

2024

## **Southern Adventist University Adult Degree Completion Catalog 2023-2024**

Southern Adventist University

**ADULT DEGREE COMPLETION  
SCHOOL YEAR 2023-2024**

# Academic Catalog



**SOUTHERN  
ADVENTIST UNIVERSITY**

**Power for Mind & Soul**

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## Welcome

### WELCOME

## ADULT DEGREE COMPLETION CATALOG 2023-2024

WELCOME TO SOUTHERN ADVENTIST UNIVERSITY'S ADULT DEGREE COMPLETION ELECTRONIC CATALOG FOR THE 2023-2024 ACADEMIC YEAR.

### LOOKING FOR A DIFFERENT CATALOG?

- **2002-2003 Catalog to 2020-2022:** Select the desired catalog on the [Records and Advisement website](#).
- **2001-2002 Catalog and earlier:** Visit the archives on the [McKee library website](#).

### CONTACT US

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We always are seeking new ways to enhance your experience with Southern, and we'd like to hear what you think about our electronic catalog. Please send an email to [Records](#) with any suggestions or ideas you would like to share with us.

## This is Southern

### THIS IS SOUTHERN

#### SOUTHERN OFFERS

Southern Adventist University is a co-educational institution established by the Seventh-day Adventist Church, offering doctoral, master's, baccalaureate, associate degrees, and one-year certificates. Various delivery modalities (face-to-face, online, hybrid and other) are employed in order to effectively support learners enrolled in the university's classes and programs.

#### THE MISSION

Grounded in Jesus Christ and dedicated to the beliefs of the Seventh-day Adventist Church, we equip students to embrace biblical truth, embody academic and professional excellence, and pursue Spirit-filled lives of service.

### THE VISION

Southern Adventist University's vision is to:

- Model the love of Jesus in every interaction.
- Invite each student into a saving relationship with Jesus.
- Inspire each student to engage with God's Church and the world through service and witness.
- Provide each student with an exceptional learning experience that equips them to thrive in a fluid, global job market.

### CORE VALUES

As Southern Adventist University employees, we:

- Embrace the Seventh-day Adventist Church's Worldview and Fundamental Beliefs
- Love Others as God Loves Them
- Act with Integrity
- Live Prayerfully
- Serve Others Generously
- Follow God's Calling
- Pursue Excellence
- Exercise Responsible Stewardship
- Offer an Exceptional, Wholistic Learning Experience

### EDUCATIONAL PHILOSOPHY

Rooted in its theological understanding of God and humanity, the educational philosophy of the Seventh-day Adventist church is summarized as follows:

- God, the Creator and Sustainer of the universe, is the Source of all knowledge.
- Created in the image of God for the purpose of communion with Him, humanity has sinned and has separated from Him.
- Through infinite love, God sent His Son to restore this relationship with us—a personal relationship that begins now and continues throughout eternity.

Within the context of this theological understanding, education is viewed as an essential element of redemption, and must focus on developing the whole person. Through harmonious development of the physical, mental, and spiritual, and social dimensions, the individual becomes better equipped to bring wholeness to a broken world.

### INSTITUTIONAL GOALS

Southern Adventist University will

- **Learning Community**  
nurture a learning community that engages students with ideas that mark educated persons, global and multicultural perspectives, and advanced technology to develop both ethical principles and intellectual flexibility.
- **Faculty and Staff**  
hire and develop a competent and diverse faculty and staff who model balanced ethical lives, integrate faith and learning, demonstrate scholarship through teaching, research, and other scholarly and creative activities, and celebrate and energize the student spirit as they respect and support the different ways students develop their minds, their persons, and their citizenship.
- **Students**  
recruit, retain, and support a capable, diverse student body.
- **Campus Environment**  
provide a safe, nurturing learning community of faith for students, faculty, and staff.
- **Student Service**  
enable every student to participate in local service and/or mission service activities.
- **Partnerships**  
pursue and nurture partnerships with alumni, church, community, business and industry, civic organizations, and government in order to analyze, project, and respond to changing needs to help ensure that graduates are prepared for a life of service.
- **Stewardship**  
steward resources entrusted to the university through effective fiscal management to fulfill its mission, vision and goals.

### STUDENT LEARNING GOALS

Undergraduate students of Southern Adventist University will

- **Spiritual Development**  
grow in a vibrant relationship with the Lord Jesus Christ, while integrating into their lives Bible-based beliefs and values as understood by the Seventh-day Adventist church.
- **Intellectual Development**  
develop a commitment to life-long-learning and demonstrate a mastery of the cognitive skills of critical reasoning, independent thinking, reflective judgment, communication, and creativity needed to confront the issues, ideas, and values of historical and contemporary civilization.
- **Individual and Social Development**  
develop socio-emotional maturity that enables them to be effective leaders and contributing members of their churches, families, groups, and communities in a global society.
- **Physical Development**  
take responsibility for their own well-being through a healthy lifestyle.



