school term begins.

All further application documents should be received in the Registrar's Office at least 90 days before the beginning of the semester. Failure to complete admission requirements or unresolved issues with the Business Office or Financial Aid may result in suspension of a student's privileges.

Re-Enrollment

Any student who has not been enrolled in residential courses for one semester or more is classified as a re-enrollee. Students who intend to re-enroll at FWBBC follow a different procedure than do students who are continuously enrolled. Until all the following have been observed, a student will not be officially re-enrolled at the College.

1. Re-enrollees who have attended no other institution since leaving FWBBC need only to complete an application for readmission. Documents need to be received in the Enrollment Management Office at least 90 days before the semester begins.
2. Re-enrollees who have attended another institution since leaving FWBBC must complete an application for readmission and furnish official transcripts from all schools attended since leaving FWBBC. No readmission will be processed for a student during a term of academic suspension either from FWBBC or any other school.
3. Re-enrollees who wish to return after a suspension, either academic or disciplinary, must meet items 1 and 2, as well as the following:
 - They must completely observe all the terms of the suspension.
 - No coursework taken during the term of the suspension will be transferred to FWBBC.
 - Students must submit for approval a written plan for improvement to:
 - the Registrar, in the event of academic suspension, or
 - the Student Dean, in the event of disciplinary suspension.
4. Applications for re-enrollment must be sent to the attention of the Enrollment Management Office and must be accompanied by a \$15 application fee. The Admissions Committee must approve all readmission applications.
5. Re-enrollees may be required to meet any changes in the program or curriculum under which they were originally enrolled. (See the requirements of the Catalog under which you re-enroll.)

Residency Requirements

The following requirements apply to all programs of study. Residence means courses taken for credit at Free Will Baptist Bible College.

1. Two-thirds of any major must be completed in residence.
2. No more than 12 of the final 60 hours of a baccalaureate degree program may be taken other than in residence. (Equivalency to this standard is required for all associate degrees.)
3. The application of courses not taken in residence, to meet degree requirements, is subject to the department faculty administering the student's program, subject to the Registrar's approval.
4. When a student's residence at FWBBC has been interrupted for 12 months, the department faculty administering the student's program must determine what program requirements must be met, subject to review by the Provost.

Credit-By-Examination

The College does not give examinations of its own design as a basis for awarding credit. It does recognize generally accepted, standardized examinations designed for this purpose, as follows. Credits recognized by these methods do not carry letter grades and are not included in the student's grade-point average.

1. Advanced Placement high school courses may be credited, normally up to a maximum of 32 semester hours, when the score on the final AP examination is a 4 or 5. Ordinarily, these must be at the introductory college level and must generally correspond to courses offered by FWBBC, although based on a recommendation from the testing agency; higher level courses may receive credit from AP.
2. Standardized examinations prepared and administered by appropriate agencies, specifically to serve as a basis for college credit, may be recognized. These include the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), and other approved examinations.

Special Courses

A student with less than 12 hours of college credit from an appropriately accredited college must take the orientation course during the first semester on campus.

Students who have area scores of 17 or less on the ACT must register for the developmental course in mathematics as soon as this course is offered on campus or as soon as available at another college. Developmental mathematics must be completed by the end of the student's second semester on campus.

Transfer Credit

Transfer credit for courses taken in residence at another college may be granted, providing the student remains in good standing at that college and subject to the following limitations. Generally, courses approved for transfer carry letter grades and contribute to the student's FWBBC grade-point average (g.p.a.) In the event that the transferring college utilizes a quality point system differing from that of FWBBC, all quality points awarded will be converted to the system at FWBBC.

1. Courses must be essentially equal in content and level to FWBBC courses.
2. Courses must meet requirements or serve as electives in the degree program as defined at FWBBC.
3. Courses must have received a final grade of C or better.
4. Courses from an unaccredited college must be validated by examination or satisfactory, probationary residence. Satisfactory residence means the completion of the student's first 24 attempted hours at FWBBC with at least a 2.0 g.p.a. (Courses from unaccredited, nonresidential programs will not be recognized.) In general, no more than 30 hours credit is transferrable. Upon written appeal, the Registrar, chair of the major (and minor) department, and the Provost may award additional credit.
5. A group of courses in a single field, acceptable to FWBBC, may be recognized as a minor for a degree with a major in Biblical Studies.
6. Once the student has enrolled at FWBBC, no courses toward FWBBC degree requirements can be taken elsewhere without prior approval by the department chair or program coordinator overseeing the student's program, expressed in writing to the Provost. Contact the Registrar's Office for the appropriate forms. (Students who take a course without approval risk not having that course approved for transfer credit.)
7. As indicated elsewhere, no more than 12 of the final 60 hours of a baccalaureate degree program can be earned other than in residence at FWBBC. Any portion of those 12 hours approved to be taken after the student's final semester in residence

must be completed within 24 months for the degree to be awarded on that basis. (See item 4 under Residence Requirements).

