



ACADEMIC CATALOG

2022-2023

SOUTHEASTERN BAPTIST COLLEGE

The information and requirements included in this catalog are effective for the 2022-2023 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. However, Southeastern Baptist College is owned and controlled by the Baptist Missionary Association of Mississippi. SBC intends to foster an on-going tradition of the shared beliefs of the Baptist Missionary Association of Mississippi. SBC hereby claims all religious exemptions due it under federal and state law, and particularly exemptions for discrimination under Title IX, to the extent federal or state law conflicts with our religious tenets.

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Letter from the President



Dr. Scott R. Carson, President

Southeastern Baptist College may be a small college, but its 74-year legacy is noteworthy both locally and internationally. SBC is the only accredited Bible college in the state of Mississippi. Many pastors have chosen to receive a conservative biblical education in our classrooms and they are now ministers to thousands of believers throughout Mississippi and beyond. Our school has provided business professionals a solid education with a Christian approach to their work ethos and SBC has produced several state representatives and a U.S. Congressman. Many missionaries received their biblical education here and are now dispatched to foreign lands spreading the Gospel of Jesus Christ. As we look to the future, we know God's hand is on SBC. Step by step, the Lord is guiding us forward toward an expanding educational platform with a dedicated Christian vision. As our students successfully complete their educational goals, they take with them a lifelong biblical worldview. Whether online or in the classroom, we invite you to join us in your own academic journey here at Southeastern Baptist College, and be a part of its grand legacy.

General Information

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.

Religious Culture

Christian Education is the life and soul of Southeastern Baptist College. In that realm, we exist for the integration of this into every being. The following regulations have been implemented to guide students in the enhancement of this religious culture aspect:

1. Students must attend weekly chapel services.
2. Bible courses are integrated into every degree.
3. Students are encouraged to attend worship services in a local church.
4. Students are encouraged to read the Bible and have a daily devotional time woven into each day.

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**
Foundations of Ministry Certification, AA of Bible, B.S. of Christian Ministries, B.S. of Pastoral Ministries
- **Division of General Education Studies**
General Studies Core; AA of General Education
- **Division of Professional Studies**
Business Administration, [with offered concentrations in Sports Management, Global Supply Chain Management, Marketing Communication Strategies, and Marketing Management]

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.

SBC is owned and controlled by the Baptist Missionary Association of Mississippi.

Doctrinal Statement: This is what we believe.

- 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.
- Biblical Marriage - God, having created male and female, instituted their union in marriage. God designed marriage as the covenantal relationship of one biological man and one biological woman for a lifetime. It is God's unique gift to reveal the union between Christ and His church. God provides in marriage the context for the only appropriate sexual desires and behaviors and the only means for procreation of the human race. The God-ordained institution of marriage is not subject to redefinition or re-interpretation by human means or practice. Forgiveness and reconciliation are found in God's atonement which is without respect of persons. (Genesis 1:27-28; Genesis 2:18-25; Matthew 19:3-9; Leviticus 18:22-25; Proverbs 5:18-19, Mark 10:6-9, Romans 1:18-32, 1 Corinthians 6:9-11, 16; Ephesians 5:22-23; Hebrews 13:4)

NOTE: The following statements are not to be binding upon the churches already affiliated with this association, nor to require adoption by churches petitioning this body for privileges of cooperation, nor to be a test of fellowship between brethren or churches. However, they do express the preponderance of opinion among the churches of the Baptist Missionary Association of Mississippi.

1. We believe in the premillennial return of Christ to earth, which He shall literally reign in peace upon the earth for a thousand years. Rev. 20:4-6
2. We believe the Scriptures to teach two resurrections: the first of the righteous at Christ's coming; the second of the wicked dead at the close of the thousand year reign. I Thess. 4:13-17; Rev. 20:4-6, 12-15.
3. Whereas most of our people believe in and use the King James Version as the Word of God, we ask that any speakers at any associational meeting, camp or conference sponsored by any Department of the association use the KJV.

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

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.

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.

THE COTTAGES is a residential off-campus complex consisting of four duplex apartments and two single family dwellings, located within driving distance of campus. These units are available to students who apply and qualify to meet occupation.

**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

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Psychology
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M.S. Psychology with emphasis in School Counseling, William Carey University

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

Christina Lucas

B.S., Louisiana State University

M.S. The University of Memphis

Director of Athletics*

Robert Walters

B.S. Mississippi College

*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 the online application for admission and submit the required non-refundable admissions processing fee of \$25 at the time of application.

High School Transcript [REQUIRED]

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 PROVISIONALLY under **Academic Probation** if their ACT [SAT equivalent] score meets the entrance requirement of a composite score of 16. A student entering in this capacity will be given one semester to produce a GPA of 2.0 or higher. Inversely, should a student's high school GPA be 3.5 or higher yet possess an ACT [SAT equivalent] score that is below the required entrance score of 16, the student likewise may be admitted PROVISIONALLY under **Academic Probation**, being given one semester to produce a GPA of 2.0 or higher. Should the required GPA not be obtained as described, the student will not be allowed to continue the following semester.

Students must submit an official transcript of courses and grades from their secondary school. Students who are admitted prior to high school graduation are required to submit a final high school transcript listing their graduation date after graduating. Should the student have taken Dual Enrollment courses from a participating college, the official college transcript must be provided. **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

A satisfactory composite score of 16 on the American College Testing Assessment Program (ACT) or the Scholastic Assessment Test of the College Entrance Examination Board (SAT) equivalent score is 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 16 or an SAT Score equivalent may be admitted PROVISIONALLY under **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 five 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 of those being asked to provide said references should be submitted on the admissions application. Forms will be emailed to references listed. 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 and all college coursework** taken prior to attending Southeastern Baptist College whether or not credit was earned. This includes first year students who have taken Dual Credit 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 but not lower than a 1.0, the student may be admitted PROVISIONALLY under **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 but continuance is not guaranteed. Without approved continuance, the student will be placed on ACADEMIC SUSPENSION. **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**

Immunization Records and Proof of Identification

Southeastern requires that all applicants provide a copy of the Form 121 or appropriate immunization form with needed boosters (Tdap and Meningitis vaccines needed) as part of the process for admissions, as well as a copy of an official identification document [drivers license, birth certificate, etc.]