## HISTORY

In 1892 the educational venture that developed into Southern Adventist University had its beginning in the small village of Graysville, Tennessee. The school became known as Graysville Academy. In 1896 the name was changed to Southern Industrial School and five years later to Southern Training School.

In 1916 because of limited acreage available for further expansion of plant facilities, the school was moved to the Thatcher farm in Hamilton County, Tennessee. The name "Collegedale" was given to the anticipated community. At its new location, the school opened as Southern Junior College and continued as such until 1944 when it achieved senior college status and the name was changed to Southern Missionary College. In 1982 the name was changed to Southern College of Seventh-day Adventists.

In 1996 graduate studies were added to the curriculum and the name was changed again, this time to Southern Adventist University. In 2012, a doctor of nursing practice was added to the curriculum.

## SETTING

Southern Adventist University's one-thousand-acre Collegedale campus is nestled in a valley 18 miles east of Chattanooga. The quietness and beauty of the surroundings are in keeping with the University's educational philosophy.

## ACCREDITATION AND MEMBERSHIPS

Southern Adventist University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award one-year certificates, associate, baccalaureate, master's and doctoral degrees. Questions about the accreditation of Southern Adventist University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

It is also accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. Additional information regarding the University may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, FL 32399 (850.488.8695).

Schools and departments of the University are also accredited by various organizations as follows:

- Southern Adventist University has received accreditation for its business and business-related programs through the International Accreditation for Collegiate Business Education (IACBE), Olathe, Kansas. The following degree programs are accredited by the IACBE:
  - Bachelor of Business Administration degree
  - Bachelor of Science degrees in Business Administration, Corporate Community Wellness Management, Health Services and Senior Living, and Sports Studies
  - Master of Business Administration
- The Health Services and Senior Living program is accredited by the National Association of Boards of Examiners of Long Term Care Administrators.
- The School of Computing's B.S. in Computer Science program (including both the Computer Science and Embedded Systems concentrations) is accredited by the Computing Accreditation Commission of ABET, <http://www.abet.org>.
- The School of Education and Psychology is accredited by the Council for the Accreditation of Educator Preparation (CAEP), Washington, D.C. (phone 202.223.0077) for Initial Preparation (ITP). The University is approved by the Tennessee State Board of Education for the preparation of secondary and elementary teachers.
- The School of Education and Psychology clinical mental health counseling program and school counseling program are accredited by the Council for Accreditation of Counseling and Related Education Programs (CACREP), [cacrep.org](http://www.cacrep.org) (Alexandria, VA 22314, telephone number, 703.535.5990).
- The School of Music is a fully-accredited member of the National Association of Schools of Music.
- The Associate of Science, Bachelor of Science, and Master of Science degree programs in nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. The School of Nursing is an agency member of the Council of Baccalaureate and Higher Degree Programs and the Council of Associate Degree Programs of the National League for Nursing. The School of Nursing is approved by the Tennessee Board of Nursing.
- The Bachelor of Science in Physical Education is approved by the Tennessee Board of Education and accredited through the Council for the Accreditation of Educator Preparation (CAEP) as well as the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities. The Bachelor of Science is an accredited academic program by the National Wellness Institute. All of these graduates become a Certified Wellness Practitioner provided they graduate with a 2.75 GPA or higher and pay the required fee.
- The Social Work program is accredited by the Council on Social Work Education.
- The Physical Therapist Assistant Program at Southern Adventist University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), (3030 Potomac Ave., Suite 100, Alexandria, VA 22305; phone: 703.706.3245; email: [accreditation@apta.org](mailto:accreditation@apta.org)). If needing to contact the program/institution directly, please call 423.236.2858 or email [pta@southern.edu](mailto:pta@southern.edu).

Southern Adventist University is also a member of the Association of American Colleges, the American Council on Education, the Tennessee College Association, and the American Association of Colleges for Teacher Education.

## ACADEMIC PROGRAM

Southern Adventist University offers 1 doctor of nursing practice with 7 emphases, 10 master's degree programs with 43 emphases, 75 baccalaureate degree majors, 20 associate degree majors, 64 minors,

and 2 one-year certificates. Additional preprofessional and terminal curricula are available to students seeking admission to professional schools. (See [Degrees and Curricula](#) ). Eleven departments/schools offer secondary teaching certification.

## ONLINE LEARNING

Online courses are designed to be dynamic, with frequent student and professor interaction; for example, live class meetings are held online and students interact with both the instructor and one another in discussion forums. Class resources are available on eClass, Southern Adventist University's course management system.

