



Department of
**Adult
Studies**



ADULT STUDIES

Director: Allan Crowson, M.B.A.
Assistant to the Director: Jena Simpson

The Adult Studies Department is designed as a means of extending the mission of Free Will Baptist Bible College “to educate leaders to serve Christ, His Church, and His world through Biblical thought and life” to nontraditional students.

The college extends opportunities for Christian higher education to nontraditional students through two primary means:

(1) Online and Lifetime Learning courses provide an opportunity for individuals who are not able to take courses on campus to receive a Bible-based education in their own home through a flexible, interactive, online format. The Online Associate of Science in Ministry Degree meets the needs of bivocational pastors, volunteer lay workers in the local church, and other individuals who want college education, taught from a Christian worldview, that will support and extend the ministry of the local church in their communities.

(2) The Adult Degree Program (ADP) offers regular classes on campus at nontraditional times (nights and weekends). These are taught in a format that is more conducive to and suitable for adult learners. Although ADP courses may run as long as an entire semester, they ordinarily run for a period of five weeks.

The ADP meets the needs of three groups:

- Those who have started, but who have not completed a college degree.
- Those who have never begun work on a college degree.
- Those who want to take college courses for personal enrichment or professional development.

Some courses involve 10-week sessions. Usually these are those which require more detailed work (e.g., accounting, etc.) or those courses whose hours of credit exceed 3 (e.g., theology, etc.)

Online & Lifetime Learning

Director: Allan Crowson, M.B.A.

Mission

Free Will Baptist Bible College seeks to fulfill its mission - to educate leaders to serve Christ, His Church, and His world through Biblical thought and life - in a number of ways that go beyond the standard classroom situation.

Online Learning @ FWBBC

Free Will Baptist Bible College, along with much of the academic community, seeks to take advantage of the possibilities offered by offering courses to students online. At the same time, it seeks to maintain its unique teacher-classroom experience as much as possible. Most of the online courses from Free Will Baptist Bible College combine the convenience of online accessibility and the benefit of our teacher-driven instructional style.

Students enrolled in online courses at Free Will Baptist Bible College access their course material via the Internet, at the time and place of their choosing, yet interact with other students taking the same courses, via online discussions. Online courses require broadband Internet service (e.g., cable, DSL, fiber, or high-speed satellite Internet service) for an optimum experience.

Currently, students may obtain the Associate of Science in Ministry degree via online coursework. The online degree program website (<http://online.fwbcc.edu>) contains more information and an online application for the program.

Lifetime Learning

Lifetime Learning courses are delivered via optical media - CD or DVD, depending on the course. These materials contain audio recordings or videos of actual classroom sessions, providing students with the opportunity to hear and/or see the college's highly qualified and respected professors. It is the closest experience to actually being in the classroom. A qualified professor for the course will guide the student, evaluate student work, and assign grades. Lifetime Learning courses also require the same kind of Internet access as the courses in the Online Learning program. Course information such as syllabi, assignments, and other requirements are accessed and/or submitted via the web.

College Credit

An individual may enroll in a course for the purpose of receiving college credit. This

requires the student to complete equivalent requirements and achieve comparable outcomes as a student who engages in the same course on the campus of FWBBC. The student will be required to submit assignments on a scheduled basis, take proctored tests, and pay full tuition for the courses. Successful completion of the course allows a student to apply the credits toward degree requirements, or because of the College's regional and professional accreditation, transfer the credits to another institution (the student should check with an institution to determine if the course taken may be transferred).

Degree Options

The Associate of Science in Ministry degree may be earned solely from courses taken online (see page 64) This degree may also be earned through combinations of Lifetime Learning, on-campus, or transfer credit (see "Transfer of Credit" page 19).

A degree cannot be earned solely from the courses taken through Lifetime Learning. However, courses taken via Lifetime Learning or in the Online format for college credit can be applied toward most of the degrees offered at FWBBC or transferred to another institution. Lifetime Learning/Online Learning students may earn a Bible Certificate from Free Will Baptist Bible College solely through completion of appropriate Lifetime Learning and Online courses.

