

# ACADEMIC INFORMATION

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## Academic Programs

As a Christian institution of higher learning, Tennessee Temple University requires a solid biblical foundation for all students because the Word of God is the preeminent text book, teaching us how to know and love God, how to love and relate to one another and how to live a holy life that glorifies God. Upon this Biblical foundation, undergraduate programs are built with a liberal arts core than ensures a broad range of thought for every student regardless of major. Tennessee Temple graduates desirous of further study have found success in graduate schools and in service to God and their communities all around the globe in ministry, education, business, health care, and government.

Tennessee Temple University is organized into five academic units: The Department of Bible and Christian Ministries, The Department of Business, The Division of Arts & Sciences, The Division of Education, and Temple Baptist Seminary. Students choose from a variety of programs which are listed specifically on pages 46-47. Courses are offered in residence in traditional 15 week fall and spring semesters and in residential module classes which are intensive one week studies offered in December, January and May. Courses are offered year-round through Online Learning in classes ranging from 8 weeks to 15 weeks in duration.

## Authority to Operate

Tennessee Temple University is legally chartered as a nonprofit organization established for educational purposes. This authorization is set forth in the original charter of operation dated July 8, 1946. Tennessee Temple University is certified by the state of Tennessee to operate as a nonprofit organization (March 29, 1979). Tennessee Temple University is also authorized by both the charter and the state of Tennessee to grant both undergraduate and graduate degrees.

## Accreditation

Tennessee Temple University is a member of the Transnational Association of Christian Colleges and Schools (TRACS) PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; email: info@tracs.org] having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on November 28-29, 2005; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

The USDE has approved the University for the educating of veterans, veteran's dependents and survivors. The U. S. Department of Homeland Security authorizes the university to enroll nonimmigrant students. Various provinces in Canada recognize the University for financial aid to Canadian students. On the basis of accreditation, students of Tennessee Temple University are eligible for federal financial aid.

The Teacher Education program of Tennessee Temple University is approved by the Association of Christian Schools International (ACSI). Graduates of the Education programs receive an ASCI certificate.

## Cierpke Memorial Library

The resources and facilities for reading and research for the University are housed in the two-story Cierpke Memorial Library. The facility was completed in 1961 and remodeled in 1990. The library houses approximately 154,000 books and over 9,000 bound and unbound volumes of periodicals. Books are cataloged according to the Library of Congress classification system.

The Audiovisual Center provides equipment and curriculum materials for use in the classroom and the library. Ministry students have access to a large number of church-related curriculum materials.

Rare books, special collections, and a large retrospective periodicals collection on microfilm are available to the students. The library subscribes to the following online computerized services: InfoTrac (through the Tennessee Electronic Library), PsychArticles, ATLA Religion Index, and several other databases. The Library is a member of SOLINET, a computerized cataloging and interlibrary loan network, and has access to research materials at other college, university, and public libraries. Electronic databases of InfoTrac, and FirstSearch are also available.

## Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U. S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

The Family Education Rights and Privacy Act affords students certain rights with respect to their education records. They are:

- The right to obtain a copy of the Tennessee Temple University's student records policy from the Student Services Center.
- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to file with the U. S. Department of Education a complaint concerning alleged failures by Tennessee Temple University to comply with the requirements of FERPA.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

A student's record is considered confidential. Federal law provides for the release of information to University personnel who have a legitimate educational interest, other institutions conducting research (provided information cannot be released to another party), and certain government officials.

Under FERPA, when a student turns 18 years of age or attends a postsecondary institution at any age, "the rights accorded to, and consent required of, parents transfer from the parents to the student. The student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records." [Authority: 20 U.S.C 1232g(d); § 99.5 (a)]

Federal law provides that only directory information may be released by the University without the consent of the student. Directory information includes, but is not limited to, the following: student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.

The Student Services Center maintains a permanent record on every student who has attended Tennessee Temple University. The student record currently includes the following: student's name, social security or I. D. number, address, date and place of birth, gender, conditions of admittance, records of academic probation, suspension or dismissal, major field of study, degrees earned, and date of graduation.

Transcripts of a student's record or grade reports are released only on the student's written authorization and in accordance with the provisions of the Privacy Act.

## Course Designations

### Semester Hours

The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week for 15 weeks or the equivalent. Our undergraduate programs require from 120 semester credit hours to 145 credit hours, depending upon the major. Students can usually complete their degree in four years of study.

### Subject Area Designations

AMSL	American Sign Language		
BIBL	Bible		
BUSI	Business	ENGL	English
CHMN	Christian Ministries	HIST	History
CISS	Computer Information Science	ICST	Intercultural Studies
	& Systems	INTD	Interdisciplinary Studies
COMM	Communication/Speech	LANG	Language
CSER	Christian Service	LEAD	PhD Leadership
EDUC	Education	MATH	Mathematics

MUSA	Applied Music	PSYC	Psychology
MUSC	Music	SCIE	Science
PAST	Pastoral Ministry	SOST	Social Studies
PHED	Physical Education	STAT	Statistics
PHIL	Philosophy	THEO	Theology

### Course Numbering

Course numbers consist of a four-letter subject area designation and four digits. Normally, the first digit indicates the course level, the middle two digits indicate the course sequence, and the last digit indicates the number of credit hours to be earned. Lower level courses (1000 or 2000) are appropriate for freshman and sophomores. Upper level courses (3000 or 4000) are appropriate for juniors and seniors. Courses beyond this classification (5000-8000) are graduate level courses and may be taken by undergraduate students only upon the consent of the student's advisor, the instructor and the department chair. Undergraduate students must have a minimum of thirty upper level hours in order to graduate.

