

due to an emergency condition (i.e., health, family, catastrophe, etc.). The Director of Financial Aid will consider the appeal and render a decision conveyed in writing to the student within five days of the deadline for submission. If a student misses the deadline for one semester, the appeal will be held and considered for the next semester.

Probation

A student granted an appeal will be placed on academic/financial aid probation. The probation will be accompanied by an academic/financial aid contract. This contract will include a plan for success and specify the academic conditions that must be met each semester to continue receiving aid. The contract must be signed by the Financial Aid Director and the student. The student will be allowed to enroll and financial aid will be offered on a semester by semester basis, provided the student meets the terms of the contract each semester. As long as the terms of contract are met each semester, the student will remain on probation status until he meets SAP standards and are cleared from probation. If the student fails to meet any of the terms of the contract, his financial aid will be suspended, he will not be allowed to enroll, and no further appeals will be considered.

7. Reinstatement

The student on probation can raise his GPA and/or satisfy credit deficiencies by taking additional course work at Tennessee Temple University. He may not use transfer credits from other institutions to eliminate GPA deficiencies. He may submit a copy of his Tennessee Temple University transcript to verify grade changes if this will result in the removal of his deficiencies.

ACADEMIC INFORMATION

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 three academic units: the College of Arts and Sciences, the College of Business and Leadership, and the School of Theology and Ministry. Students choose from a variety of programs which are listed specifically on page 49. 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 August, December, January and May. Courses are offered year-round through Online Learning in mostly 8 week classes, with a few 13 week classes.

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 ACSI 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. Students have access to a large number of church-related and school-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 129 credit hours, depending upon the major. Students can usually complete their degree in four years of study.

Subject Area Designations

AMSL	American Sign Language	LANG	Language
BIBL	Bible	LEAD	Ph.D. Leadership
BUSI	Business	MATH	Mathematics
CHMN	Christian Ministries	MUSA	Applied Music
CISS	Computer Information Science & Systems	MUSC	Music
COMM	Communication/Speech	PAST	Pastoral Ministry
CSER	Christian Service	PHED	Physical Education
DMIN	Doctor of Ministry	PHIL	Philosophy
EDUC	Education	PSYC	Psychology
ENGL	English	SCIE	Science
HIST	History	SOST	Social Studies
ICST	Intercultural Studies	STAT	Statistics
INTD	Interdisciplinary Studies	THEO	Theology
		WRLD	Worship Leadership

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. A normal undergraduate course load for online students is 6-9 hours per 8 week term, which is equal to 12-18 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 residential class may be canceled if fewer than ten students register for the class; an online class may be canceled if fewer than 5 students register for the class.

Drop-Add Period

During the first three days of residential 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 warning or probation must have approval from the Office of Academic Support or those requesting permission to carry more than eighteen semester hours must have approval from the Office of 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 Office of 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 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. Every student is encouraged to take advantage of this valuable educational tool. 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 they are not made 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 Academic Dean 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. Unlike other transfer credits, transient study credits are preapproved and the grades earned count toward the student’s GPA. 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 received by the Student Services Center 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 the Student Services Center (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 the Student Services Center 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. Advanced Standing may be earned through course material exams and/or seminars.

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

Withdrawal

Withdrawal from a Class

After the Drop-Add period, the last day to withdraw from an enrolled course with a "W" is generally October 31 or March 31. In online 8 week terms, the last day to withdraw from an enrolled class with a "W" is the last day of the fifth week. 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, Financial Aid, and Student Services. If a student withdraws before his federal aid has been "earned", he may have to return his federal aid (see page 28). 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

The Student Services Center 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. 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 official transcripts if the student's financial account is outstanding for any reason. 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 and Punctuality 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. Tennessee Temple further requires that a student be punctual to class. If a student misses more than ten minutes of a class, whether at the beginning or the end, it will count as an absence. If a student is tardy three times, it will count as one absence.

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 the eCams student portal. 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, music, or ministry 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, and Baccalaureate. Absence from these events will result in points or fines.

Online Course Check-In and Participation Policy. Enrolled online students must check-in to courses, continue with assigned work or officially withdraw. Failure to check-in will result in administrative withdrawal from the course or may result in a grade of "WF." Students who check-in to a course only or fail to maintain ongoing participation but do not officially withdraw will receive a grade of "F."