Non-Credit

If an individual does not wish to receive college credit for the course, he or she may take the course on a non-credit basis. Many individuals wish to further their Biblical knowledge for the purpose of self-enrichment; however, they do not wish to invest the time and efforts required to meet the requirements of a college-level course. A course that is taken for non-credit provides an individual with the same information and materials at a significantly reduced rate. There is no provision for upgrading a non-credit course to a credit course at a later date.

Time Limits

A student who wishes to enroll in a course that is offered for college credit must in most cases adhere to a similar semester as those courses offered on campus. A student may enroll in a course as early as two weeks prior to the start date of off-campus courses, or as late as two weeks after the stated date. Students who enroll in a course late will still be required to complete the course by the allotted finish date, as well as catch up with the syllabus within a time frame as specified by the course syllabus.

Students who are receiving financial aid must complete the course within the semester in which enrollment takes place except as approved based on written appeal. In the event of an emergency and upon approval of a written appeal, he/she may have up to eight weeks from the end of the semester to have all work turned in to the Lifetime Learning Office. The post-marked date or the date of online access will serve to verify that the course has been completed within the proper time.

Exams

Courses taken for college credit through Lifetime Learning require that exams be administered by an approved proctor. An approved proctor would include a professional person holding a responsible position such as: pastor, teacher, administrator of local school

or college, deacon, church secretary, supervisor associated with student's employment, or other as approved by the Lifetime Learning faculty. The proctor must not be a current student, a relative, or live at the same address as the student.

The student must submit a student/proctor agreement form signed by the student and the proctor. Once a proctor is approved by the College, he/she will receive information regarding the administering of tests.

Most courses have online tests. Since the majority of tests are conducted in an online format, the proctor should have Internet access or be able to supervise the student's test at his or her home.

Cost

College Credit

Courses taken for college credit are charged at the current tuition price per semester hour (\$448 per semester hour*). Courses are typically either two or three credit hours each. Textbooks, which are available through Randall House Publications, average approximately \$30-\$75 per course. There is also an enrollment fee of \$25 per course.

*See also sections entitled *Online and Adult Degree Program Scholarship* and *Online and Adult Degree Program Scholarship for Free Will Baptist Ministers* (page 124).

Non-Credit

Courses taken on a non-credit basis have a single \$100 per course fee. This fee includes a copy of the course videos and syllabi. The student will need to contact Randall House to obtain the textbooks for the course.

Financial Aid

Lifetime Learning/Online Learning students who wish to enroll at the College as degree-seeking students, desiring to complete an FWBBC associate or bachelor's degree at some time in the future, are eligible for institutional and federal financial aid. To receive such aid, the student must enroll in at least six semester hours of coursework per semester.

Students who receive federal student loans are not required to begin repayment until six months after completing college. Students registered for at least six semester hours of coursework in a given semester are not required to make loan payments. Students who are eligible for federal financial aid may also be eligible to receive not only federal student loans but also federal grants (e.g., Pell grants), as well as other grants and scholarships.

Financial Obligations

- Student Accounts are to be kept current each semester.
- By the 3rd week of the first session enrolled, the student must settle the account by exercising one or more of the following options:
 1. Pay for the semester; OR
 2. Make arrangements with the Financial Aid Office for the semester's financial obligations by either or both of Student Loans or Grants, or Short-Term Institutional Loan with FWBBC.

See the section entitled *Time Limits* to determine completion requirements.

Online and Adult Degree Program Scholarship

The *Local Church Ministry Scholarship (LCMS)* is available to all students who enroll in

the Online or Adult Degree program. The *LCMS* is designed to assist adult learners who are consistently involved in ministry in their local church. The scholarship award may be up to 25% of tuition per course credit hour. Currently *LCMS* recipients are charged \$860 per three-credit-hour and \$588 per two-credit-hour online course.

Applicants should submit a request for the *LCMS* to the online office when they enroll, and must fill out the FAFSA application (Financial Aid, page 27) and provide the *Verification of Church Ministry Form* documenting their official local church role. The *Verification of Local Church Ministry Form* must be signed by the church clerk, pastor, paid minister of Christian Education, paid youth minister, or deacon chairman, and returned to Free Will Baptist Bible College by the church officer.

The *LCMS* will continue to be applied to Online and Adult Degree program student accounts for as long as the student is continuously enrolled in the Online or Adult Degree program (i.e. continues to take at least one course per semester).