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 online application form and payment of the \$25 application fee at the time of application submission. The application for admissions can be found [HERE](#)
2. Request that the high 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, provide 2 personal references completed by persons not related to the applicant [not a family member].
5. Take the ACT or the SAT and have the score reports sent to the Admissions Office directly from the testing agency or shown 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 [appropriate equivalent if from another state] with needed boosters (Tdap and Meningitis vaccines required).
7. Proof of Health Insurance
8. Copy of Official Identification Document [Driver's License, Birth Certificate, Etc.]

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(s) submitted.
5. **FAFSA** information provided.
6. Submit Form 121 Immunization record
7. Proof of Health Insurance
8. Proof of Identification

Transfer Students

Students wishing to enroll at Southeastern Baptist College who have taken college credits **after completing high school** are considered transfer students [including Dual Enrollment participation]. 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.

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 PROCESS

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 at [\[insert link\]](#)
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, as previously stated, except that they must also fulfill the following criteria:

1. 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.

2. Financial Documentation for International Applicants

Admissions

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.

Admission Decisions

Applications for Admission will be processed upon receipt of all required forms and transcripts.

Regular Admission - Granted to students who have satisfied all admissions requirements are enrolled as a degree-seeking student.

Provisional Admission - Granted to degree-seeking students who lack specifically stated admissions requirements. Provisional admission must be removed by producing the required GPA before registration for work into the next semester will be permitted. Provisional admission will also limit financial aid awards. Failing to remove provisional admission requirements within one semester will impact federal financial aid eligibility.

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

Southeastern Baptist College does not accept transfer credits from non-accredited schools.

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.

Applicants with Felony Records

Introduction:

- This is a statement of administrative policy concerning institutional procedures on the admission of students with felony records.
- All information provided by the applicant is considered to be confidential.
- Applicants with felony records will be considered on an individual basis.
- SBC reserves the right to refuse to enroll and/or offer student housing to any applicant convicted of a felony.
- Any applicant who has been convicted of a felony and desires to enroll and attend SBC will be subject to the following policies and procedures.

Policies and Procedures

The admissions application makes inquiry as to if the prospective student has been convicted of a felony. If that question is marked YES, the prospective student will be subject to the following:

Admissions

1. The Admissions Office will request additional information/documents to formulate a determination as to if the student is academically admissible.
2. The Admissions Office will provide rejection notification if the applicant is not admissible based on academic foundations.
3. Should the applicant be academically admissible, the Admissions Office will forward all information to the Dean of Students.
4. The Dean of Students will require the following information:
 - a. A complete explanation regarding felony record, to include:
 - i. Date of the felony(ies) conviction
 - ii. Dates and description of previous convictions inclusive of if it was against a person or property
 - iii. Classification of the felony(ies)
 - iv. Current status of probation, parole, or incarceration
 - b. Court documentation showing conviction and sentencing.
 - c. Letter from any supervisor [probation or parole officer] who supervises the potential student that includes verification of the information presented in the above explanation, a recommendation concerning the enrollment being pursued, a plan to continue communication while a student at SBC, and direct contact information.
 - d. Consent to a criminal background check.

NOTE: The above information is used to completely evaluate the circumstances surrounding the felony conviction in an effort to ensure the safety of all SBC students and employees. Felonies are considered serious crimes and SBC takes all precautions toward making a safe environment for all.

5. A personal interview will be conducted with the applicant [and parents if the applicant is a dependent child] by the Dean of Students.
6. The Admissions Office and the Dean of Students will confer and present a recommendation to the Admissions Committee for consideration with a directed task of determining any potential or present danger posed to students, staff, visitors, or institutional property. Conditions may be determined, such as mandatory counseling, random drug testing[at the expense of the student], mentoring, regular meetings with the Dean of Students, and/or eligibility to reside on campus, etc.
7. When the final decision has been reached, the applicant will be notified by the Admissions Office.

Health Insurance

All resident students, including international students, are required to be covered by and maintain 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 intends to remain free from sexual misconduct in any form, including sexual assault or abuse, and

Admissions

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. More particularly, SBC hereby claims all religious exemptions due it under federal and state law, and particularly exemptions for discrimination under Title IX of the Education Amendments of 1972, to the extent federal or state law conflicts with our religious tenets.

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.

Admissions Application Fee (one time non-refundable)	\$25.00
Residential Housing Application/Processing Fee (per semester non-refundable)	\$200.00
Tuition Cost	
<i>For Credit</i>	
Tuition (per 1 - 15 semester hours)	\$ 375.00/credit hour
Tuition (16 or more credit hours)	\$5,625.00 flat rate
<i>Non-Credit</i>	
Tuition per audit class	\$150.00
<i>International Student Processing Fee</i>	\$175.00
Other Charges	
Technology Fee	\$100.00
Campus Activity Fee	\$25.00
Parking Decal	\$20.00
Textbooks	varies per student [\$200-\$400 ~]
Art Supplies [applied to those taking any AR class]	\$50.00
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
Request for Official Transcript	\$15.00
On-Campus Housing	
FALL SEMESTER	
Residence Housing [room and board]	
Granberry Hall	\$2150.00
Hilbun Hall	\$2150.00
D.N. Jackson Presidents' House	\$2150.00
Hilbun Hall Apartments	\$2350.00
The Cottages	\$2650.00

SPRING SEMESTER

Residence Housing [room and board]	
Granberry Hall	\$2150.00
Hilbun Hall	\$2150.00
D.N. Jackson Presidents' House	\$2150.00
Hilbun Hall Apartments	\$2350.00
The Cottages	\$2650.00

ROOM AND BOARD

Room is defined as the actual room selection; Board is defined as the inclusion of the on-campus required meal plan.

