

SOUTHEASTERN BAPTIST COLLEGE

ACADEMIC CATALOG

2020-2021



SOUTHEASTERN BAPTIST COLLEGE

The information and requirements included in this catalog are effective for the 2020-2021 academic year. This catalog is not a contract. SOUTHEASTERN BAPTIST COLLEGE reserves the right to change policies or revise the information contained in this catalog at any time. Information regarding revisions and updates is available from the Registrar's office.

SOUTHEASTERN BAPTIST COLLEGE admits qualified students who are personally committed to faith in Jesus Christ and does not discriminate on the basis of sex, age, disability, race, color, national or ethnic origin.

Southeastern Baptist College
4229 Highway 15 North
Laurel, Mississippi 39440
Phone (601) 426-6346
Fax (601) 426-6347
Web: www.southeasternbaptist.edu

Letter from the President



Dr. Scott R. Carson, President

The pages that follow relate the information necessary to acquaint you with what Southeastern Baptist College has to offer you. This information pertains to our programs, policies, and personnel. Yet, nothing short of actually experiencing life at Southeastern Baptist College will convey the warm and friendly atmosphere that is created by our staff and students. In fact, friendliness has become somewhat of a trademark with us. We do not claim this boastfully, but humbly report what those who have come our way have told us. Should you decide to experience Southeastern for yourself, we pledge to do everything possible to make you feel the same about us.

Mission

Our mission as a biblical higher education provider is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere. Training is provided on campus, online, and through extensions to help prepare people for their career choices.. Southeastern Baptist College also seeks to train people who wish to receive the foundational courses of college curriculum in a spiritual academic setting. All courses are taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth. Southeastern Baptist College seeks to serve the Christian community by offering a limited number of credit and non-credit courses to those who do not choose to pursue a structured program toward a specific degree or certificate.

Theme Verse

"I charge [thee] therefore before God, and the Lord Jesus Christ, who shall judge the quick and the dead at his appearing and his kingdom; Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine."
(2 Timothy 4: 1-2)

Targets

- Training Christian workers in preparation for meeting life's challenges
- Implementing practical Christian experiences
- Presenting curriculum that emphasizes biblical studies
- Remaining convicted and dedicated to the truth expressed in the Bible

Vision

Southeastern Baptist College seeks to train people who wish to receive the foundational courses of college curriculum in a spiritual academic setting, with courses taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth.

Institutional Goals/Strategies

SBC seeks to:

- Pursue continued growth in enrollment through intensified recruiting efforts.
- Enhance the college's public image through continued and new public relations efforts.
- Increase revenue through continued appeals to traditional sources and initial appeals to new sources.
- Maintain high quality physical facilities and equipment as needed to accomplish our mission.
- Offer high quality educational programs through continued upgrading of academic programs and by the meeting of our across-the-curriculum educational objectives.
- Maintain an adequate library to support the courses being taught.
- Maintain high quality service to students through selective employment and continuing support of college personnel.
- Provide a positive educational experience for students through ongoing attention to student services.

Across-the-Curriculum Educational Objectives

Through its academic programs, Southeastern Baptist College purposes to:

- Provide an educational atmosphere that encourages spiritual growth and the development of Christian character.
- Provide instruction from a biblical worldview perspective, cultivating each student's own worldview development.
- Increase each student's knowledge, understanding, and application of the Bible.
- Equip students with knowledge and skills appropriate to their chosen field of study.

Curriculum

The academic programs at SBC are designed to meet our institutional mission and educational goals in the lives of learners. Programs of study are organized into the following curricular areas:

- **Division of Biblical Studies**
AA Bible, B.S. Church Ministries,
- **Division of General Education Studies**
General Studies Core; AA General Education
- **Division of Professional Studies**
Business Administration, [with offered concentrations in Sports Management or Management/Marketing]

Assessment of Student Learning

Each academic program has established a set of learning outcomes to be met by program graduates. Evaluation tools are used at the program level and at the institutional level to assess whether or not learning outcomes are being met. The evidence collected is then analyzed and used to make academic program changes or improvements.

Doctrinal Statement

- The Trinity of God—The Father, the Son, and the Holy Spirit.
- The infallible and plenary verbal inspiration of the Scriptures.
- The Biblical account of creation.
- The personality of Satan.
- Hereditary and total depravity of man in his natural state involving his fall in Adam.
- The virgin birth and deity of Jesus Christ.
- Christ's blood atonement for fallen man. We believe Christ died for the sins of the whole world (John 1:29; I Tim. 2:4-6; Heb.2:9) that through His blood, atonement for sin is made without respect of persons. Anyone who will exercise repentance toward God and faith in our Lord Jesus Christ (Acts 20:21) will be saved. Although all men can be saved, some will reject God's redemption by exercise of their free will.
- His bodily resurrection and ascension back to His Father.
- The person and work of the Holy Spirit.
- Justification before God by faith without any admixture of works. All such justified persons are in the family of God.
- Separation of God's children from the world.
- Water baptism (immersion) to be administered to believers only and by divine authority as given to missionary Baptist Churches.
- The Lord's Supper, a church ordinance, to be administered to baptized believers only and in scriptural church capacity.
- Eternal security of the believer.
- The establishment of a visible church by Christ Himself during His personal ministry on earth; and His churches are not now, nor have they ever been, universal or invisible.
- World-wide missions according to the Great Commission which Christ gave His church (Matthew 28:19-20)
- The perpetuity of missionary Baptist churches from Christ's day on earth until His second coming.
- The right of scriptural churches to be held as equal units in their associated capacities, with equal rights and privileges for all.
- The subjection of all scriptural associational assemblies and their committees to the will of the churches, so that they shall forever remain as servants of the churches originating them.
- The separation of the Lord's church from all so-called churches or church alliances which advocate, practice, or uphold heresies and other human innovations which are not in harmony with the Word of God. Open communion, alien baptism, pulpit affiliation with heretical churches, modernism, modern tongues movement, and all kindred evils arising from these practices are unscriptural.
- The only valid baptism is that administered by the authority of a scriptural missionary Baptist church. Any so-called Baptist church which knowingly receives alien baptism, habitually practices this or other evils as those listed in statement 20 cannot be a scriptural Baptist church, nor can its ordinances remain valid.
- The personal, bodily, and imminent return of Christ to earth.
- The bodily resurrection of the dead.
- The reality of heaven, involving divine assurance of eternal happiness for the redeemed of God.
- The reality of hell, involving everlasting punishment of the incorrigible wicked.
- We believe in absolute separation of church and state.

HISTORICAL SKETCH

At the 1947 annual session of the Baptist Missionary Association of Mississippi, the messengers unanimously approved the establishment of a church owned and operated college. At a special called mid-year meeting, a motion was adopted to appoint a subcommittee to draw up a workable resolution to be presented to the messengers at the next annual session.

The resolution of this committee to begin a junior college with a Bible department was adopted by the Baptist Missionary Association of Mississippi on October 19, 1948. Seven trustees were elected and empowered to select a faculty, devise a curriculum, and find appropriate facilities. The first classes began September 27, 1949, in the educational facilities of Parkview Baptist Church, Laurel, Mississippi, with the following officers and faculty: President, D. N. Jackson; Dean, L. T. Simmons; Instructors, O. F. Parker and J. B. Coats.

The first junior college program was offered in 1955. Ten acres of land, located just north of the Laurel city limits on Highway 15, was purchased the same year. The Administration Building, which contains several classrooms, was erected in time for the fall semester. Two dormitories were constructed in 1957 and 1958, respectively. An additional ten acres, adjoining the first ten, was purchased in 1967.

Other buildings on campus include the gymnasium/auditorium, constructed in 1965; the campus faculty home (originally, the president's home), relocated and renovated in 1968; the president's home, constructed in 1972; and the A. M. Wilson Building, which houses the A. R. Reddin Memorial Library, completed in 1993.

On November 25, 1958, Southeastern Baptist College became a member of the Mississippi Association of Colleges and received provisional accreditation by the Mississippi Commission on Accreditation.

The liberal arts junior college was converted to a four-year Bible college in 1974. After gaining applicant status for accreditation with the American Association of Bible Colleges in 1979 and candidate status in 1983, Southeastern was fully accredited in 1988 and reaffirmed in 1994, and again in 1999. In June 2004, the American Association of Bible Colleges changed names. The new name is Association for Biblical Higher Education (ABHE). The ABHE Commission on Accreditation reaffirmed the accreditation of SBC in 2009. The accreditation review held in 2019 reaffirmed the accreditation standing for ten years to the year 2029.

FACILITIES

J. W. BOND Academic Center - BOND Center was completed in 1956. It houses classrooms, the Student Success Center, Athletics Department offices, and the Choral department.

P. M. Cochran Athletic Center - The PMC Athletic Center houses the gymnasium that is home to Chargers basketball and volleyball. It is located in the center of the campus and accommodates an approximated 500 spectators in fixed seating. Seating in the PMC may be expanded for large events to accommodate approximately 1,000 people by use of additional removable seating. The front of the Athletic Center holds concessions for on campus events as well as ticket sales and the Chargers weight room.

HILBUN Hall is a two-story building which provides spacious rooms accommodating two to four occupants each. The lower floor units are designed in a large open room format with a large common restroom and shower area, full kitchen, and laundry area. The second story is designed into units of two-bedroom suites with each unit connected by a private restroom. A laundry facility and a common area and kitchen are also available to residents in the second floor housing units. Hilbun Hall also houses a Resident Assistant apartment.

GRANBERRY Hall is a two-story building with rooms which accommodate one to two occupants each. Laundry facilities are located on both the first and second floors for residents. The lower floor houses a common area and kitchen for use by occupants. Granberry Hall also houses a Resident Assistant apartment capable of accommodating one to two RA's as needed..

D. N. JACKSON President's House is a residence hall accommodating 12 student occupants in an arrangement of four bedrooms sharing two full restroom facilities and complete with a living, dining, laundry, and kitchen space.

SENTINEL House is a residence hall accommodating 6 to 8 student occupants offering three bedrooms sharing a restroom and complete with a living, dining, and kitchen space.

A.M. WILSON Building – The WILSON Building houses the Office of the President, administrative offices and the A. R. Reddin Memorial Library. The management library holdings consist of approximately 30,000 volumes including books, audio-visual materials, and periodicals which can be requested. These holdings are carefully selected to support the curriculum and to meet accreditation standards. This building contains study areas, a copy machine, and various business offices.

**Currently, all residence halls are under the appropriate security surveillance for the safety of all students.

Accreditation and Recognition

Affiliations

Southeastern Baptist College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC). ABHE is a member of the Council for Higher Education Accreditation (CHEA), approved by the Mississippi Commission on College Accreditation (MCCA) and recognized by the U.S. Department of Education (USDE) as the accrediting agency for biblical higher education.

The Association for Biblical Higher Education
5850 T.G. Lee Boulevard, Suite 130
Orlando, Florida 32822
(407) 207-0808
www.abhe.org

Veterans' Benefits

The Mississippi State Approving Agency has granted approval of most SBC courses for the enrollment of veterans, reservists, and other eligible persons for benefits under the provisions of Chapters 30, 32, 33, 35, and 36 of Title 38, US Code Chapter 1606 and 1607 of Title 10 US Code and the applicable Code of Regulations. See the **Financial Aid** section of the catalog for more information.

Board of Trustees

| Name | Occupation | City |
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| Mr. Arthur Broadhead | Educator | Laurel, MS |
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The Faculty**Kelsey Blackwell**

English

B.S., Elementary Education, University of Southern Mississippi
Admitted to MED-English Program, William Carey University**Bob Burch**

Bible

A.A. in Bible, Southeastern Baptist College
B.S. in Church Ministries, Southeastern Baptist College
MM/MBS/MCE, Tennessee Temple University**Lance Chancellor**

Business

A.A., Jones County Junior College
B.S.B.A., University of Southern Mississippi
M.B.A., University of Southern Mississippi**Samuel Creel**

History/Business Law

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M.S. in History, University of Southern Mississippi
J.D. Law, Mississippi College**Rosemary Davis**

English

A.A., Southeastern Baptist College
B.A., William Carey University
M.A., William Carey University**Ryan Reid**

Bible

B.S., Mississippi College
MDiv in Leadership Administration, New Orleans Theological Seminary
DMin, New Orleans Theological Seminary**Dustin R. Holifield**

Business

A.A. in Pre-Accounting, Jones County Junior College
B.S.B.A., Accounting Major, University of Southern Mississippi
Master of Public Accountancy, University of Southern Mississippi
Graduate Studies, Economics & MBA, MSU, USM, and DSU

Sharon Howard

Art

B.F.A., University of Southern Mississippi

M.E.D. in Gifted Education, University of Southern Mississippi

M.A.E. in Art Education, emphasis in Drawing and Painting, William Carey University

Meredith Johnson

Music

BM, Music Education, William Carey University

MM, Performance Voice, William Carey University

DMA, Performance (Voice), William Carey University

Corbey Jones

History

B.S. in Bible/Ministry, Southeastern Baptist College

M.A. in History, Sam Houston State University

Jonathan McGowan

Oral Communication

B.A. in Media Production, University of Southern Mississippi

M.S. in Mass Communication, University of Southern Mississippi

Elijah McSwain

Bible

Bachelor in Business Administration, University of Southern Mississippi

M.A. in Ministry, Grace Christian University

Gary O'Neal

Bible

B.A. in Christian Ministry, Trinity Baptist College

M.Div., BMA Theological Seminary

PhD, Mid-America Baptist Theological Seminary

Aaron Parker

Bible, Greek, Pastoral Studies

B.A., Southeastern Baptist College

M.Div., Baptist Missionary Association Theological Seminary

D.Min., Reformed Theological Seminary

Brandon Powell

Bible

BA, Biblical Studies, Blue Mountain College

MDiv, Christian Ministries, Southern Baptist Theological Seminary

DMIN, Leadership and Administration, New Orleans Baptist Theological Seminary

Faculty

Ryan Reed

Bible

B.S., Blue Mountain College

M.Div., New Orleans Theological Seminary

Justin Rhodes

Bible

A.A. in Bible, Southeastern Baptist College

B.S. in Church Ministries, Southeastern Baptist College

MA, Pastoral Theology, Baptist Missionary Association Theological Seminary

Stacy Ruth

Psychology and Sociology

B.S. Social Services, Mississippi College

M.S., Social Services, Mississippi College

Chad Seals

Computer Technology

B.S.B.A. in Management Information Systems, University of Southern Mississippi

MS in Instructional Technology, University of Southern Mississippi

Shannon Slover

Church Ministries

B.S. in Mass Communication, McNeese State University

M.A., New Orleans Baptist Theological Seminary

Jermaine Brown

Business

BSBA, Jackson State University

MS, Sport Administration, University of Southern Mississippi

Education Specialist, Educational Administration, University of Southern Mississippi

Sean Piper

Bible

AA, Bible, Southeastern Baptist College

BS, Church Ministries, Southeastern Baptist College

MA, Pastoral Theology, Baptist Missionary Association Theological Seminary

Brandon Powell

Bible

BA, Biblical Studies, Blue Mountain College

MDiv, Christian Ministries, Southern Baptist Theological Seminary

DMin, Leadership and Administration, New Orleans Baptist Theological Seminary

John Pryor

Science

BS, Chemistry and Microbiology, University of Southern Mississippi

Mississippi College

MD, University of Mississippi School of Medicine

Anita Jo Waltman

Mathematics

AA, Jones County Junior College

BS, Mathematics, University of Southern Mississippi

MS, Science Education (Math Education), University of Southern Mississippi

Jerel Wade

Education/Mathematics

BS, Elementary Education, William Carey University

MED, Education Administration and Supervision, University of Southern Mississippi

Anthony Wheat

Business

AA, Business Administration and Management, Jones County Junior College

BSBA, Accounting, University of Southern Mississippi

MBA, Business Administration, University of Southern Mississippi

Jennifer Ulmer

Business

BS, Biology/Chemistry, University of Southern Mississippi

MBA, Business Administration, University of Mississippi

Administration

Administration

President*

Dr. Scott Carson

B.B.S., Tampa Bay Bible College

M.Div., Baptist Missionary Association Theological Seminary

M.S.S., U.S. Army War College

D.M., Bethel Seminary

Dean of Academic Affairs*

Jan Walker

A.A., Jones County Junior College

B.S., University of Southern Mississippi

M.A. University of Southern Mississippi

M.A. William Carey University

ED.S. Mississippi State University

Dean of Student Affairs*

Anderle Foster

B.S., University of Southern Mississippi

M.S., William Carey University

Director of Instructional Effectiveness

Amy Hinton

A.A., Southeastern Baptist College

B.S., William Carey College

M.S., University of Southern Mississippi

Director of Athletics*

Buddy Duke

B.S., University of Southern Mississippi

*President's Cabinet

Admissions Requirements & Policies

Entrance Requirements

Southeastern Baptist College selects candidates for admissions from applicants who give evidence of knowing the Lord Jesus Christ as their personal Savior, have sufficient academic ability to pursue college-level work, moral character, personal integrity and the desire to pursue educational programs that are infused with biblical content.