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

Letter Grade	Percentage Grade	Grade Points per Credit Hour
A	91-100	4.00
B	81-90	3.00
C	71-80	2.00
D	61-70	1.00
F	60 or below	0.00
WF	Withdrawal while failing	0.00

Other transcript grades not included in GPA calculations

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

Incomplete Grades

In extenuating circumstances, a student may request an extension 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. The professor will assign the grade which the student has earned up to that point in time. When the requirements are completed, the grade will be replaced with the earned grade. If the student does not complete the work by the end of the thirty day period, the assigned grade will become the permanent grade for the course. 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 and the course must be repeated to meet graduation requirements.

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 online 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 appealing to the Dean of the College or School, then to the Office of 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 department chair or the Office of 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.

Classification of Undergraduate Students

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

<u>Classification</u>	<u>Minimum Credit Hours Completed</u>
Sophomore	30
Junior	60

Academic Honors

Any undergraduate student enrolled for twelve hours or more per semester 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's 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 Office of Academic Services will notify those students who qualify regarding induction into the society. Students thus honored are later recognized at the Class Day exercises.

Academic Warning

Tennessee Temple University Standards of Satisfactory Academic Progress (SAP) measure a student's performance in the following two areas: completion rate, which ensures the student will finish in the maximum time frame, and cumulative grade point average (GPA). The Financial Aid Office is responsible for ensuring that all students meet these standards. The report on students who have been classified "On Academic Warning" will be sent to the Academic Dean and the Director of the Learning Center. The Standards of Satisfactory Academic Progress apply to all students at TTU and can impact academic eligibility as well as eligibility for federal student financial assistance programs, state programs, veteran benefits and scholarships.

Plagiarism, Unauthorized Assistance, Dishonesty or Theft

The faculty member's responsibility is to provide an environment of academic integrity. The student's academic work should be an honest reflection of his/her abilities and effort. Presenting someone else's work as his/her own is dishonest and will subject the student to penalties ranging from an "F" for the assignment, an "F" for the course, or in severe cases, academic suspension.

Undergraduate/Graduate Degree Standards

1. Completion Rate

At the end of each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned (i.e., received a grade of A, B, C, or D). This includes any course for which the student has remained enrolled past the Drop/Add period. A student must earn 67 percent of credits attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals (W's and WF's), incompletes, and failures are considered attempted but not earned hours.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned hours.
- Audited courses are not considered credits attempted or earned.

- Remedial courses are included in the calculation of both attempted and earned hours.

2. Cumulative GPA

Students are required to earn a cumulative GPA of 2.0 or higher from courses taken at TTU in order to earn an associate's or bachelor's degree from TTU.

In order to retain academic/financial aid eligibility, a student must attain satisfactory academic progress which is defined as completing 67% of all classes attempted and the appropriate GPA.

Academic Level Required GPA

0-18 credit hours 1.50 cumulative GPA
 19-36 credit hours 1.65 cumulative GPA
 37-54 credit hours 1.85 cumulative GPA
 55+ credit hours 2.00 cumulative GPA

3. Maximum Time Frame

Students are not eligible to receive financial aid or continue to enroll once they have attempted more than 150 percent of the normal credits required for their degree or certificate program. At Tennessee Temple University, this means that students in programs requiring 120 hours for graduation will be eligible for financial aid during the first 180 attempted hours as an undergraduate. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed. A student whose progress toward the successful completion of a degree program is adversely affected by extraordinary circumstances may submit a written appeal to the Director of Financial Aid under the provisions outlined below under "Appeal Procedure."

4. New students

New students are required to meet the following admissions requirements:

- 1st time freshman- 2.0 GPA, 17 ACT or 1210 SAT
- Transfer students- Meet the GPA requirement according to the SAP scale on the previous page

If the student does not meet these standards, he is placed on academic/financial aid warning his first semester and must achieve SAP standards during that semester or will not be allowed to return or receive financial aid.

5. Satisfactory Academic Progress (SAP) Reviews Each Semester

Academic progress will be reviewed at the end of each semester. Those students not meeting the requirements stated above will be placed on academic/financial aid warning during the next semester of enrollment and will receive a letter of warning.

Warning

The student may continue to enroll and receive financial assistance during the warning semester. At the end of the warning semester, the student will:

- Be removed from warning status because both cumulative GPA and cumulative completion rate standards are met: or
- Be suspended from enrolling or receiving assistance from federal, state, Veterans Administration, and institutional sources and will receive a Academic/Financial Aid Suspension letter.

Suspension

If the student does not meet both standards of a 67% completion rate and an acceptable GPA given above in items one and two, he is no longer eligible to enroll or receive financial aid at TTU. The student may appeal the suspension if extenuating circumstances exist.