SBC 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 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 a Free Application for Federal Student Aid (FAFSA). This application must be submitted online at www.studentaid.gov for processing by Federal Student Aid, an office of the U. S. Department of Education. Federal Student Aid will send a Student Aid Report (SAR) to the college financial aid office. The SAR should be received by the SBC financial aid office as soon as possible but at least two weeks prior to registration for classes. 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 campus-based 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 assistance is available to qualified individuals, with a disability diagnosis, through the Mississippi State Rehabilitation Office. Local rehabilitation counselors should be contacted. Phone numbers are listed online by searching for Vocational Rehabilitation Services.

MPACT

SBC currently qualifies to accept MPACT 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 \$500 academic 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-third 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 one-half 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-third tuition scholarship.
- Students who make a composite score of 28 or above qualify for up to a three-fourths tuition academic 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 one half 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-third 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

Leadership Grant

- This program is a service-based grant for students who represent the college in any leadership capacity determined based on given criteria.
- Recipients are required to be enrolled for a minimum of twelve (12) hours per semester and maintain a grade point average of 2.00.
- Recipients are eligible for up to a \$500.00 tuition grant per semester.

Service Grant

- 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 participants [minimum of 2 years verified] in our Association's GMA or Galilean of Mississippi's program. This grant is awarded based on a submission of an essay by high school seniors. The essay topic will be given to the Association's GMA/Galilean director each year for disbursements to all GMA groups. Essays will be read by the Leadership team and a determination will be made as to who is awarded the scholarship. SBC will award a scholarship to both GMA and Galilean programs.
- 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.
- The award is prorated on the amount of hours in which the student is enrolled.
- 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.
- The award is prorated on the amount of hours in which the student is enrolled.
- 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 ACADEMIC 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. So is the process for spring semester clearing prior to summer enrollment.

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 out-of-pocket 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 the month in which the semester or term begins. For the fall semester full payment is due when students arrive on campus in August before securing their Student Badge. 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 5-month payment plan for a \$50.00 fee. Under this plan, charges (less SBC approved financial aid) for the semester is divided into 5 equal payments beginning at enrollment.

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 Activities

Until their account is paid in full, students may not participate in school sponsored trips or other activities, 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 with President approval 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) unless the stay is activated by a school event. Approval must be granted by the Dean of Student Affairs.

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 Business office is very important. The Business office may contact a student about any issues that arise with the account. If the required payments cannot be made, it is the responsibility of the student to immediately contact the Business office at 601-426-6346. The issue cannot be considered unless it is shared. If payments are not received and issues are not communicated for consideration, the account will become delinquent, and appropriate action will be taken. All financial responsibilities are exclusively held by the student to communicate with the business office.

Withdrawing

If a student wishes to withdraw from college, 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 and the appropriate fee submitted.

Student Life Information/Student Services

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.

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. Residential applications are completed and assignments made at the time of admission. Refer to the Housing Handbook for more information [www.southeasternbaptist.edu].

Food Services

Resident students are required to purchase meal plan food services through the CHARGER CAFE’ which is located on campus. Dining hours are 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 local 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.

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.

Academic Success Center [ASC]/Computer Lab

A computer lab is available in the Bond Academic Center in the Academic Success Center, room 2. Computer stations are also available in the common areas of the dorms for easy access.

Association of Baptist Students (ABS)

Discipleship - Fellowship - Service

This is a collegiate youth auxiliary of churches and local associations of the Baptist Missionary Association(BMA) of Mississippi and the BMA of America and that of local, like minded associations. While ABS is a Baptist student ministry, we welcome students from all backgrounds.

ABS promotes and supports Christian community, church membership, evangelism and spiritual growth among the students of Southeastern Baptist through regular worship services, small group Bible studies, activities w/devotions nights, special events planned with local churches, and other activities to allow fellowship and growth among student members.

Serving others is something ABS promotes through our work with “Shoebox Ministries” and many other service oriented needs in our community. Students will grow spiritually through the fellowship brought about through service.

ABS is housed on the back of campus in a building known as *The Haven*. It is a place students can gather for Bible study, course work study groups, and Christian fellowship. The Haven hours will be posted on the SBC app.

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, golf, baseball, volleyball, and softball. 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 choir, and various small ensemble groups. The music department provides ministry at special events throughout the year, both on and off campus.

Deans’ Council

The Dean’s Council is an extraordinary organization with a mission to enhance the school’s local and global reputation and recognition. The Council is a distinguished group of students who collaborate in creative and innovative means to grow the school. These students are selected for their ability to bring a rich diversity of thought, perspective, and personal background in an exceptional set of core values. These values include humility, commitment, dedication, professionalism, servant minded, and values that reflect a Biblical worldview. Applications will be taken for the Dean’s Council and reviewed by the Leadership team of the school.

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

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.

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 **Christian-based** service project per semester
- Complete **Biblical** and **Spiritual Growth** Surveys
- 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]

Current students who engage in extensive summer missions and enhance practical learning experiences may apply to receive 3 credit hours toward Bible elective. 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 and the Dean of Academics if MI 123 credit is being requested.