### Registration for Classes

This academic catalog contains the course requirements for the various academic programs. Students should become very familiar with the requirements of their specific program. Though University faculty, staff, and advisors are available to guide and assist our students, **the student alone bears the responsibility to ensure that all the requirements for graduation are met.**

New students will be assigned an advisor when their admission file is complete and they are admitted to the University. Students may register for classes upon consultation with their advisors. There is no registration fee for first time students. Returning students should register for classes during the scheduled pre-registration period to avoid the registration fee. Returning students who do not register at least two weeks before classes begin will be charged a late registration fee.

### Prerequisites

Students must meet the prerequisite requirements of every course in which they enroll. Many courses are taught in a sequence, thus students should check the specific course description to determine if a prerequisite must be met to enroll in a course.

A minimum grade of "C" is required in all departmental core courses, minor courses, Bible and Theology courses, and 1000 level courses in English and Math.

### Course Load

When a student must work in order to remain in school, experience has proven that he should reduce his academic load accordingly to safeguard his health, job efficiency, and academic performance. The following is highly recommended as a maximum academic load in relation to working hours:

WORKING HOURS	ACADEMIC HOURS
36 and over	9
16-35	12
0-15	15

International students and students on institutional scholarship must maintain a full-time load of 12 residential semester hours unless authorized for a reduced load.

A normal undergraduate course load is 12-18 hours per semester. The maximum load for students in undergraduate curricula is 18 semester hours. The maximum load may be exceeded under the following circumstances:

- On approval of the Vice President for Academic Services, students may schedule overloads not to exceed 21 hours if, during their previous term at Tennessee Temple University in which they carried 12 or more hours, they passed all work attempted and earned a GPA of 3.0 or higher. Students who have scheduled fewer than 12 hours during intervening semester or semesters will retain the overload privilege if the cumulative GPA is 3.0. Exceptions require permission of the Vice President for Academic Services verified by written notice to the Registrar.
- On approval of the Vice President for Academic Services, a student who has petitioned to graduate who is ineligible to carry an overload may schedule a maximum of 21 hours if the

overload will allow him to graduate in that semester. A petitioning student needing more than 21 hours must change his petition to the following semester.

- Online Learning courses are included in the course load.
- Special permission may be granted for module courses and 8-week online learning courses.

### **Part-Time Students**

Undergraduate students who take fewer than 12 semester hours during a regular semester are considered part-time students. Part-time students must enroll in a minimum of six semester hours to be considered for financial aid.

### **Minimum Class Size**

An undergraduate class may be canceled if fewer than ten students register for the class during a fall or spring semester or a module course.

### **Drop-Add Period**

During the first week of classes a student may adjust his schedule by dropping or adding courses. When courses are dropped or added, the student's department chair or advisor must approve the change. Students on academic probation or requesting permission to carry more than eighteen semester hours must have approval from the Vice President for Academic Services. No course may be added after the Drop-Add period without written consent of the instructor, the student's advisors and department chairs, and the Vice President for Academic Services. A Schedule Change fee is assessed in Student Services Center to process a change to the schedule submitted after the last day of the Drop-Add period. For summer school and modular classes, Drop-Adds must be made on the first day of class. A grade of "W" will be entered on the transcript for courses dropped after this period.

### **Internships and Practicums**

Internships and practicums are designed to give the student practical experience in the academic discipline. Each department establishes the requirements for internships and practicums.

Internships and practicums may begin in one semester and be completed in another. However, no more than three semesters are permitted to complete the requirements. A student who fails to complete an internship or practicum in the registered term must register again in the following term. The grade will be entered as "I" (Incomplete) until the course is completed and the final grade is given. A grade of "NC" will replace the "I" grades in prior semesters once the final grade is recorded. If the internship or practicum is not completed, a grade of "F" will replace the "I" grade in the last term enrolled and a grade of "NC" will replace the "I" grades in prior semesters.

### **Independent Studies**

Independent studies are designed to deal with extenuating circumstances and instructors should not make them arbitrarily available. Only seniors are eligible for independent study, but extreme circumstances in schedule conflicts may permit a junior to be eligible for an independent study. [Courses scheduled in the residential program or available through Tennessee Temple University's Online Learning program may not be approved for independent study.](#) Students register for an independent study course as part of their regular registration.

The student must request the independent study on the *Approval for Independent Studies* form indicating the rationale and the approval of the student's advisor, the course instructor, the instructor's department chair, the Vice President for Academic Services and the Registrar. A syllabus including the number of required faculty-student conferences and all required assignments must accompany the request. The Vice President for Academic Services will retain the syllabus.

### **Online Learning Courses**

Residential students who desire to accelerate their studies at Tennessee Temple University may consider enrollment in the Online Learning program. Residential students must have the approval of the Vice President for Academic Services to enroll in online learning courses during the fall and spring terms. Online Learning courses count toward the normal course load limit of 18 hours for any one academic term. Overloads up to 21 hours must have the approval of the Vice President for Academic Services. Residential students must obtain permission for a load of less than 12 hours of residential courses if living in the dormitory or representing Tennessee Temple University on an athletic or music team. Residential students must have at least 12 hours of residential courses to retain institutional scholarships. Financial

aid is available for Online Learning course loads of six credit hours or more. For more information contact the Student Services Center at 423-493-4200.

### **Transient Studies**

Students who desire to accelerate or enhance their studies at Tennessee Temple University may request enrollment in transient status at another institution. Courses from non-accredited schools may not be approved. Transient studies are available only to students who are currently enrolled or pre-registered for the following term.

Transient studies may supplement but not replace course enrollment during a semester at Tennessee Temple University. Transient studies taken during the school term will be weighted with the overall course load and overloads (19-21 hrs) must have approval of the Vice President for Academic Services. No more than 75% of a student's degree may be earned through any combination of transient studies, transfer credits, military service credits, CLEP, CEEB, ACT, and College Board Advanced Placement testing.