Online and Adult Degree Program Scholarship for Free Will Baptist Ministers

The *Online Ministers Scholarship (OMS)* is available to any licensed or ordained Free Will Baptist minister (and spouse) who enrolls in Online courses. Currently, *OMS* recipients are charged \$790 per three-credit-hour and \$531.66 per two-credit-hour online course. For students who have completed the FAFSA application (Financial Aid, page 27), the scholarship will automatically be applied for any FWBBC alumnus who enrolls in Online courses. Free Will Baptist ministers will need to submit verification of their ordination when they apply for the scholarship.

Enrollment

Students may enroll in any non-credit or credit course, depending on their needs and desires. It is possible to be enrolled in more than one course at a time and to be enrolled in more than one level of study at a time. Students should note that some courses require a prerequisite before the course can be taken.

If a student wishes to take a course for college credit at FWBBC, he or she should begin the process by completing an Online or Lifetime Learning Application. If an individual is a former student, he or she should also complete an application for readmission.

Participants will have access both to the Director of Lifetime and Online Learning and the assigned faculty-member-of-record for a particular course. Telephone numbers and e-mail addresses will be included on the course syllabus.

Withdrawals

A nontraditional, Lifetime Learning student who is unable to meet the requirements of the course may withdraw from the course without academic penalty by September 15, February 1, or June 1 of the respective semester. Students may withdraw from Online courses by the end of the first week without academic penalty (see also Financial Information, "Withdrawal Obligations, Class Withdrawal, And Refunds," page 23). The withdrawal should be submitted in writing. The grade "W" is given when a student withdraws from a course prior to the given dates. If a student withdraws beyond the date and is passing the course, a grade of "WP" is assigned; if failing the course, a grade of "WF" is assigned.

If a student fails to complete a course for acceptable reasons in the given time frame, a grade of "I" (incomplete) will be assessed. A student must submit, in writing, an appeal

for an extension of time. The grade will become an “F” if the work is not completed within eight (8) weeks from the date of the final exam.

Deferment

The College realizes that students who are engaged in distance learning are often faced with unexpected challenges and difficulties during the course of any given semester. Students who are solely engaged in Lifetime Learning courses may choose to defer the course in which they are enrolled to the subsequent semester. The student must make such an appeal in writing prior to October 15, March 1, or June 30 of the respective term. A student will be allowed a maximum of one deferment. On-campus students who may be taking a Lifetime Learning class as part of their course load are not eligible for deferment.

Frequently, tuition will change from one year to the next. A student who defers a course from a summer term to the subsequent fall term may be required to pay the difference in tuition rates.

The student must make a formal, written appeal to the Lifetime Learning Committee for deferment of a course. An appeal for deferment must include documentation supporting the student’s request for deferral. Items of documentation may include, but are not limited to, doctors’ statements, letters from employers, etc., on company letterhead, when applicable. A student’s progress will also be taken into consideration by the committee.

A student who is granted a deferment will be required to start coursework from the beginning. All completed assignments must be resubmitted and assessments must be taken again.

Fincancial Withdrawals

A tuition refund of 90% will be made if the student withdraws before the end of the first week of the online session. A tuition refund of 45% will be made if the student withdraws before the end of the second week of the online session. There will be no refund for withdrawals beyond the second week of the online session.

<i>Drop Notification</i>	<i>Amount of Refund</i>
Prior to start of class	100%
Days 1-7	90%
Days 8-14	45%
After day 14	0%

Appeals

A student who wishes to do so may register an appeal as follows:

- An appeal regarding a grade must be addressed to the Registrar within one month of the end of the class.
- An appeal regarding finances must be addressed to the Business Manager.
- An appeal regarding discipline must be addressed to the Dean of Students.
- Any other appeal must be filed with the Provost.

All appeals must be in writing, must state the nature of the appeal, and must give a rationale with all necessary documentation.

Student Services

Students enrolled in Online and Lifetime Learning courses at FWBBC are eligible to receive the same services provided to on-campus students. These include, but are not lim-

ited to, services of the Dean of Students, academic counseling, and library access. Contact information is provided in the directory found at the end of this Catalog.