These qualities are evaluated by considering each applicant's academic record, test scores, and recommendations.

Application for Admission

All prospective students must complete an application for admission and submit the required admissions processing fee.

High School Record

Southeastern Baptist College requires an official transcript verification of graduation from a school providing secondary education or the recognized equivalent of such a certificate (GED – General Equivalency Diploma) for admission as a degree-seeking student. Students educated in a home school setting will be recognized as meeting this requirement as long as their home school has met the home school laws of their state. Students who graduated but did not maintain a cumulative GPA of 2.0 or higher during high school may be admitted on Academic Probation.

Students must submit an official transcript of courses and grades from their secondary school. Students who are admitted prior to high school graduation [extended credit] are required to submit a final high school transcript listing their graduation date after graduating. **All transcripts must be sent directly from the school by security coded email or delivered in a signed and sealed school envelope.**

Entrance Tests – ACT or SAT

Satisfactory scores on the American College Testing Assessment Program (ACT) or the Scholastic Assessment Test of the College Entrance Examination Board (SAT) are required of all applicants to the freshman class and transfers who, at the time of application, have not completed at least 24 semester hours of college credit post high school graduation. Southeastern's code for the ACT test is 2241 and the code for the SAT test is 1781. Students receiving an ACT score under 18 or an SAT Score (new SAT test as of March 2016) of 940 may be admitted on Academic Probation. Exemption of the ACT or SAT may be granted to first year students who have been out of high school for more than two years and have not previously taken either test. **All test scores must be sent directly from the testing service or included on the official high school transcript.**

Reference Form

A reference letter must be completed by a church leader [not a relative] who knows the applicant well. Should the candidate not have a church home, he/she may obtain 2 personal references [not a relative]. Email addresses may be submitted on the application of admission for convenience. Forms will be emailed to references listed on the application for admission requesting submission of references. It is the responsibility of the applicant to notify each reference listed and ensure that the reference form is completed. Letters written outside of the application process may be emailed to admissions@southeasternbaptist.edu

College Transcripts

SBC requires all applicants to submit official transcripts of any college coursework taken prior to attending Southeastern Baptist College whether or not credit was earned. This includes first year students who have taken college courses while in high school and transfer students. If a transfer student does not have an incoming cumulative grade point average (GPA) of at least 2.0, the student may be admitted on Academic Probation and will be eligible for academic assistance through the Academic Success Center [ASC]. The student must produce a 2.0 GPA for the first semester at SBC in order to be removed from Academic Probation. Should the 2.0 not be achieved, the student may make an appeal to the Dean of Academic Affairs for continuance. **All transcripts must be sent directly from the college or delivered in a signed and sealed school envelope to the Office of Admissions. The Office of Admissions also accepts transcripts through secure e-script transmission at admissions@southeasternbaptist.edu**

Admissions

Immunization Records

Southeastern requires that all applicants provide a copy of the Form 121 with needed boosters (Tdap and Meningitis vaccines needed) as part of the process for admissions

Application Procedures

First-Year Students

Students must complete the following steps to be considered for admission to Southeastern Baptist College as a first-year student:

1. Submit a completed application form and payment of the \$25 application fee.
The application for admissions can be found [HERE](#)
2. Request that the secondary school send an official transcript of credits, including grade point average. The transcript must include work through at least the junior year, with a complete transcript submitted at graduation.

All transcripts must be official, sent directly from the high school/college via mail or email, or delivered in a signed and sealed school envelope.

3. If college courses have been taken (even if no credit was earned) while in high school, request that *the college* that provided those courses send an official transcript of credits and grades.

All transcripts must be official, sent directly from the college via mail or email, or delivered in a signed and sealed school envelope.

4. Arrange for a church leader to complete a reference letter; if there is no church leader for contact, 2 personal references completed by persons not related must be provided.
5. Take the ACT or the SAT and have the score reports sent to the Admissions Office directly from the testing agency or present on the required official high school transcript. Southeastern's code for the ACT test is 2241 and the code for the SAT test is 1781.
6. Submit a copy for Form 121 Immunization record with needed boosters (Tdap and Meningitis vaccines required)

To be admitted, a first-year student must have done the following:

1. Application [online] submitted.
2. \$25.00 application fee submitted.
3. **ALL** transcripts submitted.
4. Reference letter submitted.
5. FAFSA information provided.
6. Submit Form 121 Immunization record

Transfer Students

Students wishing to enroll at Southeastern Baptist College who have taken college credits **after completing high school** are considered transfer students. Specific application requirements are based upon the number of transfer credits earned prior to application and if the student already holds a post-secondary degree.

Transfer Students must complete the following to be considered for admission to Southeastern Baptist College.

1. Submit a completed application for admission and pay the applicable admission fee. The application form is available at [admissions link].
2. Request that their **high school** send an official transcript of credits, including grade point average and graduation date.

3. Request that all colleges attended send an official college transcript of credits and grades (even if no credits were earned, e.g. even if you withdrew from the college without earned credit).
4. Arrange for a church leader to complete the reference form; if there is no church leader for contact, 2 personal references [non-relatives] must be provided.

All transcripts must be official, sent directly from the high school/college via mail or email, or delivered in a signed and sealed school envelope.

Transfer student who holds an Associates or Bachelor's Degree at time of application:

1. Submit a completed application form. The application form is available [HERE](#)
2. Request that all colleges attended send an official college transcript of credits and grades (even if no credits were earned). The transcript from the college where the degree credentials were earned must reflect that degree.
3. Arrange for a church leader to complete the reference form; if there is no church leader for contact, 2 personal references [non-relatives] must be provided.

All transcripts must be official, sent directly from the college via mail or email, or delivered in a signed and sealed school envelope.

Previously-Enrolled Students - Readmission

When a previously-enrolled student who has withdrawn from Southeastern Baptist College (either at the completion of a semester or mid-semester) desires to return, the following steps must be completed:

1. Submit a completed re-enrollment application form.
2. If the student has attended another college since leaving SBC, an official transcript of all courses taken must be sent to the Admissions Office.

All transcripts must be official, sent directly from the college via mail or email, or delivered in a signed and sealed school envelope.

Special Requirements for International Students [See schedule of expenses for applicable costs]

Qualified international students (non-citizens without a U.S. permanent resident visa) may apply for admission. The same application procedures and requirements apply to international students except that they must also fulfill the following criteria:

English Proficiency Requirements for International Applicants

International students from non-English speaking countries must demonstrate their ability to do college-level work in the English language by taking the Test of English as a Foreign Language (TOEFL). The prospective student must score at least a 70 on the internet-based exam or a 525 on the paper-based exam. More information regarding the TOEFL can be found at www.ets.org/toefl. Students who do not meet the minimum English proficiency requirements will not be admitted.

Financial Documentation for International Applicants

International applicants requesting an F-1 student visa must show sufficient funds to cover expenses while attending Southeastern Baptist College. The United States Citizenship and Immigration Service (USCIS) will not issue a student visa to those without sufficient funds. To verify adequate financial support, all international applicants (including citizens of Canada) must complete and submit the Certification and Declaration of Finances form along with all support documents to the Admission Office. Students who cannot provide adequate documentation of financial resources to cover their expenses will not be admitted. To save the student incurred expense, SBC offers the opportunity to take courses on-line to enable credits to be obtained while remaining in their resident country.

Admissions

High School Students enrolled in Extended Credit

High School students who have completed their sophomore year in high school may apply for admission as a Southeastern Baptist Jump Start Student and enroll in college-level courses at Southeastern Baptist College while also enrolled in high school. Such students may take up to 18 semester credit hours at a reduced tuition rate (contact Admissions). Jump Start students are considered non-degree seeking students and they are not eligible for federal, state or institutional aid. These students must complete and submit a Non-Degree Seeking Application for Admission and provide their current high school transcript showing completion of their sophomore year. Also, they must arrange for a church leader to complete the recommendation form; if there is no church leader for contact, 2 personal references [non-relatives] must be provided. If a student who has been previously admitted as a Jump Start student wishes to continue enrollment as a degree-seeker upon high school graduation, they must complete the normal application procedure as described above.

Admission Decisions

Applications for Admission will be processed upon receipt of all required forms and transcripts. Admission decisions are made on a rolling basis until capacity for a particular semester has been reached or the semester of enrollment begins.

Late Registration

Specific dates are advertised/presented for registering for classes. Should a student register outside the window of registration opportunity but prior to closure of registration, the student is responsible for making up any and all classwork that may have been missed due to the late registration.

Academic Assistance

Students who do not meet the academic standards for normal admission may be admitted on Academic Probation and Academic Assistance will be determined on a case-by-case basis. This program is designed to help students succeed academically and may include regular meetings with a Faculty Advisor and the Dean of Student Affairs. Documented study hours may also be required.

Credits and Advanced Standing

Transfer Credit

Transfer credit may be given for courses from other institutions with national accreditation and demonstrating quality, comparability, appropriateness, and applicability to those of Southeastern Baptist College.

Transfer Policy for Credits from Non-Accredited Institutions

Students coming to Southeastern Baptist College from non-accredited schools may receive up to a maximum of 15 credits toward Bible/Theology requirements at SBC. Transfer decisions will be made on a case-by-case basis upon review of submitted course descriptions and/or course syllabi. SBC will only consider approving credit for courses where the student receives a letter grade, and that grade must be a "C" or higher. "Pass/fail" or satisfactory/unsatisfactory" grades are not transferable to Southeastern.

College Level Examination Program (CLEP)

SBC accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for *subject* exams only, and only for those subjects that are comparable to SBC courses. CLEP credit will not exceed the credit given for a comparable course at Southeastern Baptist College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the SBC Admissions office. The SBC school code is 1781. **Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from the Dean of Academic Affairs.**

Advanced Placement (AP)

SBC will grant credit for Advanced Placement (AP) if the credit is validated by the appropriate AP exam administered by The College Board. Acceptable scores vary. The student should request that The College Board send scores directly to the SBC Admissions office.

Admissions

Health Insurance

All resident students, including international students, are required to be covered by a health care plan that provides hospitalization and medical surgical coverage in the event of sickness or accident. You must provide the college with evidence of your coverage at the time of admission. SBC is not responsible for any coverage as stated.

Disability Services

Southeastern Baptist College seeks to ensure that qualified individuals with disabilities, diagnosed by licensed professionals, receive equal access to all college services, activities, facilities, and privileges.

Reasonable academic accommodations will be made on an individual basis. Students with documented disabilities that might affect their academic performance at SBC and require accommodations or other services should contact the Dean of Academic Affairs to discuss possible accommodations.

All documentation of disabilities is considered personal health information, and thus, falls under the privacy protection of HIPPA. Disabilities are not considered during the admission process at SBC, and no disability information will appear on transcripts or other documents (other than health records).

Sexual Misconduct/Title IX

Southeastern Baptist College is committed to maintaining an environment that emphasizes the dignity and worth of every member of its community and is free from sexual misconduct in any form, including sexual assault or abuse, and other forms of nonconsensual sexual conduct. Sexual misconduct of any person is inappropriate, unacceptable, and contrary to Christian Biblical standards of conduct that is expected of all members of the Southeastern Baptist community, students, faculty, and staff.

For more information please see the Southeastern Baptist College policy on sexual harassment/misconduct at <https://southeasternbaptist.edu/sexual-harassment-misconduct-policy/>

Notice of Nondiscrimination

Southeastern complies with all applicable federal and state nondiscrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, sex, age, genetic information, veteran status, or disability in admission or in the administration of its educational policies, academic scholarships, athletic, and/or other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.

However, Southeastern Baptist College is a private religious-affiliated college and is exempt from certain nondiscrimination laws and shall implement its free exercise of religion under the First Amendment of the United States Constitution.

Financial Information

Financial Information

Southeastern Baptist College operates on the principle of faith in God for direction and supply of its needs and seeks to honor this principle in the administration of its financial affairs and publicity of its activities. In answer to believing prayer and through faithful Christian stewards, the Lord has supplied the needs of the college since the days of its founding.

Southeastern Baptist College funds come through gifts/donations from individuals and local churches.

SCHEDULE OF EXPENSES

Note: Observe carefully the section on financial aid on the following pages. The actual out of pocket expense to the student may be much less than the price listed.

| | |
|---|---------|
| Application Fee (one time non-refundable) | \$25.00 |
|---|---------|

Tuition Cost

For Credit

| | |
|-----------------------------|----------|
| Tuition (per semester hour) | \$300.00 |
|-----------------------------|----------|

Non-Credit

| | |
|-------------------------|----------|
| Tuition per audit class | \$150.00 |
|-------------------------|----------|

| | |
|--------------------------------------|----------|
| International Student Processing Fee | \$150.00 |
|--------------------------------------|----------|

Other Charges

| | |
|---------------------|----------------|
| Technology Fee | \$100.00 |
| Campus Activity Fee | \$25.00 |
| Parking Decal | \$15.00 |
| Textbooks | \$250 to \$400 |

| | |
|-----------------|---------|
| Course Drop Fee | \$25.00 |
|-----------------|---------|

| | |
|----------------------|---------|
| Deferred Payment Fee | \$50.00 |
|----------------------|---------|

| | |
|---------------------------|---------|
| Late Deferred Payment Fee | \$15.00 |
|---------------------------|---------|

| | |
|-------------------------|----------|
| Graduation Fee (Degree) | \$100.00 |
|-------------------------|----------|

| | |
|------------------------------|---------|
| Graduation Fee (Certificate) | \$25.00 |
|------------------------------|---------|

| | |
|---------------------|---------|
| Late Graduation Fee | \$25.00 |
|---------------------|---------|

| | |
|-------------------|---------|
| Second Degree Fee | \$25.00 |
|-------------------|---------|

Dormitory

| | |
|--|------------|
| Dorm Room (full-time/per semester, no meals) | \$1,000.00 |
| Dorm Maintenance Fee (non-refundable) | \$100.00 |

The college reserves the right to change prices listed but will attempt to inform affected students well in advance.