The student must submit a *Transient Studies Request Form* (with a course description) indicating approval by the student's advisor, by the department chair of the course discipline, and by the Registrar prior to enrolling at any other institution as a transient student. Upon completion of the course, it is the student's responsibility to request that an official transcript be sent to the Student Services Center of Tennessee Temple University. Only credits with the grade of "C" or higher will be accepted. These credits and grades will be recorded on the transcript and computed in the cumulative grade point average.

Graduating students will not be permitted to enroll in transient studies courses during their last term of enrollment without prior approval from the Vice President for Academic Services and the Registrar. To be considered for graduation, all transient studies course grades for graduating students must be in Student Services by the first Monday in December for fall graduates, the first Monday in April for spring graduates or the first Monday in August for summer graduates. Course work and final examinations should be planned accordingly to meet this deadline. Any exceptions to this deadline must be requested in writing to the Vice President for Academic Services and the Registrar prior to enrollment in the course.

Non-TTU students enrolling in transient status at Tennessee Temple University should contact Student Services (423-493-4200) for details on enrollment requirements.

### **Course Audit**

Residential courses may be audited upon the recommendation of the professor, the Registrar, or the Vice President for Academic Services.

A student must register for audit classes during regular registration. An audit registration may not be changed to credit registration after the last day of the Drop-Add period. A credit registration may be changed to audit registration before the last class day prior to mid-term examinations. A course taken as an audit may be repeated in a subsequent term for credit.

Auditors are visitors to the class and may participate in class activities and discussions with the instructor's approval. Auditors are not required to meet the same course requirements as students taking the course for credit. Attendance will be tracked for institutional research purposes only.

## **Advanced Credit**

### **Advanced Placement Courses (AP)**

College Board Advanced Placement tests with a grade of 3 or above may qualify for advanced placement credit in course requirements for a particular program of study. Students should have an Advanced Placement transcript sent to the Student Services Center before arrival.

### **College Level Examination Program (CLEP)**

The College Level Examination Program (CLEP) awards credit by examination for college-level learning acquired without attending class on campus. To earn college credit for most CLEP tests, students must earn a minimum score of 50 on most tests. For details, students may contact the Student Services Center.

### **Course Challenge**

A student may challenge a course for which he has sufficient background if he receives the approval of his advisor and the department chair of the course. Freshmen and sophomores may challenge courses at any level; juniors and seniors may challenge only 3000 or 4000 level courses.

A student may not challenge the following:

- Any course for which he is or has been registered for credit or audit except by the end of the first day of class
- Any course in which he has received a final grade
- Any course already challenged
- English Composition I and II (ENGL-1013, ENGL-1023)
- Any Bible or Theology course
- More than six hours of Spanish
- More than the first three hours of American Sign Language (without Dept. Chair approval)
- Any Sign Language Interpreting course
- Any departmental capstone course
- A course in their final semester before graduation.

After completing the proper form and receiving permission from his department chair, the student must take the challenge examination from the instructor selected by the chair of the department in which the course is offered. The student will pay a \$100 challenge fee to Student Services prior to taking the exam.

A student passing the examination with a minimum grade of 71% (C) will receive a grade of "P" (Passing). Examination results judged inadequate will be recorded as NP (Not Passing). Although the grade will appear on the transcript, neither "P" nor "NP" will be included in the grade point average. The student should request that Student Services post credit for the challenged course to the student's transcript.

### **Military Credits**

Tennessee Temple University is approved under Title 38, U. S. Code, Chapters 30, 31, 32, 33, 35, 1606 and 1607 for education of veterans and eligible dependents.

When an eligible veteran submits an application for admission, he or she should also request that an official military transcript be sent to the Student Services Center. By law, this transcript must be received prior to the end of the student's first semester at Tennessee Temple University. A copy of the veteran's DD-214 must be submitted with the application for benefits.

The Registrar will evaluate and award transfer credits according to recommendations by the American Council on Education standards. The Department of Veterans Affairs will recognize only transfer credits which apply toward the degree. One hour of credit (to a maximum of four credit hours) in physical education will be granted for every six months of active military service.

### **Advanced Standing**

Seminary students may be eligible for advanced standing if their previous theological coursework is comparable and appropriate to the seminary program in which they are enrolled. Up to 12 hours of advanced standing may be applied to the Master of Ministry program, up to 21 hours of advanced standing may be applied to either the Master of Arts in Biblical Studies or Master of Christian Education, and up to 30 hours of advanced standing toward the Master of Divinity.

In the Master of Education programs, advanced standing may be granted only with approval of the department chair and the Director of Graduate Studies in Education.

## **Withdrawal**

### **Withdrawal from a Class**

After the Drop-Add period, the last day to withdraw from an enrolled course with a "W" is the first Friday after the mid-semester examinations. The last day to withdraw from an enrolled course with a "WP" or "WF" is the last class day before final examinations. Contact Student Services for forms and instructions for withdrawal from a course. It is the student's responsibility to withdraw officially from a class and he should be aware that there are negative academic and financial consequences if he fails to do so. This policy includes all classroom courses for credit, independent studies for credit, internships, practicums, and audit courses.

### **Withdrawal from the University**

Any student desiring to drop his entire schedule and withdraw from the University must not only withdraw from classes, but must complete the Exit Process and receive the necessary signatures including: the instructor of the last class attended, advisors, Security, Library, Student Development, and Student Services. Any student living in the dormitory must turn in keys and the ID card when checking out with his or her RD or RA. Any off-campus student must turn in the ID card to Student Development.

### **Transcript Requests**

Student Services maintains a permanent record of grades on each student. Students may obtain copies of their transcripts by submitting a written request either in person, by mail or by fax (423-493-4497). Transcript Request Forms are available at [www.tntemple.edu](http://www.tntemple.edu). In lieu of the Transcript Request Form, the student may submit a letter addressed to Student Services which includes the student's full name at the time of enrollment, current address and phone number, Social Security number, date of birth, when attended or graduated, degree(s) earned, recipient of the transcript, and quantity and type of transcript requested. Each request, including third party requests, must bear the written signature of the student.

