



**SOUTHEASTERN BAPTIST COLLEGE
STUDENT HANDBOOK
2019-2020**

The information and requirements included in this handbook are effective for the 2019-2020 academic year. This handbook is not a contract. SOUTHEASTERN BAPTIST COLLEGE reserves the right to change policies or revise the information contained in this handbook at any time. Information regarding revisions and updates is available from the Registrar's office.

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

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

Welcome from the President



Dr. Scott R. Carson, President

Welcome to the campus of Southeastern Baptist College! I am glad God has led you here for your higher education. This handbook will be valuable for you during your stay at SBC. If you have questions about academics or student life, this information should be able to help. If you do not find a specific answer needed, do not hesitate to come by my office for assistance. My door is always open to you.

The purpose of Southeastern Baptist College is to glorify God by providing quality post-secondary education in a biblical world view in a Christian atmosphere. Training is provided on campus, online, and through extensions to help prepare students for professional ministry and/or business administration. We also seek to train those who wish to receive foundational courses of college curriculum. All courses are taught in such a manner as to integrate faith and learning, thereby giving due recognition to the God of all truth. We welcome you to join this mission!

I look forward to working with you,

Dr. Scott Carson

Mission

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

Theme Verse

“I charge [thee] therefore before God, and the Lord Jesus Christ, who shall judge the quick and the dead at his appearing and his kingdom; Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine.”

(2 Timothy 4: 1-2)

STUDENT LIFE

Student Life Information

Location

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

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

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

Student Services

Housing

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

Food Services

Resident students will soon be offered food services through the High-5-Eats Café to be located on campus. Dining hours will be posted. Also, each residence hall has a complete kitchen for student use [Pots, pans, and utensils are not provided.]

Laundry Facilities

A fully-equipped laundry facility is available for resident student use in both dormitories.

Health Services

Health services are available to SBC students through local clinics and hospitals. 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 peer tutoring services on an arranged basis through the office of the Dean for Academic Affairs.

Mail

Mail is distributed daily. 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 located on campus and the Jones County Library in Laurel.

Computer Lab

A computer lab is available in the Bond Academic Center in the Academic Assistance Center, room 2. Computer stations are also available in the commons areas of the dorms for easy access. Wi-fi access for laptops is available in the High 5 Eats Café.

Special Events

Christian Ministries Seminar

Christian Ministries Seminar takes place in February to showcase and challenge students to consider summer and full-time ministry opportunities. Camps, ministries, and organizations from across the U.S. and Canada are invited to the college to present opportunities for both short-term and long-term service and ministry. No commitments should be made which will keep you from attending Christian Ministry Seminars. Students will be excused from attendance only for regularly scheduled employment and evening-classes. A written request for absences should be submitted to the Dean of Student Affairs. Students missing CMS sessions will be required to pay \$15 fine for each session missed in addition to listening to a podcast of CMS and writing a three-hundred-word reflection/response paper for each. CMS attendance is required to receive a passing grade for Student Ministries.

Student Organizations, Activities, and Leadership Development Opportunities

Athletics

Southeastern offers collegiate men's and women's basketball, golf, and cross-country.

Music Performing Groups

Students have opportunities for involvement in various music ministries at SBC including the Cornerstone Traveling Choir, and various small group ensembles. The vocal groups provide ministry at special events throughout the year, both on and off campus.

Student Government

Students will elect representatives from each class level creating a Student Government body, under the guidance of the Dean of Student Affairs. This body will act in planning numerous social activities and events throughout the year. These may include all-school picnics, recreation nights, Prayer and Praise, and annual events such as the Christmas event, and the Spring Banquet.

Resident Assistants

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

Yearbook

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

Church attendance: Southeastern views church attendance as a crucial part of a student's life and conduct and desires for each student to grow in fellowship with other believers. Southeastern is committed to the application of New Testament church principles in the full scope of church life. Active participation of each student in a local evangelical church is required, at a church of the student's choosing. If you need assistance in finding a church, please see campus personnel; we will help you find

one. Students will be asked to confirm that they have selected a church to attend weekly through the Student Ministries Program.