Students may seek opportunities for these mission trips through multiple resources:

- Coordinate with the local or national BMA Missions Office to work with mission trips/opportunities in the USA or abroad through the VSM program.
- Coordinate with their home church or other associational mission trips
- Work in a church/Christian camp
- Must constitute the equivalent of the 48 hours of class time required for earning 3 hours credit

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 and is classified as the backbone of the Student Ministries Division. Each chapel service 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. Students must pass Student Ministries each semester of full-time attendance in order to graduate, which is indicated on the student transcript as Pass or Fail. Those full-time students classified as 'online' students, are also expected to participate in Chapel by means of online viewing and following by responding to the same assignments as described in the Chapel Attendance section that follows.

Chapel Attendance

Chapel is mandatory for all full time (12 or more hours) on-campus and commuting students. The services are held each Wednesday from 9:00 to 10:00 a.m. in the A.M. Wilson Building.

Students are required to attend 11 chapel services per semester. Should a personal or family tragedy occur which requires prolonged absence from classes and chapel, the Dean of Students should be contacted. In cases of severe personal illness, surgery, or therapies, a doctor's note outlining the dates of treatment will be required to be excused from excess chapel absences. Absences due to

College-related functions are excused. Should a Chapel service happen to fall on a Wednesday following a Tuesday athletic event, students are expected to attend as scheduled unless an announcement is made to indicate otherwise.

Students who have only attended 10 chapel services will be fined \$50 and those attending 9 chapel services will be fined \$100. Those students who attend 8 chapel services or less will be placed in the Chapel Renewal program the following semester and will lose all institutional aid (i.e. academic scholarships, athletic scholarships, minister's discount, music scholarships, and transfer scholarships). All institutional aid will be awarded back to the student once Chapel Renewal has been completed. Students can only use the Chapel Renewal program to satisfy Chapel requirements once before being suspended from SBC.

The Chapel Renewal program requires students complete the 11 required chapels in the current semester, and submit three book reviews. The Director of Students will send a letter with the rubric and deadlines for each book review prior to the first day of classes.

Students must complete a chapel requirement for each semester they are enrolled at SBC in order to graduate, but no more than 8 are required.

Students will be assigned a seat for chapel. Attendance will be recorded by scanning your ID badge. Chapel attendance records are kept in Student Services. Students may check their attendance record at any time by viewing Populi.

Chapel Etiquette

The following will result in a student being counted **absent** :

- Excessive talking, hats, visors, hoods, or any other head covering being worn by any student, male or female..
- The use of cellphone, IPOD/MP3 player, PDA, earbuds, or any other electronic device.
- A cell phone being ON (ringing, vibrating, lighting up, text messaging).
- Sleeping or the appearance of sleeping.

Chapel Exemptions

Exemptions will be granted ONLY IF:

- the student works 40 hours per week [verified by submitted timesheet] in addition to taking classes
- the Dean of Students feels a student's rare circumstances limit his/her ability to attend chapel
- the student has completed 8 semesters at SBC

Students who meet any of these requirements, must fill out a Chapel Exemption Request form (located in the Registrar's Office) and submit it to the Dean of Students on or before the last day of the drop/add period. These requests must be submitted each semester.

Students receiving an exemption from Chapel (excluding those students who have completed 8 semesters at SBC) must complete 11 church sermon summaries, 11 chapel summaries from online viewing, or pay a \$250 fine before the last chapel service to prevent a hold from being placed on their account.

Tardiness for chapel is handled in the following manner:

- 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 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.

Student Life Requirements

Standard of Conduct

Southeastern's students are expected to adhere to the standard of life that corresponds to the religious tenets of the Baptist Missionary Association of Mississippi, including but not limited to BMA of Mississippi's position on marriage and sexually intimate relationships. SBC student's are expected to practice the 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, other students, the faculty or staff, or the school in general. SBC believes sexual acts outside of marriage are contrary to scriptural teaching and are sinful.

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. Head coverings are to be removed when attending chapel.

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, humbling, 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 in 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 but not limited to 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.
- 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 without permission.
- 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 under the discretion of SBC Administration to hear the case or refer it to the Student Disciplinary Committee.

Hazing Policy

Southeastern Baptist College **prohibits hazing in any form**. Students, student organizations, and athletic teams who participate in or condone hazing may subject themselves to criminal prosecution and/or civil liability. Additionally, violations of SBC's hazing policy may result in disciplinary action against any involved students and organizations. No individual, recognized student organization, club, team, or any other SBC-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the SBC campus. According to the educational website StopHazing.org, hazing "refers to any activity expected of someone joining a group (or to maintain full status in the group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate."

Report Hazing

Please report hazing incidents directly to the Dean of Students. Remember, without knowledge of the problem, there is little we can do to address any problematic behavior. We will take every effort to protect those who come forward to report hazing.

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 Monday – Thursday week is 12:00 am [midnight], 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 and a fine will be levied. On the third infraction, possible dismissal from the dorm with an additional fine levied. 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](#).

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). If issues arise causing a student to question the college's adherence to the standards of ABHE, the following procedure should be followed.

1. A student wishing to lodge a formal complaint must do so ***in writing*** to the following appropriate SBC Staff Member based on the nature of the issue:

Academic Affairs

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

Financial or Operational Issues

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

Student Affairs

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

Philosophical Issues

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

2. After putting the complaint in writing, the student can expect to hear a confirmation of receipt within 2 business days. From there, the student should expect the appropriate SBC Staff to investigate the situation.

3. If the situation cannot be resolved during the investigation period, the student should expect a meeting to be called within 2 weeks of making the complaint. Only one grievance can be handled for a student at a time. The goal at this meeting will be reconciliation of all parties to one another.

At the above meeting, the following guidelines will need to be followed:

- Prayer and possibly a Scripture will be read.
- Christian character must be maintained by all parties.

- No one will be allowed to interrupt one another.
- The student may have a witness to testify if necessary.
- All parties will have their voices heard.
- An attempt will be made to find all root causes.
- If an agreement to reconcile cannot be met, a third party/impartial mediator may be brought in to mediate for the sake of Christian harmony.
- If disciplinary action is recommended, the SBC Staff will appropriately communicate to the parties involved and documentation will be placed in the appropriate files in the Registrar's Office.