**The fee for each official transcript is \$15.00 and must be received in Student Services before the transcript will be released.** Payment may be check, money order, or credit card (MasterCard, Visa, or Discover). Only requests submitted in person at Student Services may be paid in cash. For an additional \$5.00, the transcript can be processed within the next business day, assuming there is no outstanding balance due with any campus office and the data is entered in the computer record. Additional fees for express shipping must be received in advance.

Student Services will not release transcripts if the student's financial account is outstanding for any reason, unless the student is enrolled in the current semester or pre-registered for the following semester. In addition, transcripts for graduating seniors are not released until the required exit interviews and departmental exit examinations have been completed.

### **Declaring a Major**

A student enrolling in Tennessee Temple University who has not decided what degree program he or she wants to pursue will be enrolled in the Associate of Science in General Studies degree program. The focus of the AS General Studies is on the general core curriculum with sufficient electives available to allow the student to experiment with different disciplines of study. The student will be assigned an advisor to guide him or her through the decision process. Students desiring to change to another major may do so by filing the appropriate *Change of Program* form.

Admission to Tennessee Temple University does not imply admission to a major. Some majors have specific admission criteria and minimum standards that must be maintained to remain in the major as a degree candidate. Likewise, admission to candidacy in a degree program does not imply the student will complete that major concentration if minimum standards are not being met.

### **Change of Major**

A student desiring to change an academic major must obtain signatures from the department chair of the requested major and the department chair and advisor of the current major and then submit the *Change of Program* request for approval to the Registrar. The requirements for graduation are based on the catalog in effect at the time the major change is approved. Adding the teacher education component changes the major to the requirements of the current catalog.

### **Double Major**

A student may declare two majors. The student must meet the program requirements for the second major in the catalog in effect at the time the second major is declared. To avoid prolonging graduation, the student should declare both majors at the same time. While some courses may apply toward two majors, no more than three courses shall be counted as satisfying the requirements of both major concentrations. Students will receive one degree with two majors.

### **Adding a Biblical Studies Major**

All students pursuing a Bachelor's degree, except those in the Department of Bible and Christian Ministries, may have Biblical Studies as one of their majors if they take 30 hours of Bible and Theology courses. A minimum grade of "C" is required in all courses applicable to a Biblical Studies major. To have the Biblical Studies major recorded on their transcripts, students must submit to the Student Services

Center a *Change of Program* request approved by their department chair. Students will receive one degree with two majors.

### **Minors**

All students pursuing a Bachelor's degree, except those in the Department of Bible and Christian Ministries, will have met the requirements for a minor in Bible.

A minimum of eighteen hours in the field of concentration beyond the general core education and departmental major requirements of a Bachelor's degree constitutes a minor. While some courses may apply toward both departmental major requirements and the minor, no more than two courses shall be counted as satisfying the requirements of both the major and minor. The requirements for the minor are based on the catalog in effect when the minor is added.

## **Attendance Policy**

Tennessee Temple University requires residential students to attend class. Regular class attendance has a positive effect on a student's performance while a lack of class attendance will have a negative impact on a student's performance and grade.

**Absences beyond two weeks in any class  
result in one letter grade reduction  
per absence to the final grade.**

Absence, for any reason, counts toward the two weeks of allowed absences. If a student exceeds the two weeks in absences, his grade will be reduced by one letter grade for every absence over the limit. Any appeal to the attendance grade penalty must be made in writing to the Office of Academic Services and accompanied by documentation for every absence.

**Professor's Responsibility.** Professors must take roll every class period and make the attendance record available to the students via Blackboard. The professor's policy on tardiness and make-up work must be included in the syllabus.

**Student's Responsibility.** Students, especially those involved in TTU athletic or music teams, must inform professors prior to a scheduled absence and make arrangements for work to be made up at the professor's discretion. Students should keep track of their own absences in each class and resolve any discrepancies with the professor's posted record of attendance.

**Required Events.** Attendance is required at certain school events, such as Chapel, Academic Department Meetings, Hall Meetings (for dormitory students), Assessment Day, Baccalaureate, and Graduation. Absence at these events will result in points or fines.

## **Grading Policies**

### **Grade Point Average**

The student's grade point average (GPA) is the ratio of the credit hours earned at Tennessee Temple University to the grade points received. The GPA is computed by dividing the total number of grade points by the total number of GPA semester hours earned at Tennessee Temple University only.

All F and WF grades are punitive and are considered as "GPA hours" when computing a student's grade point average. All X, WX, WP, P, NP and NC grades are non-punitive and are not considered as "GPA hours" when computing a student's grade point average.

### **Grade Scale**

<b>Letter Grade</b>	<b>Percentage Grade</b>	<b>Grade Points per Credit Hour</b>
<b>A</b>	91-100	4.00
<b>B</b>	81-90	3.00
<b>C</b>	71-80	2.00
<b>D</b>	61-70	1.00

<b>F</b>	60 or below	0.00
<b>WF</b>	Withdrawal while failing	0.00

**Other transcript grades not included in GPA calculations**

<b>I</b>	Incomplete
<b>X</b>	A completed audit course
<b>W</b>	Withdrawal with written permission before a grade can be assigned
<b>WP</b>	Withdrawal with written permission while passing
<b>WX</b>	Withdrawal from an audit course without completion
<b>P</b>	Passing
<b>NP</b>	Not passing
<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory
<b>NC</b>	No credit

**Incomplete Grades**

In extenuating circumstances, a student may request a temporary grade of "I" (incomplete) for a course at the close of the semester which allows the student thirty days from the last day of final examinations to complete the requirements. Unless the requirements are completed or the Vice President for Academic Services grants an extension, the "I" grade will be replaced with an "F" grade. Instructors must submit a grade change to the Student Services Center before the end of the next term or the grade will become permanent on the transcript.