STUDENT MINISTRIES

The goal of Student Ministries at SBC is to grow each student in their ability to know, understand, and serve the Lord in their local church, their ministry, their community, their personal life, as well as their professional career of choice. To achieve this goal, SBC has designed programs to meet students where they are and move the 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:

- Attend student **Orientation** and complete All About Me assignment
- Complete one **FLLF** service project per week as approved by the Dean of Student Affairs
- Complete **Biblical** and **Spiritual Growth** Surveys (Freshmen only)
- Weekly attendance to **Chapel** with follow up assignments
- Participate in assigned **Bible Study/Blog**

On-line full time students will complete the above described requirements other than being present at Orientation. On-line orientation will be a given assignment which will be completed on-line. All assignments will be provided on line through Populi with accommodations being made. On-line students will be expected to view the recorded information and complete the assignments as presented.

MI 123 Mission Field Experience [Bible Elective]

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

Students may seek opportunities for these mission trips through the CMS:

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

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

Chapel

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

Student Life

on-line viewing and following by responding to the same assignments as described in the Chapel Attendance section that follows.

Chapel Attendance

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

Administrative absences that exceed the number noted above will be counted as personal absences. Tardiness for chapel is handled in the following manner:

- One to five minutes is considered late [The door will be locked at 5 minutes after the beginning time].
- Three late offenses during the semester is counted as one absence.
- Students arriving more than 5 minutes late will be counted absent for that day.

Chapel Requirement Not Met

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

- Students accumulating 1-3 absences over the number allotted, may make-up chapel requirements by listening to a podcast issued by the Student Affairs Office and writing a three-hundred-word reflection response paper for each absence.
- Students accumulating 4-6 absences over the allotted will be required to pay \$15 fine for each chapel missed in addition to listening to a podcast and writing a three-hundred-word reflection/response paper for each absence.
- Students accumulating 7-10 absences over the limit will be placed on immediate disciplinary probation, be required to pay \$15 fine for each chapel missed in addition to listening to a podcast, and writing a three-hundred-word reflection/response paper for each. All limitations of disciplinary probation will be applied.
- Students accumulating more than 10 absences over the allotted will not be allowed to return the following semester.
- Students with a chapel failure on their transcript will not be allowed to begin classes in the semester following until make-up assignments are submitted and approved for grade change from Fail (F) to Pass (P).
- Students found leaving chapel should expect to be held accountable through disciplinary processes from the Student Affairs Office.

FLLF Training

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

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

For a Bachelor of Science degree, the **FLLF** requirement is 7-8 semesters. For an Associate of Arts degree, the **FLLF** requirement is 4 semesters. For the Certificate in Biblical Studies or the Continuing Education Certificate in Biblical Studies programs, the **FLLF** requirement is 2 semesters. With permission from the Dean for Student Affairs, students may complete 2 semesters of **FLLF** in one semester by completing 60 hours of service during the semester. Transfer students are required to complete 1 semester of **FLLF** for each semester at SBC (a minimum of 4 semesters are required). As long as transfer students meet a minimum credit requirement of 120 credits, they do not need to make up any remaining **FLLF** semesters. Students taking 6 or more credits in any given semester must register for **FLLF** unless **FLLF** semester requirements are met. Students who complete degree programs one course at a time must complete the required semesters of **FLLF**.

Student Life Requirements

Standard of Conduct

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

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 product (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 of violations. Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of college regulations.
- Forgery, alteration, or misuse of college documents, records, or ID cards. Students falsifying admission records may be denied admission to the college.
- Failure to adhere to official notices from college personnel, including electronic notices and notices on bulletin boards. Ignorance of notices will not be accepted as an excuse.
- Disorderly conduct or breach of the peace including rioting, inciting a riot, assembling to riot, inciting to raid, and assembling to raid college units.

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- Possession of firearms, explosives (including fireworks), swords, daggers, straight razors, knives, dangerous chemicals or other weapon 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 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.
- Violation of campus curfew or violation of campus quiet hours.
- Unauthorized entry into or use of college facilities, including both buildings and grounds, or aiding unauthorized entry or use by another person.
- Use of open flame of any kind (candles are specifically prohibited in residence halls) or intentionally setting or adding to an unauthorized fire on campus.
- Failure to adhere to emergency procedures as instructed by college personnel.
- Violation of College policies on audio/video recording and cell phones.
- Violations of college established policies or regulations, including regulations in the Student Handbook and other college publications pertaining to student organizations, students, faculty, administrative staff, non-academic employees, or procedures concerning the time, place, and manner of public expression.
- Violation of rules governing residence on college-owned or college-controlled property.
- Violation of state, local, or federal laws.
- Student conduct which shows disrespect and significantly interferes with college teaching, research, administration, disciplinary procedures, or other activities, including public service functions or other authorized activities on college premises.