4. If a resolution is not reached, the student will be given the opportunity to appeal to the Board of Trustees. The student should expect for a meeting to be called within 2 weeks of appealing to the Board of Trustees.

5. If a resolution is not reached with the Board of Trustees, the student is able to communicate their grievance to ABHE. See below for contact information and proper protocol.

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 the accrediting association ABHE or MCCA:

Association for Biblical Higher Education
5850 T.G. Lee Boulevard, Suite 130
Orlando, FL 32822
(800) 621-7440 or (407) 207-0808

www.abhe.org

<https://www.abhe.org/accreditation/accreditation-documents/> - The Complaint Form should be completed and the Complaint Policy should be read before contacting them.

Please note: The student must have exhausted all available grievance procedures established by the institution before submitting a formal complaint to MCCA.

Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211
(601) 432-6372
[http://www.mississippi.edu/mcca/student complaint process.asp](http://www.mississippi.edu/mcca/student%20complaint%20process.asp)

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.

Grievance and Complaints regarding students who fall under SARA guidelines.

Southeastern Baptist College is a member of **NC-SARA**, the **National Council for State Reciprocity Agreements**. *Southeastern Baptist College* is a member of the **State Authorization and Reciprocity Agreement (SARA)** granting reciprocity for enrollment of students in *Southeastern Baptist College's* online distance learning programs. **NC-SARA** membership covers 49 states, excluding California. More information can be found at <http://www.nc-sara.org>. Please note: The student must have exhausted all available grievance procedures established by the institution before submitting a formal complaint to NC-SARA.

- Any student that falls under the guidelines of SARA (distant learning) who wishes to file a complaint with regards to Southeastern Baptist College must begin through the Southeastern Baptist College grievance/complaint process.
- Assuming a SARA Student is unable to find a resolution through the Southeastern Baptist College grievance/complaint process, the next step involves the Mississippi Commission on College Accreditation (SARA State Portal Entity for the State of Mississippi)
- To better understand the SARA complaint process visit the NC-SARA website for detailed information.

- Look in the Quick Links section below for links to SARA resources.

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 17 hours per semester is allowed. Exceptions may be requested and submitted for approval from the Dean of 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. Attendance is taken in every class—including online classes.** *Attendance in an online class is defined as, “Per week, the student makes access to the assignment of the week and submits a response entry as required by the instructor, which is then a count of being present to class. Failure to react is considered an absence”.*

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 attendance to classes is entered and maintained by the instructor. *Students cannot expect to receive an open opportunity to submit missed work at their discretion. Arrangements are at the direction and discretion of the instructor.*

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.” However, personal absences should be approved through the Dean of Students if there is an expectation of the absence for excuse without penalty.**

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. **PENALTY** is defined as “Being dropped from the course.” Students are expected to notify faculty of absences and obtain/complete any missed assignments for both Personal or Administrative absences.

Disclaimer: In so much that sports activities may result in additional time needed, i.e., tournaments, etc., the attendance may be altered by notification of the Dean of Academic Affairs.

ABSENCES PER SEMESTER			
Classes that meet:	Personal Absences	Administrative Absences	Total Absences
Three times per week [M-W-F]	3	5	8
Twice a week [TU-TH]	2	4	6
Once a week [Afternoon or Evening]	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 A DISTRACTION 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.

STUDENTS WHOSE ABSENCES EXCEED THE ABOVE CHARTED INFORMATION, 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.” Faculty members are provided plagiarism software program access for accurate identification.

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.

Official/Unofficial Withdrawal Policies

Financial Aid (Federal/State/Campus-based/Private) is awarded to the student with the assumption that they will attend school for the entire term. When the student withdraws, they may no longer be eligible for the full amount of funds that were originally

awarded. If a student withdraws before completing 60% of the term, the amount of financial aid earned must be determined. All unearned federal aid must be **returned** (canceled from the student's account). The student will be notified in writing if any federal aid must be returned and their total amount owed to the college. The amount of unearned aid is determined by a daily prorated ratio. Once the student has completed more than 60% of the term, they are considered to have earned all of the federal assistance they were scheduled to receive.

Official Withdrawal: To officially cease enrollment either during or at the end of a semester/enrollment period, the student must notify the registrar's office of their departure. If you withdraw from courses before the Add/Drop deadline, the courses will not appear on your transcript. After the Add/Drop deadline, you may withdraw from courses during weeks 3-11 of the semester. Details are listed below:

Class Withdrawal Policy [16 week semester]

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>

Class Withdrawal Policy [4 week summer semester]

The 4 week summer semester is an accelerated time equivalent of the 16 week semester format. 1 week is equivalent to 4 weeks of the standard semester.

Drop – Week 1

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

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

Unofficial Withdrawal:

An unofficial withdrawal is when a student stops attending school and does not notify the school of his or her withdrawal. The following circumstances are classified as unofficial withdrawals:

1. The student did not initiate attendance or academic activity in any of their registered courses.
2. Students cease to attend after initiating the course and are then issued a "WF" grade.
3. The student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control. In the event the college determines the student has officially withdrawn, the withdrawal date will be the last date of academic activity or if no consensus can be met, it will be the midpoint of the payment period. In the event a student is considered to be an unofficial withdrawal, the student could be subject to a 50% or higher loss of aid eligibility that could result in an outstanding balance due.

Medical Withdrawal:

Students who encounter a significant, unforeseeable and/or highly unusual challenge related to medical or mental health issues, which makes the student unable to effectively participate in their educational program, may withdraw from classes (or in extremely rare circumstances, reduce their course loads) at the College without excessive or unnecessary financial and/or academic penalty. A Medical or Mental Health (M/MH) Withdrawal from the College should be used only when no other options

are available to the student. Such withdrawals can be granted only for the current semester. Medical Withdrawal forms can be found at www.southeasternbaptist.edu or it can be picked up from the Administration office.