The Director of Christian Service may assign a "U" (unsatisfactory) grade for incomplete Christian Service assignments and allow the student up to thirty days from the last day of final examinations to complete the requirements. Unless the requirements are completed or the director of Christian Service grants an extension and subsequently submits a grade change to the Student Services Center before the end of the next term, the "U" grade will remain on the permanent record.

Only in the case of an extreme situation will the Vice President for Academic Services or the Director of Christian Service (for Christian Service assignments) permit an extension. The maximum extension is an additional sixty days. Incomplete grades in certain internships and practicums may be carried over a maximum of two subsequent semesters with permission from the department chair and the Vice President for Academic Services.

**Notification of Grades**

Final grades for students are available through their Student Portal accounts. The University no longer mails grade reports at the end of the semester. Students who desire their grades to be mailed to themselves or to a third party must submit a signed *Release of Academic Information* form to the Student Services Center.

Any student having an outstanding balance at the end of the semester will not be able to access his grades in his Student Portal or receive a mailed grade report or a transcript of grades until the balance is paid in full.

In accordance to FERPA, grade reports and transcripts will not be released to another party or organization, including parents, without a written signed request from the student.

**Grade Disputes**

The student has the right to ask for clarification of a particular grade for a class if he feels that he has sufficient evidence upon which to differ. When the student thinks that a grade has been incorrectly assigned, he has one semester following the issuing of the disputed grade in which to handle this dispute. In the chain of appeal, the student must first try to resolve the problem with the professor. The student may then appeal to the department chair prior to consulting with the Vice President for Academic Services. If the student desires to appeal his dispute to a higher level, he may appeal in writing to the Admissions and Academic Policies Committee. Letters to the Committee should be addressed to the Vice President for Academic Services.

**Repeat To Raise Grade (RTRG)**

A student is permitted to repeat a course in which he has received either a "D," "F," or "WF" grade. The first grade is deducted from the attempted, earned, and GPA hours totals but is not physically removed from the permanent record. For all repeated courses, the highest grade only is computed in the cumulative totals and the GPA. Students are responsible for indicating at the time of registration that they are repeating courses. Unless the Vice President for Academic Services approves taking the repeated course at another institution prior to enrolling in the course, the course must be repeated at Tennessee Temple University.

Courses taken for RTRG credit cannot be applied toward financial aid awards.

**Classification of Undergraduate Students**

Classification of students is based on minimum semester hours completed and not on semesters attended. Classification shall be according to the following minimum standards:

<u>Classification</u>	<u>Minimum Semester Hours Completed</u>
Sophomore .....	30
Junior .....	60
Senior.....	90

**Academic Honors**

Any undergraduate student enrolled for twelve hours or more may be recognized for academic honors based on his or her current semester grade point average. Recognition is determined by the following standards:

Academic Honors	3.500 – 3.699 GPA
Dean's List	3.700 – 3.849 GPA
President' List	3.850 – 4.000 GPA

The academic honors will be posted on the student's permanent academic record for the semester earned and appropriate recognition will be given in a chapel service at the beginning of the next semester. Upon request, the university will notify the student's hometown newspaper of the honor.

**Honor Society**

In April 1963, the Tennessee Temple Honor Society, *Alpha Epsilon Theta*, began with twelve charter members from the 1963 graduating class. Taken from the Greek letters Alpha Epsilon Theta, its motto, "Increasing in the knowledge of God" (Col. 1:10), indicates the purpose for which the organization was founded.

Membership is limited to undergraduate juniors and seniors whose cumulative GPA is 3.50 or above based on a 12-hour average academic load each semester and who have earned at least 60 semester hours at Temple. The Vice President for Academic Services will notify those students who qualify to be inducted into the society. Students thus honored are later recognized at the Class Day exercises.

**Academic Probation**

A student is placed on academic probation when admitted to Tennessee Temple University if he has attended any post-secondary school and his cumulative GPA is below 2.00. Likewise, any student who fails to maintain an acceptable cumulative grade point average for his academic level (see below) will be placed on academic probation for the next semester enrolled. The statement "Placed on academic probation for next term" will be placed on the permanent record.

A student placed on academic probation will be limited to thirteen credit hours plus one RTRG (repeat to raise the grade) course for the next semester enrolled. Students on academic probation must meet with their advisors once a month and participate in mandatory study hall. Other conditions may also be imposed.

A student placed on academic probation must continue in subsequent semesters to demonstrate satisfactory qualitative academic progress toward raising the cumulative GPA to the acceptable mark for his academic level or face academic suspension.

Satisfactory academic progress for students enrolled in associate's and bachelor's programs is as follows:

<u>Academic Level</u>	<u>Required GPA</u>
0-23 credit hours	1.50 cumulative
24-47 credit hours	1.65 cumulative
48-59 credit hours	1.85 cumulative
60+ credit hours	2.00 cumulative

### **Academic Suspension or Dismissal**

If the student fails to raise the cumulative GPA to the acceptable level by the end of two semesters, he may be placed on academic suspension for one semester.

Any student allowed to return after a semester of academic suspension is readmitted on academic probation and is limited to thirteen credit hours plus one RTRG (repeat to raise the grade) course. He must achieve satisfactory qualitative academic progress in his returning and subsequent semesters. Failure to achieve an acceptable semester GPA may result in dismissal for a period of not less than two consecutive semesters.

### **Academic Status Appeals**

Any student placed on academic probation or who has been notified of pending academic suspension or dismissal may appeal to the Admissions and Academic Policies Committee. A student placed on academic suspension or dismissal must request approval for readmission through the Admissions and Academic Policies Committee. Letters to the Committee should be addressed to the Vice President for Academic Services.