8. Students may transfer courses for credit to FWBBC to substitute for courses already taken at FWBBC in which the student made a D or F. However, to eliminate the D or F course from grade-point average computation, the same courses must be repeated at FWBBC.

Note to International Students: Transcript analysis requires verification of the validity of the document, as well as appropriate accrediting recognition of the college or university that issues the document. Based on recommendations from approval groups and the American Association of College Registrars and Academic Officers, we do not engage in initial analysis of international transcripts.

Original transcripts from international colleges and universities are generally forwarded to a recognized agency engaged in transcript analysis. These agencies usually require a contract fee in advance. It is the responsibility of the student to contact the group he chooses to review the transcript and to furnish any information the agency may require.

To be deemed official, a report should be sent directly to the FWBBC Registrar from the evaluating agency. Under no circumstances should the student hand deliver these, since this would compromise the integrity of the document.

Transcript analysis for non-admitted students will require a \$35 analysis fee and will only be done after verification by the analysis agency.

Nontraditional Courses

The following policies govern the awarding of credit for courses not taken in residence at regularly constituted colleges. Any credits awarded for such courses may or may not carry letter grades and may or may not contribute to the student's FWBBC grade-point average.

1. Nonresidential courses (by correspondence, external study, distance learning, etc.) will be credited and applied to program requirements only when appropriate and when taken from accredited colleges. Prior approval by the department chair or program coordinator overseeing the student's program, expressed in writing to the Provost, and Provost or Registrar approval is required.
2. Credit for structured educational experiences obtained outside the traditional college setting may sometimes be recognized when the original experience has been formally approved for this purpose by a recognized educational agency or by an accredited college that has evaluated the instruction and determined that college credit is justified. Primary among these are schools conducted by the various branches of the United States Armed Forces, with formal recommendations written up by the American Council on Education (ACE) and as accompanied by official written recommendation documents from the military education office.

Credit For Military Training

Free Will Baptist Bible College recognizes the value of training done in the military. It is the practice of the College to award credit for qualifying military experience. The student will need to present the College Registrar with proper official military documents for analysis.

Veterans Benefits

The College is approved for the instruction of those eligible to receive benefits via provisions of various Veterans Benefit Acts. It is the recipient's responsibility to notify the campus VA officer if he wishes to receive benefits. Applicants must furnish proof of eligibility as a condition of enrollment; however, the College does not exempt the student from financial obligations until expenses have been settled by the Veterans Administration. An applicant should obtain an application for benefits from a local VA office, FWBBC, or the official governmental website, complete and mail it as directed.

The College is also approved to instruct the orphans of veterans who are qualified to receive training under Public Law 634. These should follow the procedure outlined above.

Note: Veterans should become familiar with the College's probationary system (See page 36). For purposes of benefits, they must be making satisfactory progress toward their degree objective. If they fall behind one semester, they have the following probationary semester to meet the standards. If they fail to do so, VA will be notified and benefits terminated. They may also be asked to withdraw for a semester. At the end of that period, they may apply for readmission to the College and renewal of benefits.

Employment

While the College assumes no obligation to secure employment for students, the office of Student Services maintains a Job Bank to offer help in finding jobs on or off campus.

Students should work no more than necessary lest this conflict with the basic purpose for being here. Students who must work should adjust their academic loads (See the *Student Handbook* for comparison of work and academic loads). This may necessitate a longer residence than normal. Employment is subject to approval of the Dean of Students.

Student Residences

Single students under 25 years of age and taking more than six hours must room in dormitories maintained and supervised by the College, unless they can live with their parents or grandparents in the Nashville area. Other exceptions include already having a B.S. or B.A. degree, starting a sixth year as a full-time student, or having served four years or more in military service. All exceptions must be approved by the Dean of Students.

Dormitory students must supply their own pillows and linens. Extra furnishings like rugs and lamps may be added as desired. No pieces of large furniture should be brought. No electrical appliances may be used without permission, and use will require a small fee. Students' belongings are not covered by the College's fire insurance program.

Married students and parents of young children should find housing as near the College as conditions will allow. They may not reside in the College dormitories, although they can arrange payment to eat in the College dining hall for the noon meal. A limited number of apartments for married students are available on campus. Student Services can often help in locating apartments for rent.

Note: Applicants and prospective students may obtain certain consumer information as required by law (See page 10).