



# ACADEMIC STANDARDS

## Registration

Each student should complete registration on the days designated for this purpose. Those who fail to do so will be charged a late registration fee of \$75. No student may register later than 10 days after classes begin.

Admission to class is not final until the student has completed registration and satisfied the Treasurer's Office. Credit will not be given for any course in which the student was not properly registered.

Students will have five class days to make any class changes without penalty (ADP and Lifetime Learning students should refer to the appropriate sections of the Catalog.) When it is necessary to make a schedule change within this time, the student must follow the procedure prescribed by the Registrar. There is a \$5 change fee per course for any adjustment in the original student schedule.

## Grading System

<i>Grade, with explanation</i>	<i>Quality points per hour</i>
A—(93-100)—Superior .....	4
B—(85-92)—Above average .....	3
C—(77-84)—Average .....	2
D—(70-76)—Below average .....	1
F—(Under 70)—Failure .....	0
W—Withdrew .....	0
WP—Withdrew Passing .....	0
WF—Withdrew Failing .....	0
X—Audit .....	0
I—Incomplete .....	0

If a student withdraws *from a course while passing or failing, but before midterm*, a grade of *W* will be given. If a student withdraws *from a course while passing after midterm*, a grade of *WP* will be assigned. If a student *withdraws from a course while failing after midterm*, a grade of *WF* will be assigned. In every case, a grade of *WF* will be given when a student willfully abandons a course, unofficially drops a course, or unofficially withdraws from school (Also see Withdrawals, p. 37).

The grade *W* is given when a student officially *withdraws from FWBBC*.

The grade *I* (Incomplete) means that a part of the semester's work is unsatisfactory or unfinished for acceptable reasons. Any course with a grade of Incomplete (*I*) or No Report (*NR*) must be completed within eight weeks from the last day of the semester during which the *I* or *NR* was awarded. If not completed in that time frame, the grade will be assigned as a grade of *F*.

Any grade of *I* or *WF* will be counted in the g.p.a. as an *F*.

## Notification of Grades

Grades are available via the student's personal, secure, digital information management portal within three working days of the end of midterm and semester exams. Any time a grade change is made on a transcript, this is visible to both the student and the advisor on the digital information management portal. Transcripts and degree audits are available to advisors before the beginning of each semester, and all students must obtain their advisor's written permission to register, change a schedule, or change his/her program. Senior students are furnished marked copies of transcripts and degree audits during the summer preceding their senior year, as well as on a number of other occasions during their senior year. All students have access to their transcripts and degree audits during each registration. All students have access to unofficial student transcripts and/or degree audits via their personal, secure digital information management portal or upon request from the Registrar's Office. As provided under the Family Educational Rights and Privacy Act (FERPA), students may request an appointment to review their records. Parents or other guardians are furnished copies of dependent student report cards only as provided under FERPA and on student request. As provided under FERPA, parents may request an appointment to review their dependent child's records. Students may also arrange for parents and guardians to view their records via digital means.

## Grade Change

Any student who has a question regarding a grade should contact the faculty-member-of-record immediately. If this results in a grade change, the faculty member should notify the Registrar at once. In the event the student and the faculty member are unable to resolve the question, the student may submit a written appeal to the Registrar.

## Appeals Regarding Grades

Students may register an appeal regarding any grade(s). This should be done in writing and addressed to the Registrar. To be processed, the appeal must be received in the Registrar's Office within 10 days after the last day of the semester during which the class was taught. The Registrar, Provost, faculty-member-of-record, and one other faculty member will form the appeals committee. The student may appear before the committee at his discretion.

## Classification of Students

*Freshman:* An enrolled student with 0-23 hours of credit.

*Sophomore:* One with 24-57 hours of credit.

*Junior:* One with 58-91 hours of credit.

*Senior:* One with at least 92 hours of credit and otherwise reasonable prospect for graduation at the end of the academic year.

Note: Students are not generally reclassified during the academic year; an exception is made to classify a student as a senior if he will graduate at the end of the year.

## Special and Part-Time Students

The College may admit a limited number of students who are not candidates for a degree nor do they meet the minimum requirements for admission as regular students. Students who do not have a high school diploma or equivalency can be enrolled only under

this classification and may not exceed five percent of the general student population.

The term “part-time” is used to indicate all students who enroll in fewer than 12 hours whether or not they are degree-seeking. It also includes those (although otherwise eligible for degree candidacy) who have been formally permitted to take a limited number or special selection of degree-credit courses or courses in a post-baccalaureate program without regard to normal degree requirements.

Auditing students are counted separately for the purposes of reporting to some accrediting and other agencies.