### **Further Appeals**

Students who have concerns or complaints about their programs or their financial aid should be aware that this institution has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure before involving others. Should the institution not be able to resolve the problem, the student should contact the State Postsecondary Review Program office at the Tennessee Higher Education Commission at (615) 632-8276.

## **Graduation Policy and Requirements**

***Each student bears the responsibility for completing the programs of study in his/her degree. Tennessee Temple University cannot be held liable for a student's failure to meet the requirements for graduation.***

No more than 75% of a student's degree may be earned through any combination of advanced standing, transient studies, transfer credits, military service credits, CLEP, CEEB, ACT, and College Board Advanced Placement testing.

Each bachelor's candidate for graduation must successfully complete:

- all general education core classes
- all major program departmental requirements
- a minimum of 12 credit hours in the major program earned at Tennessee Temple University
- all minor program departmental requirements (if applicable)
- a minimum of 120 semester credit hours
- a minimum of 25% of semester credits earned at Tennessee Temple University
- a minimum of 30 semester credit hours of upper level courses (3000-4000)
- a minimum of 2.00 GPA
- departmental core courses, minor courses, Bible and Theology courses, and 1000 level courses in English and math with a minimum grade of "C"
- a minimum of one Christian Service credit per residential semester
- the designated exit exam and graduate assessments

An associate's degree candidate must successfully complete the above requirements but with a reduced general education core, a minimum of 60 semester credit hours, a minimum of 15 semester credit hours

at Tennessee Temple University, a minimum of 9 semester credit hours in departmental requirements, and no requirement of 30 upper level credit hours.

Graduate degree candidates must successfully complete all the course and assessment requirements of their respective programs.

### **Commencement Exercises**

Although commencement exercises will be held only in May, Tennessee Temple University will confer degrees in December, May, and August for those candidates who have completed all requirements. Each candidate must submit a *Graduation Application* to the Student Services Center by September 30 for December conferral, by January 31 for May conferral or by June 30 for August conferral. Candidates who receive their degrees in the August and December are invited to participate in the next May commencement exercise and should indicate on the *Graduation Application* their desire to participate. No one will be allowed to march in the May Commencement Exercises who submits a Graduation Application after January 31 without approval of the Registrar.

Students enrolled in residential courses in the spring term and receiving their degrees at May conferral are expected to participate in Class Day exercises, Baccalaureate services, and the Commencement exercises. Requests for *In Absentia* must be made prior to March 1 in writing to and approved by the Vice President for Academic Services for undergraduates and the Academic Dean for Graduate Students, otherwise the candidate may be obligated for full graduation fees.

If it becomes necessary for a candidate to withdraw his or her request to graduate, graduates must submit a *Withdrawal of Graduation Application* form to the Registrar. Failure to submit the *Withdrawal of Graduation Application* form will obligate the student to pay the appropriate graduation fees. May graduates must submit the form prior to the spring term mid-semester examinations. Candidates for August or December conferral must withdraw their application prior to final examinations in their last enrolled term.

To be considered for graduation, all transient studies grades for graduating students must be in the Student Services Center by the first day of December, April or August, prior to the anticipated graduation. Course work, final examinations and transcript submissions should be planned accordingly to meet this deadline. Any exceptions to this deadline must be requested in writing to the Registrar prior to enrollment in the course.

### **Exit Examinations**

All students graduating with a bachelor degree must complete a required departmental exit examination. Results from these tests must be received in the Office of Institutional Effectiveness and the Student Services Center prior to Class Day exercises. Students taking a national examination such as the GRE, LSAT or PRAXIS II must test early enough to meet this deadline. Non-national departmental exams should be taken during Assessment Day in April. August and December graduates and those graduating *in absentia* in May must make testing arrangements with the department chair before the end of the respective term.

A May graduation candidate, who is satisfied with his pre-final examination grade average for a course may be exempt from the final examination. He may, of course, take the final exam to raise his grade for the course. This exemption is available only to May graduates.

### **Christian Service Requirement**

Christian Service gives students the opportunity to put their faith into practice in a labor of love in Highland Park Baptist Church, other local churches, Tennessee Temple University, Chattanooga community projects, and global missions. Every Tennessee Temple University residential student must be registered for and participate in Christian Service each semester. In order to graduate, students must have one satisfactory grade in Christian Service for each semester they are enrolled in the residential program of Tennessee Temple University. Unsatisfactory grades in Christian Service must be made up, preferably within the next regular term.

### Foreign Language Requirements

All students pursuing the Bachelor of Arts degree must complete twelve semester hours of a foreign language. The twelve hours must be earned in the same foreign language or may be a combination of the Biblical languages, Greek and Hebrew. Students who have taken two years or more of a foreign language in high school with a grade of "C" or better may challenge the first year of that particular language upon entry. (See requirements for Course Challenge.) International students may receive one year's credit in their native language (if the language is taught at Tennessee Temple) by taking the Course Challenge test.

Tennessee Temple University accepts American Sign Language (ASL) as satisfying foreign language requirements for the Bachelor of Arts degree. Students wishing to transfer ASL courses to satisfy the foreign language requirement must pass an ASL skills exam before credit is granted.

### A Second Bachelor's Degree

A student who has graduated with one bachelor's degree may earn a second bachelor's degree by satisfying the following requirements:

1. Meet all the general requirements for graduation and the specific requirements for the second degree.
2. Complete at least thirty semester hours of courses (with a minimum GPA of 2.00) in addition to those applied toward the first degree. The department chair will approve the course of study necessary to complete the major requirement.

### Graduation with Honors

To graduate with honors, a baccalaureate candidate must meet three requirements:

1. Must have earned at least a 3.5 GPA for courses completed at Tennessee Temple University
2. Must have completed at least 60 hours at Tennessee Temple University by the end of the last semester enrolled.
3. Must have completed all graduation requirements

Recognition for scholastic honors for May conferral candidates is based on the cumulative GPA for all courses completed as of April 1. Courses completed in the candidate's final semester are included in computing the GPA for determining the level of recognition noted in the transcript and on the graduate's diploma. Recognition of candidates for August and December conferral for scholastic honors is based on the cumulative GPA for all courses completed at Tennessee Temple University.