FINANCIAL AID

General Regulations

Southeastern Baptist College is committed to the principle that no student should be denied a Christian education because of financial limitations. Therefore, the college makes every reasonable effort to assist students in obtaining any assistance for which they qualify.

All financial assistance offered by SBC is administered in conjunction with a nationally established philosophy of distributing financial aid. The basis of this philosophy is the belief that the student and his or her parents have the primary responsibility for

Financial Information

paying the cost of education and that financial aid from the college is available only for meeting the difference between the cost of education and the amount the students and parents can reasonably be expected to contribute. The financial aid package offered depends upon the student's academic record and need for assistance.

The **Pell Grant** is the foundation source for all other aid programs. All applicants for any campus-based assistance must complete an Application for Federal Student Aid. This application should be presented to the financial aid office for processing through the computer system provided by the U. S. Department of Education. The application should be submitted to the financial office as soon as possible but at least two weeks prior to registration. No other financial assistance can be awarded until the student's eligibility for the Pell Grant is determined.

The student's financial aid package:

- may not exceed the actual cost of tuition, fees, dorm room, or other educational expenses incurred by the student
- may not consist of benefits concurrently from more than one campus-based financial aid program
- is awarded to a student who is enrolled at least half-time. Students attending less than half-time may be eligible for Pell Grant or a tuition discount depending on enrollment status.

Students receiving financial aid from sources other than Southeastern Baptist College must advise the financial aid office of the amount and source(s) of such aid. Each student receiving financial aid must remain free from any academic and/or disciplinary probation in order to continue in the program.

Verification Policy

To receive the Pell Grant benefit, all information must be verified as required by law; therefore, the financial aid office will verify the information required by law on all financial aid applications that have been selected by the federal processor. In addition to these selected, any other application that appears to have conflicting information may be selected by the college financial aid office to be subjected to the verification process.

I. Supplying Verification Information

Each student whose application has been selected for verification will be required to complete a U. S. Department of Education Verification Worksheet and provide supporting documentation.

II. Processing and Payment of Aid

Disbursements of Federal Pell Grant monies will not be made until all admission and financial aid requirements are met. If the student does not provide the information before the stated deadline, full payment for the semester will automatically be required. Changes made to any award as a result of additional information received after the verification process is complete will be adjusted on subsequent semester payments. The student will be notified of any such changes by the financial aid office either in person or by telephone. Should information need to be corrected, the student will be required to submit appropriate documentation to complete the verification process.

III. Notification of Verification

Students who are selected for verification will be notified in person, by phone, or in writing by the financial aid office and information needed to complete the verification process will be requested. Information concerning the following items will be needed:

1. Household size
2. Number family members in college
3. Parent and/or student adjusted gross income
4. Parent and/or student U.S. income tax paid
5. Untaxed income and benefits - may include:
 - a. Tax exempt interest income
 - b. IRA/KEOGH payments
 - c. Earned Income Credit
 - d. Social Security

- e. Child support
- f. Due to the fact that Southeastern has many students who are in church related fields of service, the number of untaxed benefits provided in church related work is also verified. Such items would include:
 - 1.Housing allowance funds
 - 2.Rental value of housing provided
 - 3.Utilities provided
 - 4.Any insurance paid by church
 - 5.Retirement funds
 - 6.Any other benefits provided

The student is responsible to supply truthful and accurate information requested by the financial aid office before the stated deadline in order to complete the verification process. Should the information needed for verification not be submitted by the student, no Federal Pell Grant will be awarded, and the student will be responsible for immediate payment for the semester.

FINANCIAL AID: Non-Campus Based Programs

Federal Financial Aid

Federal financial aid is available to students who qualify. Students who are interested should fill out the Free Application for Federal Student Aid [FAFSA]. You can apply online at www.fafsa.ed.gov. Request that the results be sent to Southeastern Baptist College. [Title IV school code 015024]

Pell Grant

- From the U.S. Government to the student
- Does not have to be repaid.
- Based on the family income for the past year plus other financial conditions of the family.
- Application for Federal Student Aid should be submitted to the financial aid office as early as possible for processing.
- A student who does not have the federal application processed at the time of registration will be required to pay at least one-fourth of the total amount of all tuition, fees, and charges incurred.

Military Financial Aid

Students who qualify for military benefits should contact the Office of the Financial Aid for assistance.

Veterans' Benefits

- Must be a qualified veteran or a dependent of a qualified veteran
- May receive financial assistance for education through the Veterans Administration
- Those wishing to use their VA benefits should keep in mind that due to the time needed for processing, the veteran may not receive initial benefits for several weeks and will need to plan accordingly. Payments are due in full by the first day of class for each term. If the benefit is in the form of Chapter 31 Vocational Rehab or Post 9/11 Chapter 33 and the benefit will cover 100% of the student's charges and the student has been corresponding with the certifying official, an exception to having their balance paid in full by the due dates will be granted. For benefits that are less than 100%, students are required to pay the remaining balance to SBC immediately upon notification from Student Accounts of the balance due, or make arrangements with Student Accounts to work out a payment plan.

National Guard and Reserves

- The National Guard and the military reserves have programs which help members of their organizations with their educational pursuits. Students should contact their local National Guard or Reserves for additional information.

Rehabilitation Assistance

Financial Information

Financial assistance is available to qualified individuals through the Mississippi State Rehabilitation Office. Local rehabilitation counselors should be contacted. Phone numbers are listed online by searching for Vocational Rehabilitation Services.

M P A C T

SBC currently qualifies to accept M PACT funds from the state of Mississippi.

Endowment Scholarships

Certain individuals, churches, and corporations have established scholarship funds for students who qualify. The Financial Aid Administrator works in conjunction with the scholarship committee and the donor to award these scholarships.

FINANCIAL AID: Campus-Based Aid

Campus-based financial aid assistance refers to those programs offered by the college to the student. These programs are made available to qualified students who have need after federal financial aid is determined. Campus-based scholarships and grants cannot be redeemed for cash value or distributed as a refund.

For More Information

Federal Aid: www.studentaid.ed.gov

Scholarships

ACT

- Students who make a composite score of 18 to 20 qualify for up to one-fourth tuition scholarship
 - Renewable each semester if the student completes a minimum of 12 hours and maintains a 2.00 grade point average.
- Students who make a composite score of 21 to 24 qualify for up to one-half tuition scholarship
 - Renewable each semester if the student completes a minimum of 12 hours and maintains a 3.00 grade point average.
- Students who make a composite score of 25 to 27 qualify for up to a three-quarter tuition scholarship
 - Renewable each semester the student completes a minimum of 12 hours and maintains a 3.25 grade point average.
 - Should the grade point average fall below 3.25 but remain at or above 3.00, the student remains eligible for a one-half tuition scholarship.
- Students who make a composite score of 28 or above qualify for up to a full tuition scholarship
 - Renewable each semester they complete a minimum of 12 hours and maintain a 3.50 grade point average.
 - Should the grade point average fall below 3.50 but remain at or above 3.25, the student remains eligible for a three-quarter tuition scholarship.
 - Should the grade point average fall below 3.25 but remain at or above 3.00, the student remains eligible for a one-half tuition scholarship.

Any student who falls below the required grade point average to qualify for his/her maximum possible scholarship award may be reinstated to full benefit status the next semester after the GPA is raised to the required level.

Institutional Grants

Service Grants

- A limited number of grants may be offered by the college for service rendered to the college.
- Some areas of service include clerical work and maintenance.
- A grade point average of 2.00 is required for one to continue receiving a service grant.

Meritorious Grant

- Grants based on the merit of the student and the intangible contributions the student can make to the college.
- The dollar amounts of the grants vary and are determined by the scholarship committee in consultation with the financial aid administrator.

Youth Auxiliary Grant

- Southeastern offers a grant to the persons chosen each year as National Miss GMA, Mr. Galilean of America, Miss GMA of Mississippi and Mr. Galilean of Mississippi.
- This grant covers up to full tuition.
- Recipients must enroll as incoming freshmen and are required to take a minimum of 12 hours per semester and maintain a grade point average of 2.50.

BMA of Mississippi Grant

- The program is designed to encourage enrollment of prospective students in the churches of the Baptist Missionary Association of Mississippi and other churches which support Southeastern.
- Any student who is a member of a church associated with the Baptist Missionary Association of Mississippi, or a church which supports Southeastern Baptist College financially on a regular basis will be eligible for up to a \$400.00 tuition grant.
- No limit is set on the number of students who may benefit from a qualifying church.
- Recipients are required to be enrolled for a minimum of six (6) hours per semester and maintain a grade point average of 2.00.

Baptist Pastor/Full-time Christian Worker Grant

- Up to a \$500.00 tuition grant is offered to Baptist pastors/full-time Christian workers.
- Recipients must be enrolled in a minimum of 6 hours per semester and maintain a grade point average of 2.00.

Supplemental Grant

- Students who do not qualify for other scholarships or grants offered by the college may be eligible for a \$300.00 tuition grant.
- Recipients are required to be enrolled for a minimum of six (6) hours per semester, maintain a grade point average of 2.00, and be classified as a degree-seeking student.

SATISFACTORY PROGRESS FOR FINANCIAL AID

- Students receiving any financial aid are required to be making satisfactory academic progress as stated elsewhere in this catalog in order for such assistance to continue.
- The student must complete the course of study within 150 percent of the time allotted based on enrollment status.
- The student's academic progress will be checked at the end of each academic year, with the exception of ACT scholarships which are checked at the end of each semester.
- If the student fails to meet any of the stated requirements at the end of an academic year, he/she will be considered to be making unsatisfactory progress and has two options:
 - Submit a written appeal to the Financial Aid Administrator to explain any extenuating circumstances. If the appeal is honored, the student may attend one semester on **FINANCIAL AID PROBATION** with aid and raise his/her GPA to the standard defined.
 - Attend summer school to bring the GPA and/or cumulative hours to scholastic standard requirements.

If a student enrolls and then withdraws in two consecutive semesters, he is not eligible for any financial aid until he has enrolled and completed one semester. Transfer students will enter under the same guidelines for financial aid as current students.

PAYMENT OF ACCOUNTS

The college expects all students to pay for the full semester at registration. However, other payment plans may be arranged on an individual basis. Stipulations are as follows:

- A minimum of one-fourth the total bill must be paid at registration.
- Students who receive financial aid are required to pay a minimum of one-fourth of the balance of their bill after all aid has been applied at registration.
- If a student fails to clear any account with the business office before the end of the semester, his/her grades will not be recorded until settlement is made.
- Should an account be left unsettled after the fall semester and the student wishes to return for the spring, the account must be cleared before he/she can enroll for the spring semester.

Students who sign a promissory note with the college must make payments promptly, according to the schedule on the note. Students who fail to honor the agreement within 10 days following the payment due date will be suspended from the college unless other arrangements are made with the business office. A \$15.00 fee will be assessed for each late payment of promissory notes.

No academic transcripts will be issued for a student until all financial obligations to the college have been settled.

REFUND POLICY

Institutional Refund Policy

Any student who withdraws from the college may receive a refund of tuition [but not fees], according to the following schedule:

- During first two weeks of semester - 100%
- During third week of semester - 75%, less \$25.00 administrative fee
- During fourth week of semester - 50%, less \$25.00 administrative fee
- After the fourth week of semester - NO REFUND!

These weeks are determined by seven-day periods with the first week beginning the first day of classes for the semester. The day of withdrawal is considered to be the date the student obtains (from the Dean for Academic Affairs) final approval to withdraw. Any student who fails to **withdraw officially** will forfeit any refund. No refund will be given when a student withdraws from one or more classes but does not withdraw from all classes after the close of late registration, the end of the second week of the semester.

The **institutional refund policy** is used in cases when a particular student is not a recipient of federal financial aid and is not subject to federal law requirements.

Federal Refund Policy

Any student receiving federal financial aid (Title IV Funds) who withdraws from the college is subject to federal refund requirements.

- Any student who is determined to be a first-time student and withdraws on or before the 60% point in time of the enrollment period for when he or she was charged is subject to Federal Pro Rata Refund calculation.
- Any student that withdraws who is determined not to be a first-time student is subject to the comparison of the Institutional Refund Policy and refund standards contained in the current General Provisions Regulations. The refund which is determined to best benefit the student is then issued following federal refund policy guidelines.

Payment Due Dates & Payment Plans

Payment (less SBC approved financial aid) for tuition, room, and fees, as appropriate, is always due no later than the first day of class of the semester or term. For the fall semester full payment is due when students arrive on campus in August before securing their Student ID. For the spring semester and summer terms full payment is due by the first day of class.

Payment plans are available during the fall and spring semesters (not summer) for those unable to pay in full. Prior to the beginning of the fall semester students can enroll in a 4-month payment plan for a \$50.00 fee. Under this plan, charges (less SBC approved financial aid) for the semester is divided into 4 equal payments beginning at enrollment.

Financial Information

Any overdue amounts are subject to service charges of \$15 late fee. Any account adjustments during the semester, such as a change in fees, financial aid, fines, etc., are the responsibility of the student. Any new charges posted to a student's account subsequent to the end of the drop/add period (replacement ID card fee, room rental, etc.) are due immediately.

Participation in College-Sponsored Trips and/or Team Sports

Until their account is paid in full, students may not participate in school sponsored trips or team sports, without permission from the appropriate administrative department [Athletic Director, Dean of Academic Affairs, Business Office].

24/7 Access to Student Accounts

Students can access their accounts at any time through Southeastern's online web portal (POPULI). Students are expected to check their balance periodically and use that information along with their payment plan to make accurate, timely payments on their account.

Payments

Payment can be made in person at the Student Accounts Office by cash, check, debit or credit card (Visa, MasterCard, or Discover) in U.S. dollars. Payment by check with the student ID# noted on the check can be sent via U.S. mail to the college address, attention Student Accounts or dropped off at the Front Desk and sent over to the Student Accounts Office by inter-office mail.

Payment and Returning Students

All fees and other charges for a semester must be paid in full before the student is permitted to return for another semester, unless prior arrangements have been made with the college, and the student has received written permission from the Business Office to attend class.

Rooms

One fee is charged for rooming each semester. Most will be accommodated in shared rooms. During vacation periods, there is an extra charge for rooms (\$20 per night).

Part-time Students

Students enrolled for less than 12 hours per semester will be classified as part-time students and will be billed per credit hour. Part-time students who audit certain courses will be charged the audit rate per hour. These fees are payable at registration. Please see the Student Fee Schedule for credit hour charges.

Graduation, Transcripts, and Indebtedness

Any student who is delinquent in the payment of fees, or against whom the college holds a record of indebtedness, will not be given a diploma/certificate, certificate of scholastic standing, or a transcript of record until such indebtedness has been fully paid. The college reserves the right to report overdue accounts to any of the national credit bureaus and to send overdue accounts to a collection agency for collection purposes.

Communication

Communication with the Student Accounts office is very important. The Student Accounts office will contact you about any issues that arise with your account. If you cannot make the required payments, immediately contact the Student Accounts office at 601-426-6346. We cannot consider your situation unless you share it with us. If payments are not received and you do not communicate extenuating circumstances for us to consider, your account will become delinquent, and appropriate action will be taken.

Withdrawing

If a student wishes to withdraw, he or she should schedule to meet with the Dean for Academic Affairs who will guide the student through the process, which includes filing a Withdrawal Form with the Registrar's office. Withdrawal is not official until a withdrawal form is filed with the Office of the Registrar.