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

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

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

Student Concerns

Student Concerns Procedure

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

In the event you believe that you have been wronged in any way by the College, you should follow the procedure outlined below.

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

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

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. A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Affairs

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

Financial or Operational Issues

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

Student Affairs

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

Philosophical Issues

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

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

Association for Biblical Higher Education

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

Academics

Calendar and Unit of Credit

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

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

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

The college also offers online courses with course schedules loosely align with on-campus semesters.

Credit Hour Load

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

Classification

Students are classified as follows:

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

- Full-Time Student: 12-18 credit hours
- Part-Time Student: Less than 12 credit hours

Attendance Policy

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

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

Classes	Personal Absences	Administrative Absences	Total Absences
Twice a week	2	4	8
Once a week	1	2	4

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.

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 college 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 Board of Trustees. The decision of the Board will be final.

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

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

Audit of Courses

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

Directed Study Courses

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

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

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

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

College Level Examination Program (CLEP)

SBC accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for *subject* exams only, and only for those subjects that are comparable to SBC courses. CLEP credit will not exceed the credit given for a comparable course at Southeastern Baptist College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the SBC Registrar's office. The SBC school code is 2241. **Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from their academic advisor.**

Transfer Credits While Enrolled

Students taking courses through other institutions to meet SBC requirements must seek approval for all such courses prior to registration. 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.

Cheating/Plagiarism Policy Statement

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

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

Examples of plagiarism:

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

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

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

Class Withdrawal Policy

Drop/Add – Week 1

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

WP/WF – Weeks 3-11

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

Grade of F – Week 11-16

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

Incomplete

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

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

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.

Repeat of Courses

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

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

Change of Major

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

<https://southeasternbaptist.edu>

Grades, Grade Points, Credits

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

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

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

Academic Probation

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

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

Withdrawal

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

Final Credits

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

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

Transcripts of Record

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

Additional Major

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

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

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

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

Directory Information

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

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

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

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

Academic Life Requirements

Bible Reading

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

English Composition Requirement

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

Internet Access Policy

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

1. Internet Access at Southeastern Baptist College is first and foremost for business related needs. These include:
 - Faculty and Staff access to Populi College Management System
 - Financial Aid and related resources,
 - Bookkeeping and related resources,
 - Registrar and related resources,
 - Admissions and related resources,
 - Public relations and related resources,
 - Electronic Mail for intra-office and business related communications
 - Website design and updates
2. Internet Access at Southeastern Baptist College is secondly for educational related needs. These include:
 - Faculty access for classroom development, research, presentation, evaluation and assessment, attendance, and gradebook for both online and traditional classroom environments.
 - Student access to classroom resources for guidelines, classroom policies, syllabus, textbooks, lectures, instructor presentations, lessons and assignments, and grades for both online and traditional classroom environments.

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

Staff members and Faculty may connect their wireless devices to SBC Staff. Each staff or faculty member will be provided a username and password to access SBC Staff. Staff/faculty may contact the Director of IT Services to obtain a username/password credential for access to SBC Staff. Students are forbidden to attempt access to SBC Staff. Staff/Faculty may connect to SBC_WIFI if preferred or until credentials to SBC Staff are received.

Students may only connect their wireless devices to a designated WIFI connection. That designated connection is: SBC_WIFI the passkey is **sbcwifi2019**

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

- personal wireless access points
- televisions
- gaming consoles
- desktop computers
- laptop computers

- television/radio/media streaming devices
- other devices.

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

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

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

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

General Graduation Requirements

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

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

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

Awards for Academic Excellence

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

Academic Award

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

Business Administration Award

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

Certificate of Christian Service Award

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

Dean's List

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

Delta Epsilon Chi

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

Music Award

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

FLLF Servant Leader Training Award

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

D. N. Jackson Theology Award

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

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 para-professional), 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 not allowed to take courses numbered in 300's and 400's, without the exceptions made only by the Dean of Academic Affairs and with the permission of the instructor of the college involved. To eliminate scheduling problems, the suggested schedule should be followed as much as possible.

Degree Programs

Associate of Arts (Choice of Emphasis)

- Bible
- Business
- General Education

Bachelor of Science in Church Ministries

Bachelor of Science in Business Administration

- Sports Management Endorsement
- Management/Marketing Endorsement