Library

Students enrolled in the Online and Lifetime Learning programs at FWBBC have full access to the Welch Library on campus. If student needs to access a copy of an article from a periodical or to withdraw a book from the library, he or she may do so by contacting the Welch Library.

Syllabus

Please refer to the syllabus for course objectives, schedule of activities, access to faculty, grading, course requirements, research paper style and requirements (if applicable), and final completion dates. If you have further questions, please contact Mrs. Jena Simpson, by email jenasimpson@fwbbc.edu, by phone 615.844.5226 or **OnlineLearning@fwbbc.edu** or <http://online.fwbbc.edu>

Textbooks

Textbooks can be acquired by following the link on the Online Degree Program website.

Student Services

Office	Name	Phone	Email
Provost	Dr. Greg Ketteyman	615-844-5227	gketteyman@fwbbc.edu
VP Financial Affairs	Mr. Tom Sass	615-844-5230	tom-s@fwbbc.edu
VP Student Affairs	Dr. Jon Forlines	615-844-5258	jforlines@fwbbc.edu
Dean of Women	Mrs. Susan Forlines	615-844-5259	susan@fwbbc.edu
Financial Aid Coordinator	Mrs. Angie Edgmon	615-844-5249	finaid@fwbbc.edu
Librarian	Mrs. Carol Reid	615-844-5274	creid@fwbbc.edu
Online and Lifetime Learning Assistant	Mrs. Jena Simpson	615-844-5226	jenasimpson@fwbbc.edu
Registrar's Associate	Mrs. Sue Edgmon	615-844-5232	sue-e@fwbbc.edu
VA Assistance	Mrs. Jill Ketteyman	615-844-5214	jketteyman@fwbbc.edu

Online Courses

- OL 100. Lifelong Learning Skills – Orientation, 2
- OL 101. Introduction to Biblical Studies, 2
- OL 102. Evangelism and Discipleship, 3
- OL 103. Law and History, 3
- OL 104. Gospels and Acts, 3
- OL 136. Foundations of Christian Education, 2
- OL 141. Biblical Basis of Missions, 2
- OL 142. Local Church and World Missions, 2
- OL 151. Appreciation of the Arts, 3
- OL 166. English I, 3
- OL 167. English II, 3
- OL 170. Fundamentals of Speech, 3

- OL 181. Lifetime Fitness, 2
- OL 186. Ancient History I, 3
- OL 187. Ancient History II, 3
- OL 191. General Math, 3
- OL 201. Poetry and Prophecy, 3
- OL 202. Epistles and Revelation, 3
- OL 221. Bible Doctrines I, 2
- OL 222. Bible Doctrines II, 2
- OL 223. Christian Ethics, 3
- OL 226. Biblical Interpretation, 3
- OL 246. Church Growth, 3
- OL 247. Homiletics, 2
- OL 256. General Psychology, 3
- OL 259. Christian Counseling, 3
- OL 261. Introduction to Sociology, 3
- OL 262. Marriage and the Family, 3
- OL 294. General Physical Science, 3
- OL 345. Pastoral Ministry, 3

Lifetime Learning Courses

At the time of printing, the following courses are available to be taken through Lifetime Learning. Please refer to the website for a current list of courses.

For a description of the courses, please see the course descriptions at the end of this Catalog.

<i>Course</i>	<i>Instructor</i>	<i>Credit Hours</i>	<i>Format</i>
BI 101. Old Testament Survey: Law and History	Dr. Garnett Reid	3	CD
BI 103. New Testament Survey: Epistles and Revelation (formerly BI205)	Dr. Kevin Hester	3	CD
BI 110. Introduction to Biblical Studies	Reid/Hester/Raper	2	CD
BI125. Evangelism and Discipleship	Mr. John Murray	3	CD
BI 203. Old Testament Survey: Poetry and Prophecy	Dr. Garnett Reid	3	CD
BI 206. New Testament Survey: The Gospels and Acts (formerly BI102)	Dr. Kevin Hester	3	CD
BI 260. Biblical Interpretation	Mr. Barry Raper	3	CD
BI 400. Isaiah	Dr. Garnett Reid	3	DVD
BI 405. Christ in the Old Testament	Dr. Garnett Reid	2	DVD
BI 450. The Book of Psalms	Dr. Garnett Reid	3	DVD
TH 206. Bible Doctrines I (formerly TH201)	Dr. Kevin Hester	2	CD
TH 207. Bible Doctrines II (formerly TH202)	Dr. Kevin Hester	2	CD
TH 301. Systematic Theology I	Mr. Leroy Forlines	5	DVD
TH 302. Systematic Theology II	Mr. Leroy Forlines	3	DVD
TH 310. Christian Ethics (formerly BI230)	Mr. Terry Forrest	2	CD
SS 310. Marriage and the Family	Mr. Terry Forrest	3	CD
PS/PT 360. Christian Counseling	Mr. Terry Forrest	3	DVD