Student Life

Student Life Information

Location

Southeastern Baptist College is located in Laurel, Mississippi, the feature city of the HGTV program, "HOMETOWN" which is home to approximately 20,000 people. It serves a ten county area and beyond.

Laurel provides many activities for SBC students. The Lauren Rogers Museum, Mississippi's premiere museum, finds its home in Laurel, as well as the Laurel Little Theater, Mason Park [designed by Fredrick Law Olmstead, designer of New York City's Central Park], and Laurel Country Club [the state's oldest golf course in the state].

This community environment is a fostering setting for the Southeastern's education and for outreach in service and evangelism.

Student Services

Housing

Southeastern Baptist College is by design a historic residential college. As such, SBC desires to help form and educate the student both in and out of the classroom. While much learning happens within the classroom experience, it is the desire of the College for each of its students to learn personal accountability, develop lifelong relationships, and understand proper standards of living within a community. Refer to the Housing Handbook for more information [www.southeasternbaptist.edu]

Food Services

Resident students will soon be offered food services through the LIGHTHOUSE Café which is located on campus. Dining hours will be posted. Also, each residence hall has a complete kitchen for student use [Pots, pans, and utensils are not provided.]

Laundry Facilities

A fully-equipped laundry facility is available for resident student use in all resident halls/houses.

Health Services

Health services are available to SBC students through the Jones Medical clinics and the South Central Medical Center. For assistance in accessing medical care, see the Director of Student Affairs.

Counseling Services

Counseling services are coordinated through the office of the Dean for Student Affairs, and generally consist of pastoral counseling.

Academic Success Center (ASC)

The Academic Success Center (ASC) is located in the Bond Academic Center. ASC provides focused learning time on an assigned basis through the office of the Dean for Academic Affairs.

Student Life

Mail

Mail is delivered to and may be picked up from the A.M. Wilson Building. Student mail should be addressed as follows:

Student Name
Southeastern Baptist College
4229 Highway 15 N.
Laurel, MS 39440

Learning Resources

Area Libraries

SBC students have access to learning resources at the Reddin Library, a management library, located on campus and the Jones County Library, a browsing library, in Laurel.

Computer Lab [ASC]

A computer lab is available in the Bond Academic Center in the Academic Success Center, room 2. Computer stations are also available in the commons areas of the dorms for easy access. Wi-Fi access for laptops is available in the Lighthouse Café.

Special Events

Christian Ministries Seminar

Christian Ministries Seminar takes place to showcase and challenge students to consider summer and full-time ministry opportunities. Camps, ministries, and organizations from across the U.S. and Canada are invited to the college to present opportunities for both short-term and long-term service and ministry. No commitments should be made which will keep you from attending Christian Ministry Seminars. Students will be excused from attendance only for regularly scheduled employment and evening-classes. A written request for absences should be submitted to the Dean of Student Affairs. Students missing CMS sessions will be required to listen to a podcast of CMS and write a three-hundred-word reflection/response paper in order to receive credit. CMS attendance is required to receive a passing grade for Student Ministries.

Student Organizations, Activities, and Leadership Development Opportunities

Athletics

Southeastern offers many opportunities for intercollegiate sports participation. Teams are currently fielded in men's and women's basketball, soccer, golf, cross-country, and tennis as well as baseball, softball, cheerleading, and women's indoor volleyball. Students interested in participating in Chargers Athletics should contact the Athletic Department. Opportunities for involvement as team support and game day staff also exist for students who do not participate in competition.

More information can be obtained from athletics@southeasternbaptist.edu.

Music Performing Groups

Students have opportunities for involvement in various music ministries at SBC including the Cornerstone Choir, and various small ensemble groups. The music department provides ministry at special events throughout the year, both on and off campus.

Please contact Dr. Meredith Johnson at mjohnson@southeasternbaptist.edu for more information.

Deans' Council

This body will act in planning numerous social activities and events throughout the year. These may include all-school picnics, recreation nights, Prayer and Praise, and annual events such as the Christmas event, and the Spring Banquet.

Deans' Council contact: jwalker@southeasternbaptist.edu

Resident Assistants

Resident Assistants are assigned to the dorms as a component of support and security as deemed necessary by the Office of Campus Housing.

Office of Campus Housing afoster@southeasternbaptist.edu

Yearbook

The Yearbook program is a scholastic journalism program designed to create a print monument to what God has done at Southeastern Baptist College each school year. Participating students gain experience in desktop publishing, including writing, photography, layout, and leadership.

Church attendance: Southeastern views church attendance as a crucial part of a student's life and desires for each student to grow in fellowship with other believers. Southeastern is committed to the application of New Testament church principles in the full scope of church life. Active participation of each student in a local evangelical church is required, at a church of the student's choosing. If you need assistance in finding a church, please see campus personnel; we will help you find one. Students will be asked to confirm that they have selected a church to attend weekly through the Student Ministries Program.

STUDENT MINISTRIES

The goal of Student Ministries at SBC is to grow each student in their ability to know, understand, and serve the Lord in their local church, their ministry, their community, their personal life, as well as their professional career of choice. To achieve this goal, SBC has designed programs to meet students where they are and move them forward toward this goal through educational and practical opportunities. These opportunities may include Bible study groups, group projects, individual projects, as well as community service opportunities. Students will be guided and tracked in their progress while under the leadership of a competent faculty member. Student Ministries will be required of all full time students at the school as well as those on-line.

Program Description:

Student Ministries mission is to grow students in their foundational beliefs, developing the whole student in their Christian walk. Bible study groups will serve as a catalyst for this development. Through integrated, community building service projects, students will learn while serving others the importance of missions and spreading God's love to others. Student Ministries course work is pass/fail and required by all full time students on campus and on-line. Local or community church attendance is encouraged throughout the semester. Students will:

- Complete one **FLLF** service project per month as approved by the Dean of Student Affairs
- Complete **Biblical and Spiritual Growth** Surveys
- Weekly attendance to **Chapel** with follow up assignments
- Participate in assigned **Bible Study/Blog**

On-line full time students will complete the above described requirements as well. All assignments will be provided on line through Populi with accommodations being made. On-line students will be expected to view the recorded information and complete the assignments as presented.

MI 123 Mission Field Experience [Bible Elective]

This class will afford students opportunities to participate in summer missions and enhance practical learning experiences while receiving 2 credit hours. The requirements of this class may be met through multiple avenues. Students are expected to pay all personal expenses for respective trips. All mission experiences must be pre-approved by the Dean of Student Affairs.

Students may seek opportunities for these mission trips through the Christian Ministries Seminar:

- Coordinate with the local BMA Missions Office to work with a mission trips/opportunity in the state of Mississippi
- Coordinate with their home church or other associational mission trips
- Work in a church/Christian camp

Student Life

- Attend a VSM trip
- Coordinate with National BMA a missions trip within the United States

Upon completion of the mission trip, students will write a reflective paper (1000 words or more) and complete a presentation to the school's academic leaders describing the cultural differences of the people on the mission field and how these obstacles were overcome to share the word of God. Students will also reflect on their time spent in the given area and how it helped them grow in strength and knowledge of the Lord.

Chapel

The chapel program is an essential part of the educational experience at Southeastern Baptist. Each chapel seeks to enhance Christian life and character by encouraging the discipline of corporate worship and addressing issues from Christian living to current events. They also serve as a strategic time to develop the Southeastern campus community and become in-formed of campus life. Chapel attendance is recorded on student transcripts as Pass/Fail. Students must pass Student Ministries each semester of full-time attendance in order to graduate. Those full-time students classified as 'on-line' students, are also expected to participate in Chapel by means of on-line viewing and following by responding to the same assignments as described in the Chapel Attendance section that follows.

Chapel Attendance

Chapel is held ONCE a week, Tuesday, and is required for all full-time students (12 credits or more). In addition, there is a required conference each year listed below as Christian Ministry Seminars. One absence from chapel is permitted each semester. Attendance at all chapels is recorded by means a sign-in sheet as a student enters the chapel service. Chapel assignment instructions will be given before departure and will be expected to be completed/returned through POPULI by the assigned week. Incomplete work is not acceptable and may lead to a failing chapel status. Students must attend the entire chapel in order to receive credit. If students leave early or arrive more than 5 minutes late, they will not receive credit. Any dispute over Chapel attendance more than two weeks old will not be considered. Therefore, students should track their own attendance throughout the semester. *Full-time, On-line students are held to the same assignment expectations as stated for on-campus students.*

Tardiness for chapel is handled in the following manner:

- One to five minutes is considered late.
- Three late offenses during the semester is counted as one absence.

Chapel Requirement Not Met

The following steps will be taken if a student does not meet the chapel attendance requirements noted above:

- Students accumulating 1-3 absences over the number allotted, may make-up chapel requirements by listening to a podcast issued by the Student Affairs Office and writing a three-hundred-word reflection response paper for each absence.
- Students found leaving chapel should expect to be held accountable through disciplinary processes from the Student Affairs Office.

FLLF Training

SBC purposes to develop servant-leaders, equipped for service, ministry, and vocation based on ***Matthew 20:16, "So the last shall be first, and the first last: for many are called but few are chosen.***" The First Last, Last First [FLLF] Training program provides each student the opportunity to develop as a servant-leader through engagement in service to the church and the community. Students are encouraged to participate in regularly-scheduled service opportunities in church and parachurch settings and in the broader community. All FLLF activities must be approved by the Dean for Student Affairs.

Each student must complete a minimum of 1 FLLF hour per month.

Student Life Requirements

Standard of Conduct

Southeastern's students are expected to practice holiness of life and give themselves fully to their prescribed course of study. The school reserves the right to ask any student to withdraw whose presence is not conducive to the best development of the student himself/herself or to that of the school.

In accordance with the SBC Christian lifestyle, modesty of dress is expected. In detail, this indicates that all students are to adhere to self-modesty and care. Students should be aware that when wearing clothing articles such as shorts, dresses, or skirts, all should be of an appropriate length [rule of fingertips—place hands to sides, clothing should not come above where fingertips fall]. Clothing should not display political, profane, or inappropriate slogans/terms.

Rules of Conduct

In applying discipline, we appeal to the highest form of discipline, **self-discipline**. We expect students to conduct themselves in accordance with the policies set forth in the Student Handbook. If they do not, forms of discipline may be utilized by administration.

The following actions are violations of college regulations:

- The manufacture, use, sale, possession, consumption, distribution, or abuse of mind altering or controlled substances, or evidence of consumption of controlled substances while on campus or a college approved activity on or off campus. Any student convicted of illegal use, possession, or sale of a drug may be suspended from the residence halls of Southeastern Baptist College for one calendar year regardless of whether or not the illegal act that gave rise to the conviction was committed on the College campus.
- The possession, consumption or evidence of consumption of alcoholic beverages while on campus, or a college approved activity on or off campus. Evidence of consumption includes the possession of an empty container on campus or at a college approved activity on or off campus.
- Use of tobacco products (in any form) the use of synthetic smoking products or the use of electronic smoking products on college-owned property or in college-owned vehicles.
- Physical abuse, fighting, threats of physical abuse, mental abuse, bullying or hazing of any person including self on campus or at college-sponsored or supervised functions or conduct of any type which threatens or endangers the health or safety of any person (including self). Hazing is defined as the subjection of any student to any embarrassing, ridiculous, humiliating, or abusive act willingly or unwillingly.
- Any form of actual or attempted sexual assault, domestic violence, dating violence, or stalking.
- Participation in gambling activities of any form.
- Intentionally issuing bad checks, ignoring legally binding financial obligations, or failure to pay indebtedness to the college.
- Plagiarism, cheating, or knowingly furnishing false information to the college with intent to deceive or other forms of dishonesty in college related affairs.
- Disruptive activity, which is any action by an individual, group, or organization to impede, interrupt, interfere with, or disturb the holding of classes, the conduct of college business, or unauthorized events and activities of any and all segments of the college.
- Failure to comply with directions of college officials or law enforcement officers acting in the performance of their duties or to identify oneself to these officers when requested to do so. For this purpose, all students are required to have their identification cards on their person at all times when outside the residence hall to which they have been assigned by the institution. The same regulations apply to students who are domiciled elsewhere. ID cards are used for identification of students in case of accidents, emergencies, or cases where students are suspected of involvement of violations. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of college regulations.
- Forgery, alteration, or misuse of college documents, records, or ID cards. Students falsifying admission records may be denied admission to the college.
- Failure to adhere to official notices from college personnel, including electronic notices and notices on bulletin boards. Ignorance of notices will not be accepted as an excuse.
- Disorderly conduct or breach of the peace including rioting, inciting a riot, assembling to riot, inciting to raid, and assembling to raid college units.
- Possession of firearms, explosives (including fireworks), swords, daggers, straight razors, knives, dangerous chemicals or other weapons on campus or in automobiles in campus parking areas.
- Knowingly issuing a false report of a bomb, explosive, firearm, dangerous chemical or other weapon, or knowingly activating a false fire alarm.
- Obstruction of the free flow of traffic, both pedestrian and vehicular, on college-owned or college-controlled property, or violation of campus motor vehicle regulations.
- Disorderly conduct, sexual harassment or assault, lewd, indecent, or obscene conduct, or public profanity on campus or at a college function.

Student Life

- Refusing to report to an administrative office when requested to appear.
- Vandalism or malicious destruction, damage, or misuse of public or private property, including library materials.
- Theft, larceny, embezzlement, or the temporary taking of the property of another.
- Violation of campus curfew or violation of campus quiet hours.
- Unauthorized entry into or use of college facilities, including both buildings and grounds, or aiding unauthorized entry or use by another person.
- Use of open flame of any kind (candles are specifically prohibited in residence halls) or intentionally setting or adding to an unauthorized fire on campus.
- Failure to adhere to emergency procedures as instructed by college personnel.
- Violation of College policies on audio/video recording and cell phones.
- Violations of college established policies or regulations, including regulations in the Student Handbook and other college publications pertaining to student organizations, students, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression.
- Violation of rules governing residence on college-owned or college-controlled property.
- Violation of state, local, or federal laws.
- Student conduct which shows disrespect and significantly interferes with college teaching, research, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on college premises.

In addition to these rules and regulations, all state laws pertaining to any act which, if committed within the State of Mississippi, would be criminal and punishable will also be criminal and punishable on campus, as authorized by Chapter 105, Section 37-105-9, Mississippi Code 1972.

This Code of Conduct is not and does not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the highest ideals of themselves and the college.

In cases of serious infractions, it is at the discretion of the Office of the Dean for Student Affairs to hear the case or refer it to the Student Life Committee.

Residence Rules:

Housing is a privilege, not a right of attendance. All Rules of Conduct are magnified in consideration of living on campus. Our goal is a safe and secure ‘home’ environment extending to the SBC family. Nightly curfew during the Monday – Thursday week is 11:00 pm, and 1:00 am on weekends, meaning that all residents are to be found securely in the dorm facilities. SBC Personnel will make random checks to enforce this policy. A student found to be late or absent will meet disciplinary action. One infraction is a written warning. On the second infraction, a disciplinary meeting is held. On the third infraction, possible dismissal from the dorm. Should circumstances beyond the control of the student hinder from being on time, the student should notify the Resident Assistants. For additional information concerning housing, see the SBC Housing Handbook.

Student Concerns

Student Concerns Procedure

The Student Concerns procedure is designed to assist in resolving problems for students who may be having difficulties with a faculty member, staff member, or another student. It is the teaching and expectation of Southeastern Baptist College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure.

In the event you believe that you have a concern, you should follow the procedure outlined below.