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 16 or higher, may proceed to take MA-131 College Algebra. Should the student possess any ACT math score lower than 16, 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 transfer or resident student will be placed on **academic probation** if his or her *entering* cumulative GPA is less than a 2.0 but not lower than a 1.0, or if his or her GPA is below 1.5 but not lower than a .5 in any given semester. If the semester GPA falls below .5, the student will be placed on **academic suspension**.

If a student presents two consecutive academic probation qualifying GPA scores, the student will be placed on **academic suspension**.

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

Academic Suspension

Academic suspension normally lasts one semester, after which, the student may return under academic probation. Should a student not achieve the needed 2.0 GPA following a semester under academic probation, **academic suspension** occurs. The statement “**academic suspension**” is placed on the student’s **academic** record.

ACADEMIC SUSPENSION APPEAL

At the end of each semester, a student’s **academic** performance is evaluated. A student already on **academic** probation who fails to maintain satisfactory **academic** performance will be placed on **academic suspension**. Students are notified in writing of their **academic suspension** status.

Withdrawal From SBC

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, which includes clearing the business office and completing the appropriate Withdrawal form.

Final Credits

To receive any 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 \$15.00 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 the Old Testament Survey and New Testament Survey classes. 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 may be 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 [also see Student Life section of this catalog].

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 may be monitored. Inappropriate use of these resources will be traced back to the user responsible and disciplinary action can be taken.

General Graduation Requirements

All students who are eligible for graduation are **required** to attend the 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
- Completion of minimum credit hours required by program
- Minimum cumulative GPA of 2.0
- Completion of the Bible reading requirement
- Conferred by the SBC Board of Trustees

Awards for Academic Excellence

Awards for academic excellence are given for outstanding achievement in curricular and co-curricular programs at SBC.

Highest Academic Achievement Award

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

Business Award

The Business 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 to designated students who have demonstrated Christian character and leadership throughout the year. The Certificate Award is determined by first year program faculty in conjunction with the Dean of Students.

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.

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.

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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 Pastoral Ministries

Bachelor of Science in Christian Ministries

- Children/Youth Endorsement
- Missions Endorsement
- Church Administration Endorsement
- Applied Media and Communications [pending ABHE approval]

Bachelor of Science in Business Administration

- Sports Management Endorsement
- Management/Marketing Endorsement
- Global Supply Chain Management 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 62 HOURS

<u>Division of General Education Studies</u>		47 Hours
EN-131,132	English Composition I, II	6
EN-231,232	Literature I & II	6
HI-131,132,135, 231,232	History	6
MA-130	<u>Math Literacy [MA132 Pre-requisite based on ACT]</u>	<u>3</u>
MA-132	College Algebra	3
SO-131& PY-131	Social Science	6
SC-241,242	Lab Science	8
SP-231	Oral Communications	3
BU-131	Intro. to Computer Applications	3
MU 131/AR 131	Art or Music Appreciation	3
General Core Elective	<i>Choice from 100 or 200 level courses</i>	3

<u>Division of Biblical Studies</u>		15 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
CE 132	Evangelism	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 requirements, 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.

Additional Course Requirements

12 Hours

BI 231 Bible Interpretation [sub for one Social Science]	3
CE 233 Christian Ethics [sub for EN 232]	3
Bible Elective [sub for General]	3

Business Emphasis

Emphasis Objectives

In addition to the General Education Core Emphasis 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	Principles of Financial Accounting [pre-req: College Algebra]	3
BU-235	Managerial Accounting [pre-req: BU-231]	3
BU-233	Business Law	3
BU-234	Human Relations	3

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 CHRISTIAN MINISTRIES (120 HOURS INCLUSIVE OF THE AA BIBLE REQUIREMENTS)

Program Objectives

A student receiving a Bachelor of Science Degree in Christian 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>		44 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
MU 131 or AR 131	Music or Art Appreciation	3
<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 Christian Ministries</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	Family and Crisis Counseling	3

MI-331	Introduction to Missions	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 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.]**

Division of General Education Studies

32 Hours

EN-131, 132	English Composition I, II (6 hours)
EN-231 or 232	World Literature I or II (3 hours)
HI-131, 132, 133, 134	History (6 hours)
MA-132	College Algebra (3 hours)
SO-131 or PY-131	Social Science (3 hours)
SC 241 and 242	Science Lecture with labs (8 hours)
SP-131	Oral Communication (3 hours)

Division of Biblical Studies

30 Hours

OT-131	Old Testament Survey (3 hours)
NT-131	New Testament Survey (3 hours)
NT-231	Historical Books (3 hours)
BI-231	Bible Interpretation (3 hours)

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 BI-232 Bible Manners & Customs (3 hours)
 Biblical Studies Electives (15 hours)

<u>Division of Business</u>		60 Hours
BU-131	Intro to Computer Applications (3 hours)	
BU-231	Accounting Principles (3 hours)	
BU-233	Business Law (3 hours)	
BU-234	Human Relations (3 hours)	
BU-235	Managerial Accounting (3 hours)	
BU-311	Principles of Management (3 hours)	
BU-332	Introduction to Business Finance (3 hours)	
BU-333	Microcomputer Applications (3 hours)	
BU-334	Managerial Finance (3 hours)	
BU-336	Principles of Marketing (3 hours)	
BU-337	Economics I (3 hours)	
BU-338	Economics II (3 hours)	
BU-431	Business Statistics (3 hours)	
BU-437	Business Ethics (3 hours)	
BU-432	Production Management & Policy (3 hours)	
BU-434	Strategic Management (3 hours)	
BU-440	Business Practicum (6 hours)	
	Business Professional Studies Electives (6 hours)	