Online/Lifetime Learning Course Descriptions

BI 101. OLD TESTAMENT SURVEY: LAW AND HISTORY

A survey of the Old Testament books of law (Genesis through Deuteronomy) and history (Joshua through Esther), emphasizing introduction, canonical context, theme, content, chronology, and other subjects pertinent to Biblical narrative literature. Required of all students seeking the 30-hour certificate.

Three hours.

BI 103. NEW TESTAMENT SURVEY: EPISTLES AND REVELATION

A survey of the epistles of the New Testament (Pauline and General) and the book of Revelation. Emphasis will be placed on such matters as authorship, setting and purpose, themes, content, doctrine, and practical application.

Three hours.

BI110. INTRODUCTION TO BIBLICAL STUDIES

Provides a basic introduction to principles foundational for Biblical study. The course examines the doctrines of inspiration and canon and discusses principles of Biblical interpretation as well as transmission and translation of the Biblical text. It also provides necessary Biblical background information for the student including geography, chronology, history, culture, and doctrinal development.

Two hours.

BI 125. EVANGELISM AND DISCIPLESHIP

Examines the Biblical basis of evangelism and studies the man, methods, message, and means of evangelism. Emphasis on leading an individual to Christ in personal confrontation, with useful Bible verses memorized and attention to typical errors and difficulties. Required of all students during the first year.

Three hours.

BI 203. OLD TESTAMENT SURVEY: POETRY AND PROPHECY

A survey of the Old Testament books of poetry and wisdom (Job through Song of Solomon) and prophecy (Isaiah through Malachi), emphasizing introduction, canonical context, theme and content, chronology, and other subjects pertinent to Hebrew poetry and to wisdom and prophetic literature. Required of all students seeking the 30-hour certificate.

Three hours.

BI 206. NEW TESTAMENT SURVEY: THE GOSPELS

A survey of the four gospel accounts of the New Testament, including (1) the political, social, and cultural background of first-century Palestine and the New Testament era; (2) the religious climate of the day, especially with regard to Judaism; (3) the chronological setting for the gospel events; and (4) introductory issues involved in the study of the gospels, including authorship, date of writing, purpose and theme, and content. Particular focus upon the life, ministry, death, and resurrection of Jesus Christ as portrayed by the gospel writers. Required of all students seeking the 30-hour certificate.

Three hours.

BI 400. ISAIAH

An inductive study of the background and message of the prophecy of Isaiah. Matters of introduction include an overview of the prophetic office, authorship, date, integrity, and setting for the book. Analysis of the book's content focuses on exegesis and treatment of key themes, notably Isaiah's messianic revelation. Geared toward helping the student make significant application of the text's message to the ongoing process of spiritual formation. Prerequisite: BI 203.

Three hours.

BI 405. CHRIST IN THE OLD TESTAMENT

An inductive analysis of predictive Old Testament material dealing with the person and work

of Messiah. Areas addressed include key Old Testament Christological passages; methods of interpreting prophecy, typology, and Christophanies; Messianic titles; and the history of Old Testament Christological interpretation. Prerequisites: BI 101,203.

Two hours.

BI 450. THE BOOK OF PSALMS

Two concurrent modules of study. On one level, the student receives guidance through an inductive analysis of various model psalms. Second, through this inductive study, the student is introduced to significant features in the study of Psalms as a whole, including important themes, introductory matters, special interpretive problems, and the relationship of the Psalter to the entire Old Testament. Also receiving special attention are the literary composition of the Psalms and the devotional and practical application of the Psalms to the student's needs. Prerequisite: BI 203.