- Initial contact should be made with the Dean of Student Affairs. Explain your grievance and give the opportunity to investigate and attempt to bring satisfaction. If your problem is with the Dean of Student Affairs, initial contact should be made with the President.
- Should the Dean of Student Affairs be unable to settle the situation to your satisfaction, contact the President of the College.
- If attempts by the President to alleviate the problem fail, contact the chairman of the Board of Trustees of the College. His name, address, and phone number can be obtained from the President of the College and/or from the annual yearbook of the Baptist Missionary Association of Mississippi.

- If the action of the Board of Trustees is not to your satisfaction, you may make a final appeal to the Association for Biblical Higher Education, 5850 T G Lee Blvd, Suite 130 Orlando FL 32822 | 407-207-0808.

Grievance Policy/ Formal Complaints

It is the desire of Southeastern Baptist College to adhere to the accreditation standards of the Association for Biblical Higher Education (ABHE). Also, the Mississippi State Approving Agency [SAA], is the approving authority of education and training programs for Mississippi. This office formally investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, should the situation not be resolved at the school, the beneficiary may contact the SAA office via email at saa@msva.gov.

If issues arise causing a student to question the college's adherence to the standards of ABHE, the following procedure should be followed. A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Affairs

JAN WALKER
Dean of Academic Affairs
Southeastern Baptist College
4229 Highway 15 N.
Laurel, MS 39440
(601) 426-6346, ext.

Financial or Operational Issues

SANDY TIDWELL
Department of Finance/Business Office
Southeastern Baptist College
4229 Highway 15 N.
Laurel, MS 39440
(601) 426-6346, ext.

Student Affairs

ANDERLE FOSTER
Dean of Student Affairs
Southeastern Baptist College
4229 Highway 15 N.
Laurel, MS 39440
(601) 426-6346, ext.

Philosophical Issues

DR. SCOTT CARSON
President
Southeastern Baptist College
4229 Highway 15 N.
Laurel, MS 39440
(601) 426-6346, ext.

It is the teaching and expectation of the college that members of the SBC community follow Matthew 18 principles for confronting an issue. However, in the event that you address the proper college authority and the issue remains unresolved, you may contact either accrediting association at the following addresses:

Association for Biblical Higher Education

5850 T.G. Lee Boulevard, Suite 130
Orlando, FL 32822 (800) 621-7440
(407) 207-0808
www.abhe.org

Academics

Calendar and Unit of Credit

The SBC academic calendar is based on the semester system. The academic year consists of fall and spring semesters of approximately sixteen weeks each and a summer term that encompasses one 4-week session [at the discretion of the college].

The college utilizes the Carnegie Unit as the basis for the credit hour with 50 minutes of instruction with transitional and/or break time equating to one hour. Credit hours are assigned based on the specific learning objectives and expected outcomes of the course. Generally, one unit of credit represents a total of three hours of in-class and out-of-class work per week. For traditional delivery methodologies, one unit of academic credit equals:

- 1 hour of lecture or seminar and two hours of study per week;
- 2 hours of laboratory, studio, or similar activities and one hour of study per week;
- 3 hours of laboratory, studio, or similar activities per week;
- 3 hours of supervised independent study per week; or
- 45-75 total hours of supervised clinical or fieldwork experiences in a given semester (additional preparation time may be required).

As standard policy, the college also offers all degree and non-degree courses through online instructional delivery with course schedules that align with on-campus semesters.

Credit Hour Load

The normal or average academic load is 15-16 hours per semester. A minimum of twelve hours a semester must be maintained to be considered a full-time student. A maximum load of 18 hours per semester is allowed. Exceptions may be requested from the Dean for Academic Affairs.

Classification

Students are classified as follows:

- Freshman: High school graduate or equivalent
- Sophomore: Completion of 30 semester hours and 30 grade points
- Junior: Completion of 60 semester hours and 60 grade points
- Senior: Completion of 90 semester hours and 90 grade points

Full-Time Student: 12-18 credit hours

Part-Time Student: Less than 12 credit hours

Attendance Policy

Students are expected to fully participate in the academic and spiritual programs at SBC. Attendance is required in all classes. Students unable to attend **for any reason** are expected to communicate with instructors in person, by email, or by phone message **prior** to the absence. Students are responsible for keeping record of all absences.

The college recognizes two types of absence—personal and administrative. **Personal absences are for personal issues such as illness, family events or challenges, emergencies, etc. They should not be viewed as “skips.”** Administrative absences are approved, college-initiated absences such as sporting events, field trips, recruitment trips, etc. The number of personal and/or administrative absences allowed without penalty is noted in the chart below.

| Classes | Personal Absences | Administrative Absences | Total Absences |
|--------------|-------------------|-------------------------|----------------|
| Twice a week | 2 | 4 | 6 |
| Once a week | 1 | 2 | 3 |

Students suffering from extended illnesses must provide a doctor's excuse to be considered for additional excused absences without penalty.

Personal absences that exceed the number noted above may result in reduction of the final course grade by 2% per **class hour**. **This may result in failure of the course.** Students consistently arriving late, leaving early, or sleeping in class may also have final grades reduced as determined by the instructor. **REMINDER: CELL PHONES ARE NOT TO BE VIEWED DURING**

CLASS UNLESS DEEMED NECESSARY BY THE INSTRUCTOR. CELL PHONE USE CREATES BEING DISTRACTED FROM INSTRUCTION LEADING TO ‘BEING PRESENT BUT NOT PRESENT’ which may also have final grades reduced as determined by the instructor.

Tardiness Policy

Tardiness to class is unacceptable. Three tardies is the equivalent to one absence. If a student is late to class, it is his/her responsibility to consult with the instructor after class to have the absence changed to a tardy. Classes missed due to change in a student’s class schedule or late registration will be recorded as an absence, unless authorized by administration.

The following appeal process has been formed to deal with attendance matters:

LEVEL 1: Appeal is made to the Dean of Academic Affairs. If the matter is not successfully resolved, the student may appeal to the second level.

LEVEL 2: Appeal is made to the SBC President. If the matter is not successfully resolved, the student may appeal to the third and final level.

LEVEL 3: Appeal is made to the SBC Board of Trustees. The decision of the Board will be final.

Administrative absences that exceed the number noted above will be counted as personal absences. Athletes, particularly those playing more than one sport, are encouraged to save personal absences to be used in addition to administrative absences for away games.

Students whose absences exceed the total absences noted above will fail the course. Students are accountable for all missed work due to absence. If absence occurs on days when exams are given or other assignments are due, work may be made up in the case of **administrative** absence or at the discretion of the instructor.

Audit of Courses

Any student who wishes to attend a class without earning college credit must register as an auditor. An auditor is not responsible for course requirements such as papers, projects, or examinations but is expected to attend class regularly. Students may not change course status from credit to audit or audit to credit after the drop/add period (usually the first two weeks of the semester) without approval from the Dean for Academic Affairs. Students whose absences exceed 30% of the class meetings will not be allowed to continue auditing the class. A course taken for audit will not apply toward graduation. Students wishing to audit a class must fill out the Audit request form (available for download on the SBC site), and secure permission from the instructor before registering. Instructors may limit the number of auditors in their courses. **FULL-TIME STUDENTS MAY AUDIT ONLY ONE COURSE PER SEMESTER.** Audit charges will apply if the total number of credits, including the audit, exceeds 18 credits.

Directed Study Courses

Some courses at Southeastern Baptist College may be completed as Directed Study courses. Directed Study courses may be accessed for the following reasons:

- Scheduling challenges due to unavoidable course conflicts or transfers from other colleges/universities.
- Extraordinary circumstances including prolonged illness, family-related issues, etc., that may necessitate leaving the residential campus for an extended period.
- The desire to complete research or guided study in a particular discipline agreed upon by the student and an instructor.

To access a Directed Study course, the student should download a **Directed Study form** from <https://southeasternbaptist.edu>, and then discuss the course request with the appropriate instructor. Approval of the request is at the discretion of the instructor in consultation with the Dean for Academic Affairs. The form needs to be completed, signed by the student, instructor, and Dean for Academic Affairs and returned to the Registrar.

Students wishing to take a Directed Study course should declare their intent as soon as possible (when course schedules for the next semester are published). This will allow the instructor time to prepare necessary materials for the course. The instructor will provide a schedule for the completion of assignments, projects, and examinations in a dated course syllabus. Students must complete the work within the agreed-upon time frame. Extension requests may be granted at the discretion of the instructor.

College Level Examination Program (CLEP)

SBC accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for *subject* exams only, and only for those subjects that are comparable to SBC courses. CLEP credit will not exceed the credit given for a comparable course at Southeastern Baptist College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the SBC Registrar’s office. The SBC

school code is 2241. Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from their academic advisor.

Transfer Credits While Enrolled

Students taking courses through other institutions to meet SBC requirements must seek approval for all such courses prior to registration for those courses. Proposed courses must be equivalent in content. All transfer policies apply as published in the Admissions section of the Academic Catalog. Courses with grades below C (or a grade-point below 2.0) are not transferable. Total credits received in transfer cannot exceed 15 credits for a certificate, 30 credits for an associate degree, or 60 credits for a bachelor degree. Please check the Final Credits policy below and specific program requirements for more information.

Academic Integrity Policy: Cheating/Plagiarism Policy Statement

Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at SBC. Southeastern Baptist College expects students to complete all academic work with integrity. Students are responsible to complete all of their own work

Plagiarism is “the deliberate presentation of another person’s ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas.”

Examples of plagiarism:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student’s paper, tapes, etc.) without acknowledging the source.
2. A student submits work done by another student—in part or whole—in place of his or her own work.
3. A student submits assignments received from commercial firms or any other person or group.
4. A student knowingly aids another student in plagiarizing an assignment as defined above.
5. A student submits work in which the style, language or grammar has been altered by any one besides the writer.

Other violations of academic integrity include unauthorized collaboration, violation of the conditions under which the work is to be done, fabrication of data, and excessive revision by someone other than the student.

Cheating, plagiarism, or other violations of academic integrity will result in academic penalty, which may include failure of the assignment, exam, or paper, failure of the course, and further disciplinary action brought by the Student Disciplinary Committee. The Dean for Academic Affairs and the Dean for Student Life will be notified.

Class Withdrawal Policy

Drop/Add – Week 1

Students may add or drop a course without penalty and without a record on their transcript during the first week of the term.

WP/WF – Weeks 3-11

Students may withdraw from a class during weeks 3-11 of a course with a grade of WP (withdraw passing) or WF (withdraw failing). The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears on the student transcript to show that the credits were attempted but not earned. This grade does not affect the GPA. This type of withdrawal requires the signature of the instructor, the Registrar, and the Dean for Academic Affairs. **Class Withdrawal forms** are available for download on Populi at <https://southeasternbaptist.edu>

Grade of F – Week 11-16

Students dropping a class after the 11th week of class will receive a grade of F. This F will appear on their transcript and will affect GPA. To add or drop a course after the 11th week, students should fill out the **Drop/Add form** available for download on Populi at <https://southeasternbaptist.edu>

Incomplete

Students may request a grade of I (Incomplete) if they are unable to complete course requirements on time due to circumstances beyond their control. If you wish to request an Incomplete the following procedure should be followed:

1. The student must initiate the request. Print out an **Incomplete Grade Contract** on Populi on <https://southeasternbaptist.edu>
2. If the faculty member grants your request, he or she will complete the form, give you a copy, and provide a copy for the Registrar.
3. You will have up to 4 weeks from the last day of finals to complete your work.

Grade Appeal Process

Students who wish to dispute a final grade they have received in a course should use the following process:

1. The parties involved (student and instructor) shall discuss the problem and attempt to reach an agreement.
2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the Dean for Academic Affairs within the first four weeks of the following semester for semester-long courses. The Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

Course Grade Requirements

In order to establish strong academic development:

1. All students must have a grade of 'C' in EN-131 English Composition I, in order to progress to take EN-132 English Composition II or higher level EN classes.
2. Students entering SBC with an ACT math score of 17 or higher, may proceed to take MA-131 College Algebra. Should the student possess any ACT math score lower than 17, he/she is required to take and pass MA-130 Mathematics Literacy with a grade of 'C' before taking MA-131 College Algebra.

Repeat of Courses

Students may elect to repeat a course in which they have earned a C, D, or F. Students may repeat a course in which they have previously received a failed grade (F) as many times as needed to successfully pass the course. Students may repeat a course one time in which they have previously earned a C or D. Additional course repeats or repeats of higher earned grades must receive approval from the Dean of Academic Affairs prior to enrollment.

When a course is repeated, the highest grade will be used to calculate the current and cumulative GPA. Each course attempt will remain on a student's transcript with the original grade, but will be marked with an R to indicate the course was repeated, and the lower grade will not be calculated in the student's GPA. Students will be charged the current tuition rate for each credit repeated course.

Change of Major

Students who wish to change majors must submit a completed **Change of Intent form** to the Registrar. The form requires signatures from the program directors of both the new major and the current major. Forms are available on Populi:

<https://southeasternbaptist.edu>

Grades, Grade Points, Credits

The following system of grading is used in reporting the quality of student work

| Grade | Grade Points | Percentage |
|-------|------------------|------------|
| A | 4.0 | 90-100 |
| B | 3.0 | 80-89 |
| C | 2.0 | 70-79 |
| D | 1.0 | 60-69 |
| F | 0.0 | 0-59 |
| I | Incomplete | |
| W | Withdraw | |
| WP | Withdraw Passing | |
| WF | Withdraw Failing | |

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the total number of credit hours taken.

Academic Probation

A student will be placed on Academic Probation if his or her entering cumulative GPA is below 2.0, or if his or her GPA is below 1.5 in any given semester. To provide the student additional academic support, the following measures may be applied:

- Bi-weekly or regular meetings with the Dean of Student Affairs

- Bi-weekly meetings with an assigned faculty advisor
- Required engagement in the Academic Success Center study class
- Limitation of participation in athletics and intramurals
- Completion of **Time Management worksheet** to be filled out weekly
- Limitation of hours attempted

Withdrawal

Any student withdrawing from SBC must begin the process with an interview with the Dean of Student Affairs. In the interview, the Dean will communicate the necessary steps for withdrawal from the college.

Final Credits

To receive a degree from Southeastern Baptist College, students must complete a minimum of 30 required credits for an associate degree and 60 required credits for a bachelor degree at SBC. (See specific requirements for each academic program.)

Additionally, bachelor degree students must complete 24 of their last 30 credits at Southeastern Baptist College and must be enrolled at the college during the semester in which the degree will be conferred. (If a policy exception is granted by the Dean of Academic Affairs, the graduate must submit a letter of reference from an evangelical church leader regarding church attendance, service and ministry, and Christian character.)

Transcripts of Record

Upon written request, students may obtain official copies of their permanent records from the Registrar. Requests should be accompanied by \$10.00 for each copy desired. Transcripts cannot be processed without a completed and signed Transcript Request form. The forms can be downloaded from Populi or the SBC website. <https://southeasternbaptist.edu>

Additional Major

A person who holds a bachelor's degree from Southeastern Baptist College may complete an additional major by fulfilling the following requirements:

- Be readmitted to Southeastern Baptist College;
- Earn at least 30 hours beyond the granting of the original degree in residence at Southeastern Baptist College;
- Complete all requirements for the additional major. If previous courses satisfy some of the major requirements, the department will designate courses from other areas that will enhance the major.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements which govern the access to and release of educational records, and the right of students to inspect and review their records. FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff.

Students have three primary rights under FERPA: (1) the right to inspect and review their education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from their education records.