## Post-Baccalaureate Students

Students who have an appropriate degree from a regionally accredited institution but who are returning to complete teacher education licensure requirements are classified as post-baccalaureate students. These students must meet all the requirements specified by the Tennessee State Department of Education for licensure application. All requirements of the FWBBC Teacher Education Department for application to enter, continue in, or complete a teacher education program leading to recommendation for licensure must be met as well.

## Academic Load, Probation, and Appeals

A normal load is about 16 hours of class work per week. Some students, especially those who must work a number of hours, will need to reduce their loads.

No student whose academic standing the previous semester is lower than a 3.00 grade-point average (g.p.a.) may register for more than 17 semester hours. No student will be permitted to take more than 23 hours in a semester.

Many students should consider the possibility of spending five years at Free Will Baptist Bible College to complete their programs of study—especially married students, others with heavy work schedules, and those whose program requires over 128 hours.

The College follows a formal probationary system, outlined as follows:

<i>At the end of the semester in which student has tried this total number of hours...</i>	<i>...His grade-point average must be at least this much to remain in school...</i>	<i>...And his grade-point average must be at least this much to avoid probation...</i>
0-17	—	1.00
18-30	1.25	1.50
31-45	1.25	1.75
46-60	1.50	2.00
61-75	1.75	2.00
76 up	2.00	2.00

There are two exceptions. (1) Usually, academic ineligibility rulings are made only once each year, during the summer, and so apply only to the fall semester. (2) Any student making a C average in a given semester will be allowed another semester of eligibility even though the above standards are not otherwise met.

While on probation, the student may not take more than 12 hours. The standard for

probation and satisfactory progress for two-year programs is slightly different, since the student must meet the minimum grade-point average for graduation earlier than the bachelor's degree candidate. In two-year programs, the student must have a minimum grade-point average of 1.00 by the time he has completed 24 hours, 1.30 when 36 hours have been completed, and 2.00 when 60 hours have been completed.

## Appeals of Suspension

Students may register an appeal regarding academic ineligibility. This should be done in writing and addressed to the Provost within 10 days after the end of the semester contributing to the suspension. A student is limited to one appeal of academic suspension.

## Readmission After Academic Suspension

Following a semester of scholastic suspension, a student must request and complete a readmission packet. This should be returned to the Enrollment Management Office. Upon readmission following academic suspension, a student must show significant academic progress and achieve at least a C (2.0 g.p.a.) average overall within the first semester back on campus. Failure to achieve this will mean that the student will be ineligible to enroll for a second semester with no appeal being available.

## Attendance Regulations

Attendance and punctuality are required at all regular classes, chapel, rehearsals, and Christian service assignments. All students are required to attend baccalaureate and commencement exercises. When a student is absent for any reason, he must follow the prescribed procedure for determining whether the absence is excusable or be subject to the required penalties.

When a student's absences approach three weeks, the Registrar will contact him to determine if he intends to continue the class. If no response is received, the class will be declared abandoned after exceeding three weeks of absences. In any event, the grade awarded will be an F once absences exceed the equivalent of three weeks. As required, the College will notify appropriate agencies.

Class attendance policies and appeals procedures are found in *The Student Handbook* which is distributed to each student at the beginning of the school year or at the time of enrollment for the Adult Degree Program, Lifetime Learning, second semester, and summer school.

## Withdrawals

*(also see Financial Information and Grading System)*

The process of withdrawing from a course begins with the Registrar's Office. Withdrawing from school also begins with the Registrar's Office.

*Before taking midterm exams, all course withdrawals will show as W on the student's transcript. After midterm exams, those withdrawing from a course with a passing grade will be shown as WP, those with a failing grade as WF (note page 34). Withdrawal from school will be addressed as W.*

In order to withdraw from College, the student must obtain a withdrawal form from the Registrar's Office. The form must be properly filled out and signed by the Dean of Students. Otherwise, the grades for that semester will be F. Any credit or refunds will be

based on the date of official written withdrawal from school as received in the Registrar's Office regardless of the date on the withdrawal form. Merely ceasing to attend classes does not constitute official withdrawal.

*Students who pre-register must follow the official withdrawal process to avoid being charged for all classes for which they enroll. Withdrawal must take place before the fifth day of classes during normal semesters. Withdrawal from ADP, Online courses, and Lifetime Learning will follow the schedule in those particular catalogs. Withdrawal from summer school must take place by the end of the second day of class.*

Any student who is out of College for a semester for any reason must request and complete a readmission packet. This is to be returned to the Enrollment Management Office.

## Repeat Courses

When a student improves a final grade by repeating a course taken at FWBBC, honor points and credit will be awarded as though the course had been taken only the second time. Both the initial and the repeated courses must be taken at FWBBC. No application is made under this rule for courses taken at other schools or for substitute courses taken at FWBBC.