Three hours.

SS 310. MARRIAGE AND THE FAMILY

Analyzes the personal, cultural, and religious factors that contribute to a successful marriage, with special attention to the premarital period and the early stages of marriage. Child-rearing and the responsibilities of parenthood are of particular concern. A variety of resources will be examined. Special attention will be given to the teachings of Scripture. The course is designed to meet needs of college students as well as to provide them with information and resources for ministry to others.

Three hours.

PS/PT 360. CHRISTIAN COUNSELING

Acquaints the student with basic principles involved in Christian counseling, with attention to Biblical principles involved, the place of counseling in the local church, and problems facing the pastor and others as they attempt to help people through counseling. The student will develop an understanding of counseling philosophy, skills, and technique appropriate to a local church setting.

Three hours.

TH 206, 207. BIBLE DOCTRINES I AND II

A Biblical study of ten essential doctrines of the Christian faith—the Bible, God, Christ, the Holy Spirit, man, salvation, the Christian life, the Church, angels, and last things. Attention is given to the doctrinal material in the *Free Will Baptist Treatise*. The student is helped to gain an understanding of these doctrines so as to reflect, in daily life, the Biblical passages from which they come.

Two hours.

TH 301, 302. SYSTEMATIC THEOLOGY I AND II

A topical study of the whole of Christian truth, using any and all sources of truth but primarily the Bible, with a view of seeing the parts as making up an integrated and harmonious whole, resulting in a Christian worldview. Systematic Theology I deals with prolegomena, bibliology, theology, angelology and anthropology. Systematic Theology II deals with Christology, soteriology, and ecclesiology.

Five hours for Systematic Theology I and three hours for Systematic Theology II.

TH 310. CHRISTIAN ETHICS

A Biblically-based approach to the Christian value system, founded on the centrality and authority of the Bible, the nature of God, the nature of man, and the doctrine of sin and redemption. The structure of thought built on this foundation includes attention to basic values, basic relationships, and the difference between the Old and New Covenant approaches to ethics, with practical application of these truths to real problems faced in a real world.

Two hours.

Adult Degree Program

Director: Allan Crowson, M.B.A.

Mission

Free Will Baptist Bible College has designed the Adult Degree Program (ADP) as a means of extending its mission “to educate leaders to serve Christ, His Church, and His world through Biblical thought and life” to nontraditional students.

The ADP offers regular classes at nontraditional times (nights and weekends). These are taught in a format that is more conducive to and suitable for adult learners. Although ADP courses may run as long as an entire semester, they ordinarily run for a period of five weeks.

The ADP meets the needs of three groups:

- Those who have started, but who have not completed a college degree.
- Those who have never begun work on a college degree.
- Those who want to take college courses for personal enrichment or professional development.

Some courses involve 10-week sessions. Usually these are those which require more detailed work (e.g., accounting, etc.) or those courses whose hours of credit exceed 3 (e.g., theology, etc.).

Entrance Requirements

Requirements for entrance into the ADP program are the same as for the traditional program (page 16). Some students can be entered as special students without having met all admission requirements; however, they will not be entered into a degree program until all admission requirements have been met. The combined number of special students in the regular program and ADP cannot exceed 5% of the total student population.

Programs

The ADP provides the following options:

- B.S. in Biblical Studies (General Christian Ministries Track, page 62)
- B.S. in Business Administration
- A.S. in Business Administration
- Initial Teacher Education Licensure (undergraduate and post-baccalaureate)

Post-Baccalaureate Teacher Education Licensure Program

The Teacher Licensure program through the College's Adult Degree Program allows students with an approved major and a bachelor's degree from an accredited college or university to obtain Tennessee licensure on a nontraditional schedule.

Students entering this program must have at least a bachelor's degree with an arts and science major from an approved, regionally-accredited college or university. They must, as well, submit a request to the Teacher Education Admissions Committee and be approved for entrance into a licensure program prior to course enrollment.

Evaluation of the transcripts will be made by the Teacher Education faculty. Teacher Education faculty recommendations regarding course and experience requirements will be forwarded to the Provost for his approval. Students will be expected to complete the professional core as appropriate and the courses in the major and general education cores where deficits may occur. In the event the applicant has an associate's degree, he must meet all requirements as expected of any other student without a bachelor's level degree. See the section regarding post-baccalaureate Teacher Education licensure shown in the Teacher Education section of this Catalog.