Directory Information

Unless students have requested that their directory information be listed as confidential through the Office of the Registrar, information designated as Directory Information may be disclosed without the consent or knowledge of the student. Directory information at SBC includes the following information:

| | |
|-----------------------|--|
| Student's name | Participation in officially recognized activities and sports |
| Date of birth | Weight and height of members of athletic teams |
| Marital status | Previous institutions attended |
| Photo | Academic program |
| Addresses | Degree(s) and certificate(s) earned |
| Telephone information | Honor(s) and award(s) received |
| Email addresses | Graduation date |
| Dates of attendance | |

Students who wish to release confidential academic or financial information to a parent, guardian, or other interested individual must complete a **FERPA Disclosure form**. All forms must be authorized by the student and returned to the Business Office. Completed forms will last for the duration of the student's enrollment at SBC unless otherwise notified by the student.

A copy of The Family Educational Rights and Privacy Act (FERPA), in addition to questions concerning additional student's rights, can be obtained from the Office of the Registrar.

Academic Life Requirements

Bible Reading

All certificate graduates must complete the Bible-reading requirement, a reading of the entire Bible during one academic year. This is usually accomplished through completion of required reading in Old Testament Survey 1 & 2 and New Testament Survey. Bible reading must be completed by the first day of final exams.

English Composition Requirement

Degree-seeking students must earn a minimum grade of C in English Composition (ENG 101) to pass the course. Ordinarily, the course will be completed within the student's initial 30 credit hours at SBC. Course withdrawal is rarely granted, and only when a formal request is submitted to the Dean of Academic Affairs for approval.

Internet Access Policy

The purpose of Internet Access at Southeastern Baptist College is to make available to the Faculty, Staff, and Students access to the Internet for the following:

1. Internet Access at Southeastern Baptist College is first and foremost for business related needs. These include:

- Faculty and Staff access to Populi College Management System
- Financial Aid and related resources,
- Bookkeeping and related resources,
- Registrar and related resources,
- Admissions and related resources,
- Public relations and related resources,
- Electronic Mail for intra-office and business related communications
- Website design and updates

2. Internet Access at Southeastern Baptist College is secondly for educational related needs. These include:

- Faculty access for classroom development, research, presentation, evaluation and assessment, attendance, and gradebook for both online and traditional classroom environments.
- Student access to classroom resources for guidelines, classroom policies, syllabus, textbooks, lectures, instructor presentations, lessons and assignments, and grades for both online and traditional classroom environments.

Internet Access at Southeastern Baptist College **DOES NOT** exist for the purpose of entertainment. Only members of the Staff, Faculty and Current Students are allowed to access WIFI at Southeastern Baptist College. The passkey is changed at the end of every semester.

Staff members and Faculty may connect their wireless devices to SBC Staff. Each staff or faculty member will be provided a username and password to access SBC Staff. Staff/faculty may contact the Director of IT Services to obtain a

username/password credential for access to SBC Staff. Students are forbidden to attempt access to SBC Staff. Staff/Faculty may connect to SBC_WIFI if preferred or until credentials to SBC Staff are received.

Students may only connect their wireless devices to a designated WIFI connection.

Students are not allowed to connect any device directly to the wired network. That includes;

- personal wireless access points
- televisions
- gaming consoles
- desktop computers
- laptop computers
- television/radio/media streaming devices
- other devices.

Any unauthorized device physically connected to the wired network will be disconnected and confiscated.

Students are allowed to connect personal wireless devices to SBC_WIFI. However, entertainment services will be subject to bandwidth restrictions in the event the business or educational needs are hindered as a result and if necessary, entertainment services on the Internet such as television/radio/media streaming and Online Gaming will be blocked.

Students must also be aware of any behavior described in the general Code of Conduct as stated in the SBC Student Handbook.

Students must also be aware that the policies described in this document as well as the Southeastern Baptist College Student Handbook are enforceable. Activities, Web Sites visited, and other uses of the Southeastern Baptist College Internet Access are being monitored. Inappropriate use of these resources will be traced back to the user responsible and disciplinary action will be taken.

General Graduation Requirements

All students who are eligible for graduation are **required** to attend the Baccalaureate Service and Commencement Exercises held at the close of the school year. Exceptions will be granted when valid, and must be requested in writing from the Dean for Academic Affairs at least two weeks prior to graduation.

The following requirements must be met in order to graduate from Southeastern Baptist College:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance
- Completion of minimum credit hours required by program
- Minimum cumulative GPA of 2.0
- Completion of the Bible reading requirement

Awards for Academic Excellence

Awards for academic excellence are given for outstanding achievement in curricular and co-curricular programs at SBC. These awards are given each May at the Baccalaureate service.

Academic Award

The Academic Award is given to the graduating senior who achieves the highest cumulative grade point average throughout his or her SBC education.

Business Administration Award

The Business Administration Award is given annually to the outstanding graduate in the department. The recipient is determined by the Business faculty.

Certificate of Christian Service Award

The Certificate of Biblical Studies Award is presented annually to one male and one female student who have completed the certificate with high academic achievement and have demonstrated Christian character and leadership throughout the year. The Certificate Award is determined by first year program faculty.

Dean's List

Students achieving a 3.5 or better grade point average qualify to be on the Dean's List.

Delta Epsilon Chi

Delta Epsilon Chi is the honor society of the Association for Biblical Higher Education. The SBC faculty nominates students to the honor society based on academic achievement, Christian character, and leadership ability.

Music Award

The Music Award is presented annually to a student for outstanding participation in and service to the music program. The recipient is determined by the Music faculty.

FLLF Servant Leader Training Award

The **FLLF Servant Leader Training Award** is given annually to the student who best demonstrates leadership and commitment in carrying out **FLLF** responsibilities. The recipient is determined by the Dean of Student Affairs.

D. N. Jackson Theology Award

The D. N. Jackson Theology Award is given to the outstanding graduating senior in the Biblical Studies program. The recipient is determined by the faculty of the Bible and Theology department.

The courses offered at Southeastern Baptist College are categorized under three divisions:

- Biblical studies
- Professional studies
- General/Continuing education studies.

Southeastern Baptist College is committed to ensuring that graduates are well prepared to serve in their chosen fields of study. To that end, the College has established an outcomes assessment plan for each one of the programs. Specific program objectives are listed. These objectives are assessed through the collection and analysis of data from students and faculty members. Through outcomes assessment, the College is better able to ensure that it is achieving what it sets out to accomplish through its divisions of study.

CURRICULAR PROGRAMS

Southeastern Baptist College offers programs of study leading to degrees and certificates. These programs are designed to meet the needs of students preparing for Christian vocations (both professional and paraprofessional), or for those who wish to get their basic college education in a Christian college which provides spiritual and academic enrichment along with continuing education.

The administration of the college strongly recommends that students working on a degree take lower level courses before more advanced courses. Freshmen are not allowed to take courses numbered in the 300's and 400's, without the exceptions made only by the Dean of Academic Affairs and with the permission of the instructor of the college involved. To eliminate scheduling problems, the suggested schedule should be followed as much as possible.

Degree Programs

Associate of Arts (Choice of Emphasis)

- Bible
- Business
- General Education

Bachelor of Science in Church Ministries

Bachelor of Science in Business Administration

- Sports Management Endorsement
- Management/Marketing Endorsement

I. ASSOCIATE OF ARTS

Program Objectives

Southeastern Baptist College recognizes its responsibility to young people who may not have decided upon a career or profession. The Associate of Arts degree is designed to provide the benefits of a Bible college environment before one transfers to a liberal arts college. If a student should decide to remain at Southeastern and pursue a four- year degree, these courses will form a vital part of the basic curriculum requirements.

A student receiving any Associate of Arts degree must be able to meet the following Overall Associate of Arts Program Objectives:

- Exhibit spiritual growth and the development of Christian character.
- Show evidence of a cultivation and development of a biblical worldview.
- Show evidence of an increased knowledge, understanding, and application of the Bible.
- Exhibit the basic knowledge and skills in general education essential to good preparation for more advanced studies.

DEGREE CORE REQUIREMENTS 60 HOURS

| <u>Division of General Education Studies</u> | | 36 Hours |
|---|--|----------|
| EN-131,132 | English Composition I, II | 6 |
| EN-231,232 | Literature I or II | 3 |
| HI-131,132 or 231,232 | History | 6 |
| MA-130 | Math Literacy [MA132 Pre-requisite based on ACT] | 3 |
| MA-132 | College Algebra | 3 |
| SO-131 or PY-131 | Social Science | 3 |
| SC-241,242 | Lab Science | 8 |
| SP-131 | Oral Communications | 3 |
| BU-131 | Intro. to Computer Applications | 3 |
| PE-111 | Physical Education | 1 |

| <u>Division of Biblical Studies</u> | | 12 Hours |
|--|---------------------------|----------|
| NT-131 | New Testament Survey | 3 |
| OT-131 | Old Testament Survey | 3 |
| NT-231 | Historical Books | 3 |
| BI-232 | Bible Manners and Customs | 3 |

**MA-130 Math Literacy [MA132 Pre-requisite based on ACT math score--17 or higher is waived.]

EMPHASIS CHOICES

Choose one of the targeted emphases.

Bible Emphasis

Emphasis Objectives

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

- Display an understanding of the various methods of studying and presenting the Bible.
- Exhibit a reasonable proficiency in preaching and/or teaching the Word of God.

| Requirements | | 12 Hours |
|---------------------|------------------------------|-----------------|
| BI-231 | Bible Interpretation | 3 |
| CE-132 | Evangelism | 3 |
| MU-131 | Music Appreciation <i>OR</i> | 3 |
| AR-131 | <i>Art Appreciation</i> | |
| PT-232 | Homiletics | 3 |

SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS IN BIBLE:

Year 1

Fall Semester

| | |
|---------------------------------------|---|
| EN-131 English Composition I | 3 |
| HI-131 or 231 History | 3 |
| OT-131 Old Testament Survey | 3 |
| HI-131 or 231 History | 3 |
| MU-131 Music Appreciation [or AR-131] | 3 |
| PE-111 Physical Education | 1 |

| Total Hours | 16 | Total Hours | 15 |
|--------------------|-----------|--------------------|-----------|
|--------------------|-----------|--------------------|-----------|

Spring Semester

| | |
|-------------------------------|---|
| EN-132-English Composition II | 3 |
| HI-132 or 232 History | 3 |
| NT-131-New Testament Survey | 3 |
| CE-132-Evangelism | 3 |
| MA-130 or 132-Algebra | 3 |

Year 2

Fall Semester

| | |
|-----------------------------|---|
| NT-231 Historical Books | 3 |
| SC-241 Lab Science | 4 |
| EN-231 World Literature I | 3 |
| SP-231 Oral Communication | 3 |
| BI-231 Bible Interpretation | 3 |

| Total Hours | 16 | Total Hours | 13 |
|--------------------|-----------|--------------------|-----------|
|--------------------|-----------|--------------------|-----------|

Spring Semester

| | |
|---------------------------------|---|
| BI-232 Bible Manners & Customs | 3 |
| SC-242 Lab Science | 4 |
| BU-131-Intro. to Computer Appl. | 3 |
| PT-232-Homiletics | 3 |

Business Emphasis

Emphasis Objectives

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

- Display a thorough knowledge of basic office and business procedures.
- Develop accounting skills and understand good business administration practices.

Requirements

| | | |
|--------|--------------------------|---|
| BU-231 | Accounting Principles I | 3 |
| BU-232 | Accounting Principles II | 3 |
| BU-233 | Business Law | 3 |
| BU-234 | Human Relations | 3 |

SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS (BUSINESS):

Year 1

Fall Semester

| | |
|------------------------------------|---|
| PE-111 Physical Education | 1 |
| EN-131 English Composition I | 3 |
| HI-131 or 231 History | 3 |
| OT-131 Old Testament Survey | 3 |
| SO-131 or PY-131 Social Science | 3 |
| BU-131 Intro. To Comp Applications | 3 |

Total Hours

16

Spring Semester

| | |
|-------------------------------|---|
| MA-132 College Algebra | 3 |
| EN-132 English Composition II | 3 |
| HI-132 or 232 History | 3 |
| NT-131 New Testament Survey | 3 |

3

3

3

3

12

Year 2

Fall Semester

| | |
|---------------------------|-----------|
| NT-231-Historical Books | 3 |
| BU-231-Accounting I | 3 |
| BU-233-Business Law | 3 |
| Lab Science [SC-241] | 4 |
| SP-231-Oral Communication | 3 |
| Total Hours | 16 |

Spring Semester

| | |
|--------------------------------|-----------|
| BI-232 Bible Manners & Customs | 3 |
| BU-232 Accounting II | 3 |
| BU-234 Human Relations | 3 |
| Lab Science [SC-242] | 4 |
| EN-232 World Literature II | 3 |
| Total Hours | 16 |

3

3

3

4

3

**MA-130 Math Literacy [MA132]

Pre-requisite based on ACT math score 17
or higher is waived.]

General Education Emphasis

Emphasis/Objectives

In addition to the General Objectives and the Overall A.A. Program Objectives, upon completion of these courses, the student should be able to:

- Give evidence of having acquired a reasonable knowledge of historical events in the United States.
- Exhibit an increased knowledge, understanding, and appreciation of the fine arts [music and/or art].

Requirements

| | |
|-----------|---|
| History | 6 |
| Fine Arts | 3 |

SUGGESTED SCHEDULE FOR ASSOCIATE OF ARTS (GENERAL EDUCATION):

Year 1

Fall Semester

| | |
|---------------------------------|---|
| PE-111 | 1 |
| EN-131-English Composition I | 3 |
| HI-131 or 231 History | 3 |
| OT-131-Old Testament Survey | 3 |
| SO-131 or PY-131 Social Science | 3 |
| MU-131 or AR-131 Fine Arts | 3 |

Total Hours

16

Spring Semester

| | |
|-------------------------------|---|
| MA-132-College Algebra | 3 |
| EN-132-English Composition II | 3 |
| HI-132 or 232 History | 3 |
| NT-131-New Testament Survey | 3 |
| BU-131 - Intro. to Com. Appl. | 3 |

Total Hours

15

Year 2

Fall Semester

| | |
|---------------------------|---|
| NT-231-Historical Books | 3 |
| HI-131 or 231 History | 3 |
| EN-231-World Literature I | 3 |
| Lab Science [SC-241] | 4 |
| SP-231-Oral Communication | 3 |

Total Hours

16

Spring Semester

| | |
|--------------------------------|---|
| BI-232-Bible Manners & Customs | 3 |
| HI-132 or 232 History | 3 |
| EN-232-World Literature II | 3 |
| Lab Science [SC-242] | 4 |

Total Hours

13

**MA-130 Math Literacy [MA132 Pre-requisite based on ACT math score 17 or higher is waived.]

NOTE: A student at Southeastern Baptist College who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshmen and sophomores at the four-year college. It is the student's responsibility to obtain a copy of the catalog of the four-year college and use it as a guide in selecting courses at Southeastern. The student should also obtain written assurance from the four-year college that the courses will transfer.

II. BACHELOR OF SCIENCE

BACHELOR OF SCIENCE IN CHURCH MINISTRIES (120 HOURS INCLUSIVE OF THE AA BIBLE REQUIREMENTS)

Program Objectives

A student receiving a Bachelor of Science Degree in Church Ministries must be able to meet the following Overall Program Objectives:

- Exhibit spiritual growth and the development of Christian character.
- Show evidence of a cultivation and development of a biblical worldview.
- Defend the position that the Bible is the inspired Word of God and a complete rule of faith and practice.
- Demonstrate that he has acquired a comprehensive knowledge of the Bible and Christian doctrine.
- Exhibit skill in communicating the teaching and application of a biblical passage.
- Effectively demonstrate various church ministry skills through practical experiences.