## Student Honors

*President's List:* Any full-time student who has all A's will be placed on the President's List.

*Provost's List:* Any full-time student who makes a B average or higher, with all work complete and no grade lower than C, will be placed on the Provost's List.

*Graduation with Honors:* Bachelor's degrees may be awarded with honors, as follows, according to their overall grade-point average (g.p.a.): *cum laude*, 3.25; *magna cum laude*, 3.50; *summa cum laude*, 3.75.

*The Lumen Medal:* This is awarded annually to the editor of the FWBBC yearbook.

*The Outstanding Student Medal:* The faculty selects a deserving student considering attitude, influence, leadership, initiative, spiritual life, social life, neatness, dependability, and cooperation to receive this award. The name of the student selected for this honor each year is placed on a plaque maintained for that purpose.

*Delta Epsilon Chi Honor Society:* Each year a few seniors qualify for election to the honor society founded by the Association for Biblical Higher Education, the honor typically going to students with the highest academic average. The Greek letters signify "Approved in Christ."

*Class Scholarship Medals:* The outstanding scholar in each of three lower level classes as well as to the nongraduating and graduating senior receive these awards.

*Best All-Around Students:* The students elect from their number one gentleman and one lady whom they deem "Best All-Around."

*Other Awards and Scholarships:* These are made during Awards Day exercises on the day before graduation.

## ROTC: Cross-Enrollment

FWBBC offers its students the opportunity to participate in Reserve Officers Training Corps (ROTC) programs leading to officer commission in the U.S. Military Service. These

programs are offered through cross-enrollment in local colleges.

## **Army ROTC Program**

Army ROTC is available by cross-enrollment with Vanderbilt University, which is near the FWBBC campus.

The program, when successfully completed, serves as a means for obtaining a commission in the U.S. Army, including Reserve or Guard units. When combined with the regular academic disciplines, the program provides the student with a broadly based knowledge of management, leadership, and technical skills.

Some scholarships are available to students in the program. Those scholarships cover tuition, fees, books and uniforms, and provide a monthly stipend.

## **Air Force ROTC Program**

Students may participate in the Air Force Reserve Officer Training Corps (AFROTC) on the campus of Tennessee State University. AFROTC provides pre-commissioning training to college students (male and female) who desire to serve as officers in the U.S. Air Force. Students from FWBBC must apply to TSU as a special student and will be allowed to participate in the program

The majority of students will earn scholarships that may cover all or a significant portion of tuition costs. In addition, cadets earn a monthly stipend ranging from \$250 - \$400 and an annual textbook allowance of \$600.

Cadets are required to attend AFROTC classes, in uniform, one day per week. During the summer between the sophomore and junior year in AFROTC, cadets must attend a four-week military training session known as Field Training.

The eligibility requirements for scholarships and contract entry into the program are as follows:

- Must be a U.S. citizen.
- Must NOT be older than the age of 30 prior to December 31 of their graduation year (with the exception of those who have prior service time and waivable up to the age of 35).
- Must meet the AF height and weight standards.
- Must pass the AF Physical Fitness Test.
- Must have a 2.5 cumulative college g.p.a.
- Must pass the Air Force Officer Qualifying Test (AFOQT).

Upon graduation, cadets will earn a commission as Second Lieutenants in the U.S. Air Force and must serve a minimum of four years on active duty.

You may find detailed information about enrollment in AFROTC at <http://www.afrotc.com>, or our Detachment 790 website at <http://www.tnstate.edu/rotc>, or you may reach the detachment admissions officer at 615-963-5931. Enrollment in the program is entirely voluntary and non-scholarship students incur no obligation for active military service during their freshman and sophomore years.

The deadline for application is June 1 for enrollment during the fall term and November 1 for the spring term.

For further information about the program, address inquiries to the FWBBC Registrar's Office.

## **Privacy, Release of Information**

Free Will Baptist Bible College is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (FERPA). This Act guarantees students, parents, and guardians access to certain educational records, and restricts the College in the area of release and disclosure of those records to third parties. The College releases no information to third parties except as noted below or upon receipt of an original signed request by the student. The College accords all the rights under the law to students who are declared independent.

The Act provides that information may be released to personnel within the institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others.

At its discretion, and as appropriate, Free Will Baptist Bible College may provide directory information to approved agencies in accordance with the provisions of the Act to include name, address, telephone number, date and place of birth, major field of study, dates of attendance, and any other similar information.

Any student who does not wish disclosure of directory information should notify the Registrar in writing, specifying what information he wants withheld. This request will remain in effect as long as the student is enrolled or until he files a written request to discontinue it.