The scholastic honors recognized at graduation are the following:

Summa Cum Laude	3.850 - 4.000 GPA
Magna Cum Laude	3.700 - 3.849 GPA
Cum Laude	3.500 - 3.699 GPA
Distinction (Associate's program)	3.500 - 4.000 GPA

Although degrees are conferred three times each year, Tennessee Temple University will recognize only one Valedictorian and one Salutatorian from the undergraduate program for each calendar year. This recognition will take place at the May Commencement Exercise. The Graduation Committee will select the candidates based on the cumulative GPAs calculated on April 1 of all eligible candidates from the August, December and May graduating classes. The candidate having the highest cumulative GPA will receive recognition as Valedictorian and Salutatorian for the graduating class. In cases of parity in GPAs, the Academic Council will make the final decision.

## Graduate Programs of Study

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### Temple Baptist Seminary

Certificate of Biblical Studies, C.B.S  
 Certificate of Christian Ministries, C.C.M  
 Master of Ministry, M. Min.  
 Master of Arts in Biblical Studies, M.A.B.S.  
 Master of Arts in Christian Education, M.A.C.E.  
 Master of Divinity, M. Div.  
 Doctor of Ministry, D. Min.

### Tennessee Temple University Division of Graduate Studies

Master of Education in Educational Leadership, M.Ed.  
 Master of Education in Instructional Effectiveness, M.Ed.  
 Master of Education in English Education, M.Ed.  
 Doctor of Philosophy, Ph.D. in Leadership

## Undergraduate Programs of Study

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### Department of Bible & Christian Ministries

Major: BIBLE (A.S., B.S., B.A.)  
*Concentrations: Intercultural Studies, Pastoral Ministry, Women's Ministries, Youth Ministry*  
 Minors: Intercultural Studies, Women's Ministries, Youth Ministry

### Department of Business Administration

Major: BUSINESS ADMINISTRATION (B.B.A.)  
*Concentrations: Accounting, Computer Information Systems, Finance, Management, Marketing*  
 Minors: Accounting, Computer Information Systems, General Business, Finance, International Business, Management, Marketing

### Division of Arts & Sciences

Majors: BIOLOGY (B.S.), BIOLOGY EDUCATION (B.S.)  
 ENGLISH (B.S., B.A.); ENGLISH EDUCATION (B.S.)  
 HISTORY (B.S., B.A.); HISTORY EDUCATION (B.S.)  
 MATHEMATICS (B.S., B.A.); MATHEMATICS EDUCATION (B.S.)  
 MUSIC (B.S.)  
*Concentrations: Church Music (Worship), General Music, Performance, Music Education (Choral or Instrumental)*  
 PSYCHOLOGY (B.S., B.A.)  
*Concentrations: General Psychology, Christian Counseling, Deaf Studies*  
 Minors: Biology, English, History, Mathematics, Music, Psychology

### Division of Education

Majors: GENERAL STUDIES (A.S.)  
 EARLY CHILDHOOD EDUCATION (A.S.) (Online Learning Only)  
 INTERDISCIPLINARY STUDIES for ELEMENTARY EDUCATION (B.S.)  
 INTERDISCIPLINARY STUDIES (B.S., B.A.)  
 SECONDARY EDUCATION (Biology, English, History, Mathematics, Music)  
 SIGN LANGUAGE INTERPRETING (B.S.)  
 Minors: Child and Family Studies, Deaf Studies, Physical Education

## **General Education Requirement**

The general education requirements are crucial for accomplishing the mission of Tennessee Temple University. The whole man is not complete until the intellect is stretched and the man is able to integrate his knowledge, skills, attitudes, and values in such a way as to equip him to engage effectively in life. An understanding of people, culture, and history, as well as an exploration of man's wisdom, will serve to enhance each individual's ability to relate his Christian experiences to the larger community of mankind. The Bible declares that Jesus grew in wisdom, in stature, and in favor with God and man. The Bible also gives many other examples, including those of Moses, Solomon, Daniel, Luke, and the Apostle Paul, whose understanding, general knowledge, and wisdom was extensive and beneficial to their vocations and service. The general education requirement seeks to provide this broadening of one's education so as to aid effectively the individual's quest in growing and developing the whole person.

### **English and Math Placement**

Students scoring 19 or below on the ACT or 440 or below on the SAT in the Math or English sections must successfully complete MATH-0103 (Math Fundamentals) and/or ENGL-0103 (English Fundamentals) before enrolling in college level courses in Math and English.

### **Academic Skills Courses**

In an effort to assist the student who may lack necessary skills to achieve at the college level, Tennessee Temple University has developed the following developmental courses:

#### **Success Orientation (ACAD-1001)**

This course is designed to help students in their academic adjustment from high school to college. The student will be introduced to essential academic skills such as goal-setting, study organization, time management, textbook mastery, listening, memory, note-taking, motivation for study, test-taking, study strategies in other classes and orientation to University services. All incoming first-time freshmen, any transfer student with less than thirty hours of transfer credits and any student admitted on provisional acceptance or academic probation must enroll in this course for one semester.

#### **English Fundamentals (ENGL-0103)**

This course focuses on the basics of composition skills necessary for college level writing. The English department operates a writing lab in conjunction with this course. Any student who enters Tennessee Temple University with a test score below 19 on the English portion of the ACT or below 440 on the Verbal portion of the SAT must successfully pass this course with a "C" or a challenge test to begin college level English courses.