Requirements

| <u>Division of General Education Studies</u> | | 42 Hours |
|---|-------------------------------|----------|
| MA-132 | College Algebra | 3 |
| EN-131,132 | English Composition I, II | 6 |
| EN-231,232 | World Literature I, II | 6 |
| HI-131, 231 | History | 3 |
| HI-431 | History of Christianity | 3 |
| HI-432 | Baptist History | 3 |
| SC-241, 242 | Lab Science | 8 |
| SO-131 or PY-131 | Social Science | 3 |
| BU-131 | Intro. to Comp. Appl. | 3 |
| SP-131 | Oral Communication | 3 |
| PE-111 | Physical Education | 1 |
| <u>Division of Biblical Studies</u> | | 18 Hours |
| OT-131 | Old Testament Survey | 3 |
| NT-131 | New Testament Survey | 3 |
| NT-231 | Historical Books | 3 |
| BI-231 | Bible Interpretation | 3 |
| BI-232 | Bible Manners & Customs | 3 |
| BI-332 | Bible Geography | 3 |
| <u>Division of Professional Studies</u> | | 36 Hours |
| CE-132 | Evangelism | 3 |
| CE-431 | Methods of Christian Teaching | 3 |
| CM-331 | Hospital Ministries | 3 |
| CM-332 | Worship | 3 |
| CM-431 | Principles of Counseling | 3 |
| CM-432 | Marriage Counseling | 3 |

| | | |
|--------|--------------------------|---|
| MI-331 | Introduction to Missions | 3 |
| MU-131 | Music Appreciation | 3 |
| PT-232 | Homiletics | 3 |
| PT-331 | Pastoral Ministries | 3 |
| TH-431 | Christian Doctrine I | 3 |
| TH-432 | Christian Doctrine II | 3 |

Biblical/Professional Studies Electives 24 Hours

**MA-130 Math Literacy [MA132 Pre-requisite based on ACT math score 17 or higher is waived.]

BACHELOR OF SCIENCE CHURCH MINISTRIES SUGGESTED SCHEDULE

(Follow Associate of Arts, Bible emphasis, for first two years):

Year 3

Fall Semester

| | |
|----------------------------|-----------|
| MI-331-Intro. to Missions | 3 |
| PT-331-Pastoral Ministries | 3 |
| CM-331-Hospital Ministries | 3 |
| BI-Elective | 3 |
| BI-Elective | 3 |
| Total Hours | 15 |

Spring Semester

| | |
|--------------------------------------|-----------|
| BI-332-Bible Geography | 3 |
| CM-332-Worship | 3 |
| CM-431-Methods of Christian Teaching | 3 |
| BI-Elective | 3 |
| BI-Elective | 3 |
| Total Hours | 15 |

Year 4

Fall Semester

| | |
|---------------------------------|-----------|
| TH-431-Christian Doctrine I | 3 |
| CM-431-Principles of Counseling | 3 |
| HI- 431-History of Christianity | 3 |
| BI-Elective | 3 |
| BI-Elective | 3 |
| Total Hours | 15 |

Spring Semester

| | |
|------------------------------|-----------|
| TH-432-Christian Doctrine II | 3 |
| CM-432-Marriage Counseling | 3 |
| HI-432-Baptist History | 3 |
| BI-Elective | 3 |
| BI-Elective | 3 |
| Total Hours | 15 |

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (123 HOURS INCLUSIVE OF AA BUSINESS ADMINISTRATION REQUIREMENTS)

Program Objectives

A student receiving a Bachelor of Science degree in Business Administration must be able to meet the following Overall Program Objectives:

- Exhibit spiritual growth and the development of Christian character.
 - Show evidence of a cultivation and development of a biblical worldview.
 - Show evidence of an increased knowledge, understanding, and application of the Bible.
 - Demonstrate a comprehensive set of skills and knowledge needed to perform sound business practices.
 - Demonstrate an understanding of how economic, legal and regulatory, political, social, technical, environmental, and competitive forces (local, regional, global) impact business and vice versa.
 - Effectively demonstrate various business management skills through practical experiences.

Requirements

****MA-130 Math Literacy** [MA132 Pre-requisite based on ACT math score; 17 or higher is waived, otherwise required.]

| | | |
|---|--------------------------------|----------|
| <u>Division of General Education Studies</u> | | 33 Hours |
| PE-111 | Physical Education | 1 |
| EN-131, 132 | English Composition I, II | 6 |
| EN-231 or 232 | World Literature I or II | 3 |
| HI-132 or 232 | History | 6 |
| MA-132 | College Algebra | 3 |
| SC-241,242 | Lab Science | 8 |
| SO-131 or PY-131 | Social Science | 3 |
| SP-131 | Oral Communication | 3 |
| <u>Division of Biblical Studies</u> | | 30 Hours |
| OT-131 | Old Testament Survey | 3 |
| NT-131 | New Testament Survey | 3 |
| NT-231 | Historical Books | 3 |
| BI-231 | Bible Interpretation | 3 |
| BI-232 | Bible Manners & Customs | 3 |
| Biblical Studies Electives | | 15 |
| <u>Division of Business Professional Studies</u> | | 60 Hours |
| BU-131 | Intro to Computer Applications | 3 |
| BU-231, 232 | Accounting I, II | 6 |
| BU-233 | Business Law | 3 |

| | | |
|--------|---|---|
| BU-234 | Human Relations | 3 |
| BU-337 | Economics I (Macroeconomics) | 3 |
| BU-338 | Economics II (Microeconomics) | 3 |
| BU-335 | Managerial Accounting | 3 |
| BU-333 | Microcomputer Applications | 3 |
| BU-336 | Principles of Marketing | 3 |
| BU-334 | Managerial Finance | 3 |
| BU-431 | Business Statistics | 3 |
| BU-433 | Principles of Management | 3 |
| BU-437 | Business Ethics | 3 |
| BU-432 | Production Management & Policy | 3 |
| BU-434 | Strategic Management | 3 |
| BU-440 | Business Practicum | 3 |
| | Business Professional Studies Electives | 9 |

BUSINESS ADMINISTRATION SUGGESTED SCHEDULE

(Follow A.A., Business Emphasis, for first two years)

Year 3

Fall Semester

| | |
|--------------------------------|-----------|
| BU-337 Economics I | 3 |
| BU-335 Managerial Accounting** | 3 |
| BU-333 Computer Applications | 3 |
| BU-331 Personal Finance** | 3 |
| BI -231 Bible Interpretation | 3 |
| Total Hours | 15 |

Spring Semester

| | |
|------------------------------------|-----------|
| BU-338 Economics II | 3 |
| BU-336 Principles of Marketing | 3 |
| BU-334 Managerial Finance | 3 |
| BU-332 Intro to Business Finance** | 3 |
| BI- 332 Bible Geography | 3 |
| Total Hours | 15 |

Year 4

Fall Semester

| | |
|---------------------------------|---|
| BU-431 Business Statistics | 3 |
| BU-433 Principles of Management | 3 |
| BU-437 Business Ethics** | 3 |
| BU-440 Business Practicum | 3 |
| Bible Elective | 3 |

Spring Semester

| | |
|------------------------------------|---|
| BU-432 Prod. Management & Policy** | 3 |
| BU-434 Strategic Management | 3 |
| BU-438 Business Communications** | 3 |
| Bible Elective | 3 |
| Bible Elective | 3 |

Total Hours

15

Total Hours

15

Concentration Requirements: Students may select one of the following concentrations:

SPORTS MANAGEMENT

SPM –231 Intro to Sports Management
SPM –333 Sports Governance

MANAGEMENT/MARKETING

BU—310 Human Resources Management
BU—322 Sales and Advertising Management

| | |
|--|-----------------------------------|
| SPM—410 Sport Events and Facility Management | BU—425 Marketing Research |
| SPM—430 Sport Finance and Economics | BU—410 Small Business Management |
| SPM—440 Sport Law and Ethics | BU—445 Marketing Using Technology |
| SPM—450 Sport Marketing | BU—415 International Marketing |

[**] Denotes appropriate course substitutions to acquire the selected concentration areas.

NOTE: The Business Administration Degree has a built-in concentration in Biblical Knowledge [30 hours]

III. CERTIFICATE PROGRAMS

The continuing education program is a public service outreach of the college, serving educational and community service needs through credit and non-credit programs on campus and at other locations in the community and the state. Bible and Bible-related courses are available during the day-time and evening. There are no formal admission requirements for certificate students, the course entry form plus fee payment must be met [see fee schedule]; however, students who wish to take the courses for college credit must meet regular college admission requirements. Although these courses are designed primarily for adults, they are available to all. Four-year graduates may audit one course per semester free.

- A. Certificate of Christian Leadership I
Twelve (12) semester hours in Bible and related courses
- B. Certificate of Christian Leadership II
Twenty-four (24) semester hours in Bible and related courses
- C. Certificate of Bible
Thirty (30) semester hours in Bible and related courses.

Those completing one of the programs above should show evidence of:

- An increased reverence for the Word of God by the amount of time spent reading, studying, and teaching it.
- Enthusiasm in the service of the Savior by their willingness to serve in their church and community.
- An understanding and use of the various methods of studying and presenting the Bible.

COURSE DESCRIPTIONS

The College uses a two-letter prefix to identify the subject area. The prefixes are as follows:

| | |
|---------------------------------|---------------------------------|
| APOL – Apologetics | MI - Missions |
| AR - Art | MU - Music |
| BI - Background Studies | PE – Physical Education |
| BL - Bible Language Studies | PT - Pastoral Training |
| BU – Business | PY - Psychology |
| CE - Christian Education | SC – Science |
| CM – Church Ministries | SM – Student Ministries |
| EN - Language Arts & Literature | SO - Sociology |
| HI – History | SP – Speech/Oral Communications |
| MA – Mathematics | SPM – Sports Management |
| OT - Old Testament Studies | |
| NT - New Testament Studies | |
| TH - Biblical Theology | |

The College uses a three-digit number to identify each course, including the level of difficulty. The first digit in a course number represents the year in which it is recommended that the course be taken. The second digit is the number of credit hours received, and the third digit indicates the order in which the courses should be taken.

Background Studies

BI-232 BIBLE MANNERS AND CUSTOMS

This course is a study of the cultures of Bible lands which are important to the instruction and interpretation of the Bible. Examples from the Bible are studied to illustrate many of the customs. Three credit hours. *Available online when schedule permits.

BI-231 BIBLE INTERPRETATION

A study is made of the principles of Scripture interpretation, methods of Bible study, and emphasis on various types of biblical passages. Three credit hours.

BI-332 BIBLE GEOGRAPHY

The history of the Bible is related to the geography of Bible lands. Three credit hours. *Available online when schedule permits.

Bible Language Studies

BL-331 ELEMENTARY GREEK

Elementary New Testament Greek during the first two semesters involves a study of pronunciation, grammar, and reading exercises. This course is offered based on demand. Three credit hours.

BL-332 ELEMENTARY GREEK (Prerequisite BL-331)

A continuation of BL-331. This course is offered on demand. Three credit hours.

BL-431 INTERMEDIATE GREEK (Prerequisites BL-331, 332)

The principles of Greek grammar are reviewed along with a study of sentence structure. Facility in translation is sought. Selected portions of the Greek New Testament are translated with some attention given to methods of exegesis. This course is offered based on demand. Three credit hours.

BL-432 GREEK EXEGESIS (Prerequisites BL-331,332,431)

An exegetical study of selected New Testament writings is pursued. Translation skills are improved through the induction study of Greek grammar and syntax. Vocabulary is strengthened through acquisition and retention. This course is offered based on demand. Three credit hours.

Old Testament Studies

OT-131 OLD TESTAMENT SURVEY

A general survey is made of the entire Old Testament. Three credit hours.

OT-332 PENTATEUCH

The Pentateuch is a study of the first five books of the Bible. Special emphasis is given to the creation, the fall of man, and the law given through Moses. Three credit hours.

OT-333 HISTORICAL BOOKS I (Joshua, Judges, Ruth, I & II Samuel)

Attention will be given to existing cultures in and around Canaan which influenced Israel's history. The major events and teachings of each book will be studied in relation to the book's place in the canon of scripture.

OT-334 HISTORICAL BOOKS II (I & II Kings, I & II Chronicles, Ezra, Nehemiah, Esther)

Attention will be given to existing cultures in and around Canaan which influenced Israel's history. The major events and teachings of each book will be studied in relation to the book's place in the canon of Scripture. Three credit hours.

OT-435 OLD TESTAMENT POETRY (Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon)

A survey will be made of the types and characteristics of Hebrew Poetry, giving attention to each book in relation to the overall revelation of God. The historical background, the authorship, and the major teachings and applications of the respective books will be noted. Three credit hours.

OT-436 ISAIAH, JEREMIAH, AND LAMENTATIONS

The main ideas and messages of each book will be studied. The Messianic and Millennial prophecies and the unity of Isaiah will receive special attention. Three credit hours.

OT-437 EZEKIEL AND DANIEL

This course is an inductive study of the prophecies of Ezekiel and Daniel designed to determine their respective messages, theological content, and present significance. Three credit hours.

OT-438 THE MINOR PROPHETS

The role and purpose of the prophets will be discussed. Attention will be given to the historical settings of each prophet. An exposition of each book will be presented. Three credit hours.

New Testament Studies

NT-131 NEW TESTAMENT SURVEY

This course is a general survey of the entire New Testament. Attention is given to the political, social, and religious environment of early Christianity. Three credit hours.

NT-231 HISTORICAL BOOKS (Matthew, Mark, Luke, John, Acts)

A study is made of the historical events of the first two-thirds of the first Christian century. The life of Christ is studied from a chronological perspective. The evangelistic and missionary activity of the early church is given special attention. Three credit hours.

NT-333 PERSONAL BOOKS (I & II Timothy, Titus, Philemon, II & III John)

A careful exposition of each book will be made. Paul's instructions to ministers concerning church administration will be given special attention. Doctrinal and practical aspects of the epistles will be related to modern pastoral problems and responsibilities. Three credit hours.

NT-334 DOCTRINAL BOOKS I (Ephesians, Philippians, Colossians, I & II Thessalonians)

A detailed study will be made of these books with emphasis on their doctrinal content. Three credit hours.

NT-335 DOCTRINAL BOOKS II (Hebrews, James, I & II Peter, I John, Jude)

A detailed study will be made of these books with emphasis on their doctrinal content. Three credit hours.

NT-436 DOCTRINAL BOOKS III (Romans, I & II Corinthians, Galatians)

A detailed study will be made of these books with emphasis on their doctrinal content. Three credit hours.

NT-437 PROPHETIC BOOK (Revelation)

A study is made of the literary structure, the doctrinal teachings, and the devotional lessons of the book. Methods of interpretations are surveyed. Various views of the second coming of Christ are considered. Three credit hours.

Biblical Theology

TH-431 CHRISTIAN DOCTRINE I

The first course in Christian doctrine includes the following topics from systematic theology: Bibliology, Paterology, Christology, Trinity, and Pneumatology. Three credit hours.

TH-432 CHRISTIAN DOCTRINE II (Prerequisite TH-431)

The second course in Christian doctrine includes the following topics from systematic theology: soteriology, angelology, anthropology, hamartiology, ecclesiology, and eschatology. Three credit hours.