BUSINESS ADMINISTRATION SUGGESTED SCHEDULE

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

Year 3

<u>Fall Semester</u>		<u>Spring Semester</u>	
BU-337 Economics I	3	BU-338 Economics II	3
BU-335 Managerial Accounting**	3	BU-336 Principles of Marketing	3
BU-333 Computer Applications	3	BU-334 Managerial Finance	3
BU-331 Personal Finance**	3	BU-332 Intro to Business Finance**	3
BI -231 Bible Interpretation	3	BI- 332 Bible Geography	3
Total Hours	15	Total Hours	15

Year 4

<u>Fall Semester</u>		<u>Spring Semester</u>	
BU-431 Business Statistics	3	BU-432 Prod. Management & Policy**	3
BU-433 Principles of Management	3	BU-434 Strategic Management	3
BU-437 Business Ethics**	3	BU-438 Business Communications**	3
BU-440 Business Practicum	3	Bible Elective	3
Bible Elective	3	Bible Elective	3

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Total Hours

15

Total Hours

15

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

Sports Management Emphasis – 30 Hours Required:

SPM 231 – Intro to Sport MGMT (3)

SPM 323 – Sport MKTG (3)

SPM 324 – Foundations of Sports Outreach (3)

SPM 325 – Sport Finance & Economics (3)

SPM 340 – Security & Risk MGMT (3)

SPM 431 – Sport Events & Facility MGMT (3)

SPM 433 – Sport Governance (3)

BU 334 – Managerial Finance (3)

BU 431 – Business Statistics (3)

**SPM 432 – Sport Law & Ethics will replace the Business Core requirements BU 233 and BU 437.

Marketing Management Emphasis – 24 Hours Required:

BU 310 – Human Resources Management (3)

GSC 331 – E-Commerce & Technology (3)

MM 322 – Sales & Advertising Management (3)

MM 333 – Visual Merchandising & Product Presentation (3)

MM 410 – Small Business Management (3)

MM 415 – International Marketing (3)

MM 425 – Marketing Research (3)

MM 445 – Marketing Using Technology (3)

Marketing Communication Strategies Emphasis – 24 Hours Required:

MM 333 – Visual Merchandising and Product Presentation (3)

MM 410 – Small Business Management (3)

MM 425 – Marketing Research (3)

CO 222 – Visual Communication (3)

CO 223 – Digital Photography (3)

CO 431 – Web & Mobile Development (3)

GSC – 331 – E-Commerce & Technology (3)

MM 322 – Sales & Advertising Management (3)

Global Supply Chain Management - 24 Hours Required:

GSC 330 – Forecasting & Logistics (3)

GSC 331 – E-Commerce & Technology (3)

GSC 430 – New Product Development in GSC MGMT (3)

GSC 431 – Global Issues in Supply Chain MGMT (3)

MM 415 – International Marketing (3)

BU 432 – Product Management & Policy (3)

Choose 2 from these options:

BU 434 – Strategic Management (3)

BU 439 – Business Communications (3)

MM 425 – Marketing Research (3)

[**] 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]

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 - Biblical 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.

Biblical 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.

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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.

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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 MARRIAGE COUNSELING

A study 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.

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 FAMILY AND CRISIS COUNSELING (Prerequisite CM-431)

This course provides an introduction to the ministry of ministerial counseling within the context of the Christian church. The course will explore the nature of pastoral counseling from a biblical, theological, and psychological perspective and discover different methodologies of caring and relational skills needed in ministerial care, particularly in situations of crisis. This will be done with a view to providing a short-term model of intervention in problem areas that arise in ministry, as well as providing training for the laity. Through lectures, readings, case studies, and counseling skills lab in this ministry.

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 PRACTICES AND PRINCIPLES OF 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-133 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-134 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,

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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

Art Appreciation will introduce the student to the visual arts and a variety of art mediums and techniques used to create two and three-dimensional works of art. Segments of the history of art shall be introduced and are included in the syllabus. Building context shall enable the student to understand the arts: structurally, culturally, socially, and historically; making art meaningful in everyday life. The student will explore and analyze influential works of art, as a method of gaining an understanding of the expressive and communicative components of visual arts. In addition, during the student's time of exploration and reflection of a variety of art, artistic styles, and artistic directions, he or she shall be better equipped to establish his or her own personal aesthetics through personally designed art projects, class discussions, gallery visits, and writing assignments. Three credit hours.

AR-132 Drawing I

Drawing I will provide drawing methods and techniques that should build up the confidence of the student's drawing abilities. The student will explore wide ranging subject matter - landscape, imaginative drawing, portraits, and the figure - working also in a variety of drawing media; that includes graphite, pen and ink, charcoal, Conte' pastel, and watercolor.

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 PRINCIPLES OF FINANCIAL ACCOUNTING

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. (Prerequisite: College Algebra)

BU-233 BUSINESS LAW

A study is made of the legal role in business entities, contracts, negotiable instruments, intellectual property, wills, deeds, securities, employer-employee relations, bailments, carriers, and bankruptcy. Three hours credit.

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-235 MANAGERIAL ACCOUNTING

Three-hour lecture. This course introduces the student to the use of accounting information by managers. Topics include the use of accounting information for planning and control, interpretation of and the use of management reports, financial statement analysis and responsibility accounting systems, differential cost analysis, product pricing, decision-making, and budgeting.

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: Accounting I and Accounting II.

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BU-336 PRINCIPLES OF MARKETING

A foundational study of the basics of the marketing process for driving buyer behavior and retention through value-based strategies in product promotion, service options, and brand development, all in a traditional marketing channel as well as global marketing through technological means. Three credit hours.

BU-431 BUSINESS STATISTICS

This course is a study 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. Prerequisite: Accounting 1.