6. Appeal Procedure

To appeal the academic/financial aid suspension, a student must complete a request for appeal form (available on the financial aid page of the website) by the appropriate deadline. In addition to the appeal form, the student must submit any applicable documentation to support the appeal. A student may appeal due to an emergency condition (i.e., health, family, catastrophe, etc.). The Director of Financial Aid will consider the appeal and render a decision conveyed in writing to the student within five days of the deadline for submission. The student may appeal this decision to the Dean of the College who will render

a decision conveyed in writing to the student within five days of the deadline for submission. The final appeal is to the Vice President for Academic Services who will render a decision conveyed in writing to the student within five days of the deadline for submission. If a student misses the deadline for one semester, the appeal will be held and considered for the next semester.

Probation

A student granted an appeal will be placed on academic/financial aid probation. The probation will be accompanied by an academic/financial aid contract. This contract will include a plan for success and specify the academic conditions that must be met each semester to continue receiving aid. The contract must be signed by the Financial Aid Director and the student. The student will be allowed to enroll and financial aid will be offered on a semester by semester basis, provided the student meets the terms of the contract each semester. As long as the terms of contract are met each semester, the student will remain on probation status until they meet SAP standards and are cleared from probation. If the student fails to meet any of the terms of the contract, his financial aid will be suspended, he will not be allowed to enroll, and no further appeals will be considered.

7. Reinstatement

The student on probation can raise his GPA and/or satisfy credit deficiencies by taking additional course work at Tennessee Temple University. He may not use transfer credits from other institutions to eliminate GPA deficiencies. He may submit a copy of his Tennessee Temple University transcript to verify grade changes if this will result in the removal of his deficiencies.

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 conferrals are invited to participate in the next May commencement exercise and should indicate on the *Graduation Application* their desire to participate. No one who submits a Graduation Application after January 31 will be allowed to march in the May Commencement Exercises 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; 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. Students with two majors must test in each major.

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.

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 and second highest cumulative GPA will receive recognition as Valedictorian and Salutatorian, respectively, for the graduating class. In cases of parity in GPAs, the Academic Council will make the final decision.



Overview of Graduate Programs of Study

School of Theology and Ministry

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.

College of Arts and Sciences

Master of Education in Educational Leadership, M.Ed.
 Master of Education in English Education, M.Ed.
 Master of Education in Instructional Effectiveness, M.Ed.
 Master of Education in Interpretive Education, M.Ed.

College of Business and Leadership

Master of Arts in Leadership, M.A.
 Doctor of Philosophy, Ph.D. in Leadership, Ph.D.

Overview of Undergraduate Programs of Study

College of Arts & Sciences

Majors: ENGLISH (B.A.); ENGLISH EDUCATION (B.S.)
 HISTORY (B.A.); HISTORY EDUCATION (B.S.)
 MATHEMATICS (B.S.); MATHEMATICS EDUCATION (B.S.)
 PSYCHOLOGY (B.S.)
Concentrations: General Psychology, Christian Counseling
 Minors: 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.)
 SECONDARY EDUCATION (English, History, Mathematics) (B.S.)
 SIGN LANGUAGE INTERPRETING (B.S.)
 Minors: Deaf Studies, Physical Education

College of Business and Leadership

Department of Business Administration

Major: BUSINESS ADMINISTRATION (A.B.A., B.B.A.)
Concentrations: Computer Information Systems, General Business
 Minors: Computer Information Systems, General Business

School of Theology and Ministry

Department of Bible & Christian Ministries

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

General Education Requirements

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 below 19 on the ACT or below 440 on the SAT in the Math or English sections must successfully complete MATH-0103 (Math Fundamentals I) and /or MATH-0123 (Math Fundamentals II) 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 0113 Math Fundamentals I (Institutional Credit Only)

(Required of students with scores below 15 on the Math Section of the ACT or below 360 on the Math Section of the SAT.) Topics covered in Math Fundamentals I- Whole Numbers, Multiplying and Dividing Fractions, Adding and Subtracting Fractions, Decimals, Ratio and Proportion, Percent, Geometry. Statistics, The Real Number System

MATH 0123 Math Fundamentals II (Institutional Credit Only)

(Prerequisite: MATH-0113 or scores on the Math Section of the ACT between 15 and 18 or the Math Section of the SAT between 360 and 430. Marginal students (those who score an ACT of 17 or 18 or an SAT of 380 or 430 will be further evaluated for the MATH-0123 requirement based on the level of high school mathematics preparation and the result of diagnostic testing.) Topics covered in Math Fundamentals II- Equations Inequalities and applications, Graphs of Linear Equations and Inequalities in Two Variables, Exponents and Polynomials, Factoring and Applications, Rational Expressions and applications, Systems of Linear Equations and Inequalities, Roots and Radicals, and Quadratic Equations.

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.