DIVISION OF PROFESSIONAL STUDIES

Christian Education

CE-110 ORIENTATION

The college catalog and student handbook are given to each student and discussed. Students are familiarized with the process of Student Ministries. Instruction is given in the use of the library. Other activities are provided to help the student become familiar with the college personnel and facilities. One credit hour.

CE-132 EVANGELISM

A study is made of effective methods of presenting Christ in personal conversation with a view to converting prospects to the Christian faith. Special attention is given to the various problems of the unsaved. A history of evangelism and how to do evangelism in the local church is also emphasized. Three credit hours.

CE-332 INTRODUCTION TO CHRISTIAN EDUCATION

This course consists of a study of the biblical and historical foundations of Christian education. The student's personal attitude toward the Bible and its teachings is developed in accord with the principles appropriate to Christianity. Three credit hours.

CE-431 METHODS OF CHRISTIAN TEACHING

Skills are developed relating to various methods of lesson preparation. A teaching workshop provides the student with actual experience in the use of teaching methods and audiovisual equipment. Three credit hours.

Pastoral Training**PT-232 HOMILETICS (Prerequisite SP-131)**

A study is made of the principles of the preparation and delivery of sermons, with exercises in sermon construction and emphasis on the guidance of the Holy Spirit in the ministry of the Word. Attention is given to Bible exposition and preparation of sermons on entire books. Exercises in preaching are given in series in the classroom. In keeping with the theological position of the denomination which owns the college, this course is open to male students only. Female students may substitute a Bible elective for this course. Three credit hours.

PT-331 PASTORAL MINISTRIES

This course is a study of a pastor's call and conduct; his relationships with family, church members, and community; and his leadership responsibilities. A study is made of the organization and activities of the local church with emphasis on the pastor's role as an administrator. Instruction is given in the practical aspect of pastoral functions such as funerals, weddings, baptisms, business meetings, and church committees. In keeping with the theological position of the denomination which owns the college, this is open to male students only. Female students may substitute a Bible elective for this course. Three credit hours.

Church Ministries**CM-331 HOSPITAL MINISTRIES**

This course is a clinical study of the role the church plays in ministering to the sick, especially those who are hospitalized. Special attention will be given to the practical techniques of hospital visitation and crisis intervention. Three credit hours.

CM-332 WORSHIP

This course is designed to examine the act of worship from a biblical point of view. The traditional Baptist worship service will be evaluated with suggestions to enhance it and make it more meaningful to those who come to worship. Three credit hours.

CM-333 YOUTH/ADULT MINISTRIES

This course is designed to equip the student with necessary tools to organize and administer an effective youth/adult ministry in the local church. Areas studied include Bible study, fellowship time, retreats, counseling, scheduling, administration, recreation, puppets, visitation, plus others. Three credit hours.

CM-431 PRINCIPLES OF COUNSELING

This course is a study of principles and techniques of individual and crisis counseling as they apply to Christian counseling. Specific attention will be given to the use of biblical principles and concepts within the counseling situation. Three credit hours.

CM-432 MARRIAGE COUNSELING (Prerequisite CM-431)

A study is made of the causes and consequences of marriage problems, the role of the pastor in marriage counseling, and special techniques for marriage counseling. Three credit hours.

Missions

MI-123 MISSION FIELD EXPERIENCE

This class embodies the very essence of missions by enhancing practical learning experiences. The requirements of this class may be met through multiple avenues such as working to coordinate with the local BMA Missions Office to work with a mission trips/opportunity in the state of Mississippi, coordinate with their home church or other associational mission trips, work in a church/Christian camp, attend a VSM trip and/or coordinate with National BMA or other national Christian associations to participate in a missions trip within the United States. Students are expected to pay all personal expenses for respective trips. All mission experiences must be pre-approved by the Dean of Student Affairs. Two credit hours.

MI-331 INTRODUCTION TO MISSIONS

The course provides an introduction to the biblical basis for missions, a survey of contemporary Christian missions, including diverse backgrounds and perspectives, and the responsibility of individuals and churches in missionary work. The course includes a study of missionary qualifications, support, field methods, and indigenous church principles. Three credit hours.

DIVISION OF GENERAL AND CONTINUING EDUCATION STUDIES

Language Arts and Literature

EN-031 REMEDIAL ENGLISH I

A prerequisite course to prepare students for entrance into freshman level language arts courses. Attention is given to phonemic awareness, phonics, and syllabication, grammatical and writing skills, and reading fluency improvement. Three credit hours.

EN-032 REMEDIAL ENGLISH II

A continuation of Remedial English I, preparing students for entrance into freshman level language arts courses. Attention is given to phonemic awareness, phonics, and syllabication, grammatical and writing skills, and reading fluency improvement. Three credit hours.

EN-131 ENGLISH COMPOSITION I

A study is made of the fundamentals of English composition. Emphasis is placed on regular and methodical practice in composition by the student. This course is an introduction to the study of grammar. Three credit hours.

EN-132 ENGLISH COMPOSITION II

A study is made of the library and its use in research with practical work in research papers and theses. Advanced freshman grammar is included. Three credit hours.

EN-231 WORLD LITERATURE I

The course includes a survey of the major works of the literature of the world to the Renaissance. Three credit hours.

EN-232 WORLD LITERATURE II

This course includes a survey of the major works of the literature of the world from the Age of Enlightenment to the present. Three credit hours.

SP-231 ORAL COMMUNICATION

This course is a study of the principles and practice of public speaking. Attention is given to effective delivery and speech content. Three credit hours.

History**HI-131 WESTERN CIVILIZATION I**

This course deals with the political, economic, social, and cultural development of Europe to 1660. Three credit hours.

HI-132 WESTERN CIVILIZATION II

This course is a continuation of HI-131 and covers the periods from 1660 to the present. Three credit hours.

HI-231 HISTORY OF THE UNITED STATES I

This course is a study of American history from the period of discovery and exploration to reconstruction days. Three credit hours.

HI-232 HISTORY OF THE UNITED STATES II This course is a continuation of HI-231 to the present time. Three credit hours.

HI-431 HISTORY OF CHRISTIANITY

A study of the history of Christendom is presented. Three credit hours. *Available online when schedule permits.

HI-432 BAPTIST HISTORY

A survey of Baptist history is made. Three credit hours.

Social Sciences

PY-131 INTRODUCTION TO PSYCHOLOGY Fundamental facts and principles of general psychology are studied. Three credit hours.

SO-131 INTRODUCTION TO SOCIOLOGY

This course consists of a study of the elements and nature of the social group. Three credit hours.

Science**SC-241 GENERAL BIOLOGY I**

This course presents a survey of basic processes and principles of plant and animal life. It includes the chemical basis of life, cell biology, and heredity. Three hours of lecture and two hours of lab each week. Four credit hours.

SC-242 GENERAL BIOLOGY II

This course is a continuation of a survey of basic processes and principles of plant and animal life, with emphasis on structure, function, diversity, classification, and ecology. Three hours of lecture and two hours of lab each week. Four credit hours.

Mathematics

MA-130 MATH LITERACY

This course is designed for the student who needs to develop the fundamental prerequisite arithmetical/algebra skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. This course may not satisfy math requirements for degree programs at other institutions. Three credit hours.

MA-132 COLLEGE ALGEBRA

Topics covered in this course include a review of algebraic operations, functions, systems of equations, determinants, progressions, binomial theorem, permutations, combinations, induction, theory of equations, inequalities, circles and their graphs, applications, polynomial and rational functions, and logarithmic and exponential functions. Three credit hours.

Music**MU-113 CONCERT CHOIR**

The Southeastern Baptist College Choir is an auditioned ensemble that studies, rehearses, and performs a wide variety of choral literature. The literature studied includes traditional choral music along with contemporary Christian music. With enthusiastic participation, effective rehearsals and a strong commitment to practice, students will realize a multitude of educational and aesthetic rewards.

Due to an effort to provide a well-rounded concert presentation, outside practice and a few select - targeted additional rehearsals and sectionals will be needed.

The design of the curricula for College Choir is to provide members an enriching and expressive musical experience plus help them develop the tools to keep music in their lives for the rest of their lives. There are four aspects of this experience through which the course will focus and through which a member's success will be measured.

1. A student's skill at organizing themselves for performances and music as a part of their lives
2. Quality of performance as a group and as an individual
3. Vocal skill, musical literacy, and/or historical and contextual awareness
4. Teamwork, group interaction and involvement

A variety of resources are available to help each member develop their individual skills and talents. These include group rehearsals, sectional rehearsals, and individual help sessions. The ensemble provides numerous opportunities to build each member's talents and bring their efforts together in wonderfully musical and expressive performances. One credit hour.

MU-131 MUSIC APPRECIATION

This course offers a survey of music history and literature. It will include basic music reading skills, conducting, hymnology, worship planning, and a general appreciation for music. Three credit hours.

Physical Education**PE-111 PHYSICAL EDUCATION**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities, also offered per sports category. One credit hour.

Art**AR-131 ART APPRECIATION**

This course is an art survey course designed to increase knowledge and appreciation of the visual arts. Students will also participate in a variety of art applications to experience and better understand the process of creating art. Three credit hours.

Business

BU-131 INTRODUCTION TO COMPUTER APPLICATIONS

This course provides the student a background in using the microcomputer mainly in the following three areas: word processing, filing, and spreadsheets. Three credit hours.

BU-231 ACCOUNTING PRINCIPLES I

This course includes the analysis and recording of business transactions in the journal; posting to the ledgers; preparing a trial balance, worksheet, income statement, and balance sheet; adjusting, closing, and reversing entries; reconciling bank statements; and working practice sets. Three credit hours.

BU-232 ACCOUNTING PRINCIPLES II (Prerequisite BU-231, with a grade of C or better)

A continuation of Accounting Principles I. Emphasis will be upon partnerships and corporations. Three credit hours.

BU-233 BUSINESS LAW

A study is made of contracts, agency, negotiable instruments, property, wills, deeds, mortgages, employer-employee relations, bailments, and carriers. Three credit hours.

BU-234 HUMAN RELATIONS

This course in business management includes an overview of major functions of management, various aspects of relating to fellow workers and supervisors, and an increase in one's self-awareness. Three credit hours.

BU-339 SALES AND ADVERTISING MANAGEMENT

Introduction to theory and practice in advertising, promotion, and sales management. Three credit hours.

BU-331 PERSONAL FINANCE

A study is made concerning personal decisions in financial matters. These include saving money, borrowing money, taxes, social security, mortgages, insurance, etc. Three credit hours.

BU-335 MANAGERIAL ACCOUNTING

This course outlines information for administrative decision making. Three credit hours. Prerequisite: BU-232.

BU- 333 COMPUTER APPLICATIONS

The focus of study is the use of computer software that relates to business applications. Three credit hours
Prerequisite: BU-131

BU-337 ECONOMICS I - MACROECONOMICS:

A study of the economy as a whole with emphasis on national income accounting, international trade, fiscal and monetary policy, and employment theory. Three credit hours.

BU-338 ECONOMICS II - MICROECONOMICS:

The exploration of supply and demand, pricing of products, and resources of individual firms. Three credit hours.

BU-332 INTRODUCTION TO BUSINESS FINANCE

This course provides an introduction to the financial system integrations including financial institutions, markets, investments and management, and looks at the movement of money in the financial system. Three credit hours.

BU-334 MANAGERIAL FINANCE

This course applies mathematics to financial problems in organizing and managing a business. Three credit hours.
Prerequisite: BU-231, BU-232.

BU-336 PRINCIPLES OF MARKETING

A study of marketing including segmentation, target markets, marketing strategy and the marketing environment, including global markets. Three credit hours.

BU-431 BUSINESS STATISTICS

A study is made of the principles of statistics and probability with emphasis on their application to business. Three credit hours.

BU-432 PRODUCTION MANAGEMENT & POLICY

This course studies converting resources into goods and services, and productivity analysis techniques. Three credit hours.

BU-433 PRINCIPLES OF MANAGEMENT

Principles of planning, organizing, supervising, and controlling a business enterprise. Three credit hours.

BU-434 STRATEGIC MANAGEMENT

The study of corporate strategy and policy integration at senior management level, ethical and public policy factors in the business environment and the decision making process. Three credit hours.

BU-435 INTERMEDIATE ACCOUNTING I

Accounting practice and accounting theory as applied to financial statement preparation. Three credit hours.
Prerequisite: BU-232.

BU-436 INTERMEDIATE ACCOUNTING II

This is a continuation of Intermediate Accounting I. Three credit hours. Prerequisite: BU435.

BU-437 BUSINESS ETHICS

The study of ethical practices as related to business. Three credit hours.

BU-440 BUSINESS PRACTICUM I This course is designed to give student supervised practical application of previously studied knowledge and skills on a business location. This
is
not a guaranteed paid practice. Three credit hours.

MANAGEMENT/MARKETING [ENDORSEMENT]**BU-339 SALES AND ADVERTISING MANAGEMENT**

Introduction to theory and practice in advertising, promotion, and sales management. Three credit hours.

BU-438 MARKETING USING TECHNOLOGY

This course will provide an overview of the processes for understanding, creating and delivering value in technology markets, equipping students with analytical tools for making strategic marketing decisions in the technology market, along with understanding the landscape of the computer, communications, and media industries. Three credit hours.

BU-531 MARKETING RESEARCH

This course equips students with the key concepts and methods of marketing research, and allows students to understand how to apply those tools to solve real-life business problems; the focus is on technical competence and application to real-life problems. Three credit hours.

BU-532 SMALL BUSINESS MANAGEMENT

A course on how to start and operate a small business. The course includes facts about a small business, essential management skills, the preparation of a business plan, understanding financial statements, marketing strategies, and legal and accounting issues. Three credit hours.

BU-533 INTERNATIONAL MARKETING

This course will equip students with the tools and terminology to explore and understand marketing practices in a global environment, learning the scope and challenges of international marketing, international trade, the cultural, political, legal, and business systems of global markets, and ways to develop global marketing strategies. Three credit hours.

BU-534 HUMAN RESOURCES MANAGEMENT

This course examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Three credit hours.

SPORTS MANAGEMENT [ENDORSEMENT]**SPM-231 INTRODUCTION TO SPORTS MANAGEMENT**

This introductory course is in organizing and administering a sports management program. Three credit hours.

SPM-333 SPORTS GOVERNANCE

The course is focused on the ways to foster critical thinking, research, exchange of ideas, and writing about governance in sports. Three credit hours.

SPM--434 SPORT EVENTS AND FACILITY MANAGEMENT

This course focuses on the application of facility operations and event management principles and concepts that are faced by a business manager in the context of events at sport and entertainment venues. This course will examine differing styles of facility management to include planning, designing, equipping, human resources, budgeting, marketing, and risk management.

SPM-431 SPORT FINANCE AND ECONOMICS

This course is a survey examination of principles of economics, budgeting, and finance as it applies to the sport industry.

SPM-432 SPORT LAW AND ETHICS

This course provides an overview of legal principles and ethical issues in sport. This course introduces the different fields of law and issues (Federal Amendment, torts, contracts, labor relations) as they relate to sport. In addition, this course examines the basic philosophical issues concerning ethics and moral reasoning and how these issues relate to sport.

SPM-433 SPORT MARKETING

This course is meant to cover three basic components of sports marketing: (1) the use of sports as a marketing tool for other products; (2) the marketing of sports products; and (3) the emerging considerations relevant for both marketing through and the marketing of sports.