A copy of the Family Educational Rights and Privacy Act is available in the Registrar's Office. Find additional information at [www.ed.gov/offices/OM/fpco/ferpa/](http://www.ed.gov/offices/OM/fpco/ferpa/).

## **Permission for Release of Student Records**

No release of student records or verification of attendance and grades will be made except as provided above or upon receipt of an original signed request by the student or a fax containing an original signature and upon receipt of appropriate fees. Release forms may be found on the College website, [www.fwbbc.edu](http://www.fwbbc.edu). These should be forwarded to the attention of the Registrar. Emails and telephone requests will not be honored. For additional information, see page 24 under the heading, "Transcripts."

## **Graduation Requirements: A Summary**

### **1. Satisfactory Completion of All Courses in Declared Program of Studies**

All courses in the student's declared program of studies must be satisfactorily completed in order for a student to be considered for the awarding of the degree. Students with outstanding coursework or incomplete courses will not be approved to participate in Commencement and degrees will not be awarded until all coursework is satisfactorily completed. The College seeks Christian students who are serious about pursuing academic excellence and doing the will of God. Graduates of the College must have developed in good measure the general objectives of the College, which include spiritual, moral, ethical, and attitudinal objectives (see page 8), in order to satisfactorily complete their program of studies.

### **2. Faculty Approval/Recommendation**

The faculty will make the final determination as to whether or not to recommend the

awarding of any degree to any student. All prospective graduates must be approved by the faculty. This decision is made by the faculty near the end of the spring term prior to commencement. The faculty's recommendation is presented to the President prior to his granting the degree at Commencement.

*Note: No candidate will be recommended for any degree or diploma who possesses personal qualities that might render him unacceptable as a Christian leader in his community or that might reflect discredit upon the College were he granted a degree. The College reserves to itself, after careful consideration, the sole and final right to determine this without respect of any curricular requirements.*

### **3. Minimum Degree Hours**

All Associate of Arts and Associate of Science programs require a minimum of 63 hours or more. Associate of Christian Ministry degrees require 95 hours or more, unless approved for the 30-hour Bible major, in which event the requirement is 90 hours or more. All bachelor's degrees require a minimum of 124 hours; most require more. The student should review the degree requirements listed in the departmental sections of the Catalog.

### **4. Transfer Credit and Transfer Transcripts**

Students who have taken courses at other properly accredited and approved institutions must request an official transcript from that institution be sent to the FWBCC Registrar. The transcript must be received by the FWBCC Registrar on or before the deadline for senior transcripts and grades listed in the FWBCC Catalog. Courses for which documentation of satisfactory completion at a CHEA-recognized, accredited institution is not received by the deadline will be considered incomplete and the student will not be able to participate in Commencement exercises.

Students who want to take courses at other institutions to be applied to their FWBCC program of studies must have the course(s) and institutions approved in advance. The application of courses not taken in residence to meet degree requirements is subject to the department faculty administering the student's program, and subject to the Registrar's approval.

### **5. Residency Requirements**

Two-thirds of any major must be completed in residence at FWBCC. 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.)

### **6. Minimum GPA**

Students must have a minimum 2.0 GPA in the Bible major and overall. Some programs require a higher GPA in the major (currently TE licensure requires 2.5; Missions requires 2.5 in Bible major as well as the Missions major). Check the College Catalog for all applicable GPA requirements in your program of studies.

### **7. Christian Service Requirements**

Students must have a minimum of one Christian Service unit for each semester he/she has been on campus up to a total of 8 units.

## **8. Meeting Financial Obligations to the College**

Students with outstanding financial obligations will not be eligible to participate in Commencement exercises. The College strives to work with students who demonstrate good faith efforts in this area but arrangements to meet financial obligations must be made before participation in Commencement is approved.

## **9. Participation in Commencement Exercises and Issuance of Diplomas**

In some instances graduates may not be required to participate in Commencement. Those who choose not to participate in Commencement must provide appropriate evidence supporting a need to be excused and notify the Provost of this in writing at least three weeks before Commencement. The College reserves the right to exclude from Commencement Exercises students who have holds on their accounts due to unresolved financial, Student Services, or other issues. Diplomas will not be issued to students who have remaining unresolved financial, Student Services, or other issues.

## **10. Length of Time Necessary to Complete Degree Programs**

The College does not guarantee completion of a degree program within a particular time frame. For the most part, degrees can be completed in four years, with the exceptions of some teacher education degrees, which may take five years, and the B.M.E. degree. Personal scheduling of the courses by the student or requirements of some degree programs may mean that the student will have to engage in regular academic studies for longer than four years.