Students may appeal the transcript evaluation and program recommendations in writing. They should forward this appeal to the Teacher Education Chair within three weeks of notification of program completion needs. A conference will be set with the Admissions Committee. Any and all applicants seeking licensure only should make application at least 30 days before the semester begins in order to give time for transcript analysis.

There will be a \$35 transcript analysis fee for students who have not made application to FWBBC.

Cost

A one-time application fee of \$35 will be charged when students enter the program. ADP courses follow the same tuition structure as other programs, currently \$448 per credit hour. (Courses are typically two- or three-hours each. There are additional costs for textbooks and other supplies. An academic services fee is charged per semester based on the number of credits in which a student is enrolled (see the financial section in the College Catalog).

Information on deferred payment plans and financial aid may be found in the Financial Information section (page 22) and the chapter on Financial Aid (page 27).

Enrollment

Students in the ADP program may wish to also take courses from Lifetime Learning, Online, or courses in the day program. There is no restriction on enrollment for any student at FWBBC which limits them solely to one area of enrollment.

Academic Drops

A drop occurs when a student decides not to take a class he has enrolled in and officially drops the class before the class meets for the first time. In this case, a 100% refund of tuition money is given.

Academic Withdrawals

If a student feels that he will be unable to meet the requirements of the course, he

may withdraw from the course without academic penalty before the fifth class meeting. If a student withdraws after the fifth class meeting, a W/P or W/F will be assigned. The withdrawal must be submitted using the withdrawal form. These forms may be obtained from the Office of the Adult Degree Program.

If a student fails to complete a course for acceptable reasons in the given time frame stated for a course, a grade of NR (not reported) will be entered if, in the event of an emergency, a written request by the student has been submitted and has been approved by the professor. If the student fails to return for the next five-week session, he will be given until eight weeks past the last day of the regular semester to complete all work. If he enrolls in another ADP class or a regular session class prior to this deadline, he will be given four weeks from the beginning date of course enrollment.

Drop Notification	Grade
Prior to 1 st class	No grade
After 1 st class, before 5th class	W
After 5 th class	WP or WF

Financial Withdrawals

A tuition refund of 90% will be made if the student withdraws before the second class meeting. A tuition refund of 45% will be made if the student withdraws before the third class meeting. There will be no refund for withdrawals beyond the third class meeting. When a student enrolls, an academic services fee is automatically charged to the student. This fee is non-refundable.

Drop Notification	Amount of Refund
Prior to 1 st class	100%
After 1 st class, before 2 nd class	90%
After 2 nd class, before 3 rd class	45%
After 3 rd class	0

Appeals

A student who wishes to do so may register an appeal as follows:

- An appeal regarding a grade must be addressed to the Registrar within 10 days of the end of the semester for which grades are appealed.
- An appeal regarding finances must be addressed to the Business Manager.
- An appeal regarding discipline must be addressed to the Dean of Students.
- Any other appeal must be filed with the Provost.

Schedule

The ADP course schedule will begin approximately the same week as the traditional program each semester. A list of course offerings will be available every fall, spring, and summer semester.

FALL 2011

Session 1: August 23 – September 22, 2011

Session 2: September 27 – November 1, 2011

Session 3: November 3 – December 8, 2011

Registration: August 22 (11 am-7 pm)

SPRING 2012

Session 1: January 12 – February 10, 2012

Session 2: February 15 – March 28, 2012

Session 3: March 30 – May 9, 2012

Registration: January 10, 2011 (11 am – 7 pm)

SUMMER 2012

Session 1: May 14 – June 1, 2012

Session 2: June 6 – June 26, 2012

Note: New students may register by appointment. All session 2 & 3 registrations are by appointment only.

Student Services

All students enrolled in the ADP are eligible to receive the same services provided to traditional students. These include, but are not limited to, the services of the Dean of Students and the Office of Student Services, academic counseling, and access to the library and computer lab.

Contact

For information on the Adult Degree Program, contact Jena Simpson (jenasimpson@fwbbc.edu or 615-844-5226).