#### **Math Fundamentals (MATH-0103)**

This program focuses on the basics of mathematics with particular emphasis on algebra. Any student who enters Tennessee Temple University with a test score below 19 on the Mathematics portion of the ACT or below 440 on the Mathematics portion of the SAT must successfully pass this course with a "C" or a challenge test to begin college level mathematics courses.

***A minimum grade of "C" is required in all departmental core courses, minor courses, Bible and Theology courses, and 0000-1000 level courses in English and Math.***

**GENERAL EDUCATION REQUIREMENTS  
-TWO YEAR PROGRAM-**

**FOUNDATIONAL STUDIES (12 hours)**

(Must be completed within the first 45 hours of the program)

(Transfer students must complete within their first two semesters)

ACAD-1001 Success Orientation.....	1 hour
CHMN-1011 Christian Life and Evangelism I.....	1 hour
CHMN-1021 Christian Life and Evangelism II.....	1 hour
CISS-1003 Computer Fundamentals.....	3 hours
ENGL-1013 English Composition I.....	3 hours
ENGL-1023 English Composition II.....	3 hours

**GENERAL CORE CURRICULUM (18-19 hours)**

Bible/Theology/Philosophy.....	12 hours
BIBL-1113 Old Testament Survey (3)	
BIBL-1413 New Testament Survey (3)	
THEO-3113 Bible Doctrines I (3)	
THEO-3123 Bible Doctrines II (3)	
Literature Selection.....	3 hours
Choose from:	
ENGL-2103 British Literature I	
ENGL-2113 British Literature II	
ENGL-2203 American Literature I	
ENGL-2213 American Literature II	
ENGL-2303 World Literature I	
ENGL-2313 World Literature II	
Laboratory Science OR Mathematics.....	3-4 hours
Laboratory Science Selection (4) OR	
MATH-1013 or higher level course* (3)	
Christian Service (Required each semester).....	0 hours

\*To complete the General Core mathematics requirement, students may be required to enroll in preparatory mathematics courses each semester until MATH-1030 or a higher-level mathematics course is completed. STAT- 2303 (Introduction to Statistics) does not satisfy the general education requirement for mathematics.

**TOTAL.....30-31 hours**

**-FOUR YEAR PROGRAM-**

**FOUNDATIONAL STUDIES (18 hours)**

(Must be completed within the first 45 hours of the program)

(Transfer students must complete within their first two semesters)

ACAD-1001 Success Orientation.....	1 hour
CHMN-1011 Christian Life and Evangelism I.....	1 hour
CHMN-1021 Christian Life and Evangelism II.....	1 hour
CISS-1003 Computer Fundamentals.....	3 hours
ENGL-1013 English Composition I.....	3 hours
ENGL-1023 English Composition II.....	3 hours
COMM-1003 Speech Communication.....	3 hours
MATH - Mathematics Requirements*.....	3 hours

\*To complete the General Core mathematics requirement, students may be required to enroll in preparatory mathematics courses each semester until MATH-1013 or a higher-level mathematics course is completed. STAT- 2303 (Introduction to Statistics) does not satisfy the general education requirement for mathematics.

**GENERAL CORE CURRICULUM (38-41 hours)**

Bible/Theology/Philosophy.....	18 hours
BIBL-1113 Old Testament Survey (3)	
BIBL-1413 New Testament Survey (3)	
BIBL-2713 Bible Study Methods (3)	
PHIL-2013 Biblical World View (3)	
THEO-3113 Bible Doctrines I (3)	
THEO-3123 Bible Doctrines II (3)	
Social Science * .....	9-12 hours
Choose at least 3 hours from HIST-1043 Survey of Western Civilization I or HIST-1053 Survey of Western Civilization II. The remaining hours may be chosen from History (3), Psychology (3), Social Studies (3), or Language (6)	
Humanities * .....	6 hours
INTD-3013 Humanities (3)	
One other Humanities Selection course (3)	
Physical Education Activity* .....	1 hour
Laboratory Science Selection* .....	4 hours
Christian Service (Required each semester) .....	0 hours
<b>TOTAL .....</b>	<b>56-59 hours</b>

**\*Approved List for General Core Selections****Social Science Selections****History Selection**

- HIST-1043 Survey of Western Civilization I  
HIST-1053 Survey of Western Civilization II

**Social and Behavioral Science Selection**

- PSYC-1003 General Psychology  
PSYC-2213 Human Growth and Development  
SOST-2003 Introduction to Sociology  
SOST-2203 Introduction to Political Science  
SOST-2403 World Regional Geography  
SOST-3203 American Government  
SOST-3603 The Family  
SOST-3643 Family Finances  
SOST-3663 Balancing Work & Family  
SOST-3103 Food & Culture

**Language Selection**

- AMSL-1013 American Sign Language I  
AMSL-1023 American Sign Language II  
LANG-2003 Spanish I  
LANG-2013 Spanish II  
LANG-3003 Spanish III  
LANG-3013 Spanish IV  
LANG-3603 Biblical Greek I  
LANG-3613 Biblical Greek II

**Language Selection (Cont.)**

- LANG-4603 Biblical Greek III  
LANG-4613 Biblical Greek IV  
LANG-3703 Biblical Hebrew I  
LANG-3713 Biblical Hebrew II  
LANG-4703 Biblical Hebrew III  
LANG-4713 Biblical Hebrew IV

**Humanities Selections**

- ENGL-2103 British Literature I  
ENGL-2113 British Literature II  
ENGL-2203 American Literature I  
ENGL-2213 American Literature II  
ENGL-2303 World Literature I  
ENGL-2313 World Literature II  
ENGL-3000-4000 ENGL courses  
    with department approval  
MUSC-1013 Music Appreciation  
AMSL-4603 Deaf Literature

**Physical Education Activity**

Select from PE Activity courses, Varsity Athletics,  
Military Science

**Laboratory Science**

Select any 1000-2000 level SCIE course