BU-433 PRINCIPLES OF MANAGEMENT

Study of the traditional as well as the new, more digital, connected world of Management Principles. This course will explore management principles in an evolving business environment with local, national, and international influences. 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 hours credit.

BU-435 INTERMEDIATE ACCOUNTING I

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

BU-436 INTERMEDIATE ACCOUNTING II

This is a continuation of Intermediate Accounting I. Three credit hours. Prerequisite: Accounting 1.

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.

BU-310 HUMAN RESOURCES MANAGEMENT

An overview of the field of Human Resources Management, including a historical perspective of HR, strategies for designing HR activities, and the roles and responsibilities of HR professionals. Participants will have contact with HR professionals. 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.

BU-339 SALES AND ADVERTISING MANAGEMENT

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

MANAGEMENT/MARKETING [Concentration]

MM - 333 Visual Merchandising and Product Presentation

Skill development in the creation of showroom or retail store window/interior displays that sell merchandise. Study of the basic techniques of store planning, mannequin dressing, alternate form design, and display space

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conceptualization and implementation. Three Credit Hours.

MM -445 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.

MM - 425 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.

MM -410 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.

MM -415 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.

Marketing Communications Strategies (Concentration)

CO 222 - Visual Communications and New Media

This class is an introduction to visual communication theory and design. Students will learn techniques for contemporary new media applications via computers and digital software. Visual communication is key to human interaction and the distribution of knowledge and information. For students to be fully media literate and communicate effectively in the digital world, it is important for them to understand the concepts and best practices for graphic design and visual communication via new media technologies. Three Credit Hours.

CO 223 - Digital Photography

Introduction to digital camera use as well as harnessing light, tabletop & product shooting, digital editing, and printing photographs. Emphasizes professional standards, technical proficiency and individual artistic expression. Three Credit Hours.

CO 431 - Web and Mobile Development with Application

Mobile computing devices have become ubiquitous in our communities. In this course, we focus on the creation of mobile solutions for various modern platforms, including major mobile operating systems. Topics include mobile device architecture, programming languages, software engineering, user interface design, and app distribution. Topics include: Client Hardware (Desktop vs. Mobile), Android Development w/ Java, iOS Development w/ Swift, RESTful and Non-RESTful apps, Creating and Incorporating Web/Cloud Services, Mobile Sensors, Security and Trust Management, Privacy and Ethics, Usability and Accessibility. Three Credit Hours.

SPORTS MANAGEMENT [Concentration]

SPM-231 INTRODUCTION TO SPORTS MANAGEMENT

This introductory course is designed to provide the student with an overview of the tools necessary in organizing and administering a sports management program. General principles, basic sport management skill development as well

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as practices and concepts in the sport management field will be discussed. Three hours credit.

SPM-333 SPORTS GOVERNANCE

The course is focused on the ways in which sports is organized and managed. The course will assess the fundamental aspects of management and administration of sports entities including, but not limited to, interscholastic, intercollegiate, professional and amateur sports organizations. The course also aims 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.

Global Supply Chain Management (Concentration)

GSC 330 - Forecasting and Logistics

This subject is a survey of the fundamental analytic tools, approaches, and techniques which are useful in the design and operation of logistics systems and integrated supply chains. The material is taught from a managerial perspective, with an emphasis on where and how specific tools can be used to improve the overall performance and reduce the total cost of a supply chain. We place a strong emphasis on the development and use of fundamental models to illustrate the underlying concepts involved in both intra and inter-company logistics operations. Three Credit Hours.

GSC 331 - E-Commerce and Technology in Supply Chain Management

In this course, students will learn to strategically think about integrated supply-chain, procurement, and service management strategies for organizations that rely, at least partially, on Internet and information technology to transact with suppliers and end consumers. Three Credit Hours.

GSC 430 - New Product Development

This course focuses on the process whereby innovators solve consumer problems by innovating new products or services. Identification of needs and wants of consumers are the starting point and the axis around which class contents revolve. Students are introduced to techniques and insights required to navigate the processes of ideation, idea management, product development, and commercialization. They are presented with industry

examples for the application of these methods and concepts, and required to apply them in a group project.
Three Credit Hours.

GSC 431-Global Issues in Supply Chain Management

This course covers the international transportation of goods by cost-effective methods through analysis of the structure of ocean and air transport systems in global distribution and single-factor pricing of combination carrier shipments. Other topics include costing of transport services; freight rate negotiation; rate bureaus, carrier associations, and conferences; prudent use of independent liners; analysis of landed cost competition; foreign government regulations; U.S. maritime law, policy, and antitrust provisions; ramifications of the Code of Liner Conduct and related bilateral trade agreements; interrelationships of balance of payments and commodity movement; Export Trading Company Act of 1982; common vs. industrial carriers and trends in their use; and a comprehensive view of logistics in overseas marketing.
Three Credit Hours.

2022 - 2023 School Calendar

Fall Semester 2022

Classes Begin - Aug 15, 2022
Add/Drop Date - Aug 22, 2022
Labor Day - September 5, 2022 (No classes)
Thanksgiving Break - November 21-25, 2022
Finals - December 2-9, 2022
Classes End - December 9, 2022
Grades Due - December 15, 2022
Graduation - December 17, 2022

Spring Semester 2023

Classes Begin - January 9, 2023
Add/Drop Date - January 23, 2023
Martin Luther King, Jr. Day - January 16, 2023 (No Classes)
Spring Break - March 13-17, 2023
Finals - April 28 - May 5, 2023
Grades Due - May 11, 2023
Graduation - May 13, 2023

Summer Semester 2023

Classes Begin - May 22, 2023
Add/Drop - June 5, 2023
Finals - June 26-June 30, 2023
Classes End - June 30, 2023
Grades Due - July 6, 2023