A number of graduate degree programs are available entirely online, and some undergraduate courses also are available, including dual enrollment courses for high-school students. Certification courses are offered for teachers in North American Division K-8 schools.

## STUDENTS

Fifty-four percent of the students of Southern Adventist University come from the eight states constituting the Southern Union Conference of Seventh-day Adventists. However, most of the additional states and 8 foreign unions are also represented. The ratio of men to women is 43% to 57%.

Former Southern Adventist University students are now serving in the ministerial, teaching, medical, and other services of the Seventh-day Adventist Church at home and abroad. Others are engaged in advanced study, business pursuits, government service, research activities, private and institutional medical services, and the teaching professions on all levels.

## FACILITIES

The following buildings house the academic and other activities of the University:

- Bietz Center for Student Life-Student Center, Office of Ministry and Mission, Office of Humanitarian Engagement for Local and Global Mission, Student Support Services (First-Year Experience, Life Calling and Career Services, DSS, and Counseling and Testing), Student Development, Student Association, CK2, The Southern Shoppe
- Brock Hall-Business, English, History and Political Studies, Journalism and Communication, Visual Art and Design
- Daniells Hall-Social Work
- AdventHealth Hospital Hall-Nursing
- Hackman Hall-Religion
- Hickman Science Center-Biology, Chemistry, Computing, Mathematics, Physics and Engineering
- Hulsey Wellness Center-Gymnastics Center, Physical Education, Health and Wellness
- J. Mabel Wood Hall-Music
- Ledford Hall-Applied Technology
- Lynn Wood Hall-Modern Languages, Retention Services
- McKee Library-Main Campus Library
- Miller Hall-
- Summerour Hall-Education and Psychology, Teaching Material Center
- William Iles Physical Education Center- Gymnasium, Swimming Pool
- Wright Hall-Administration, Dining Hall, Heritage Museum, Advancement, Alumni, Development

Other facilities on or near campus that may serve student needs:

- Campus Services-Security
- Charles Fleming Plaza-shopping center with businesses serving the University and community. Includes:
  - Adventist Book Center
  - Campus Shop-student bookstore and gift shop
  - Collegedale Credit Union insert
  - Quick Print
  - United States Post Office
  - Village Market with grocery, deli, bakery
- Collegedale Academy-secondary laboratory school
- Collegedale Adventist Middle School
- Collegedale Korean Church
- Collegedale Seventh-day Adventist Church Recreational Area-tennis courts, track, playing field
- Southern Village-student housing
- Arthur W. Spalding Elementary School-laboratory school
- Spalding Cove Apartments-married student housing
- Spanish-American Seventh-day Adventist Church
- Student Apartments
- Student Park
- Talge Hall-men's residence hall
- Thatcher Hall-women's residence hall
- Thatcher South-women's residence hall
- University Health Center-health services
- Winding Creek Apartments-married student housing

## SOMETHING TO KEEP IN MIND -

Although this CATALOG is not a textbook, you will refer to it often during your university career. It describes the academic program you select and the requirements you must fulfill to graduate. Before you

enroll at Southern or register for any succeeding semester, you should satisfy yourself that you are familiar with this *Catalog*.

Two important parts of your academic life are General Education and your field of concentration. You will find it especially valuable to read carefully the sections of the *Catalog* that explain these programs.

Every attempt has been made to prepare this *Catalog* so everyone may understand it, but some of the information may still be confusing to you. Also, because changes may occur in your program requirements, you may encounter contradictions between this *Catalog* and advice that you later receive. Talk to someone about the sections of this *Catalog* that are not clear.

The first person to talk to is your academic adviser. You may also find help from the chair/dean of your department/school. It may be necessary to visit with the Director or Assistant Director of Records and Advisement. The Vice President and Associate Vice President for Academic Administration are also available to assist you. If you need explanations about financial questions, talk with the Vice President of Enrollment Management or the Director of Student Finance.

Remember that you are the one who selects your program of study and it is your responsibility to know the graduation requirements and meet them.

In publishing this catalog, every reasonable effort has been made to be factually accurate. The publisher assumes no responsibility for editorial, clerical, or printing errors. The information presented is, at the time of printing, an accurate description of course offerings, policies, and requirements of Southern Adventist University. The provisions of this catalog, however, are not to be regarded as an irrevocable contract between the university and the student. The university reserves the right to change any provision or requirement at any time, without prior notice.

## Academic Calendar

### 2023-24 School Year

The Southern Adventist University summer term consists of three sessions and a semester. Students in attendance during the 2023-24 school year may register online on April 3, 2023, until the session begins. **See course schedule for all add/drop dates for courses less than 16 weeks.**

### Summer Session 2023

March 28-May 09	Registration
May 08	Summer Term Begins
May 30 (16 wk class)	Last Day to Add a Course/Fee for Class Change
July 13 (16 Wk class)	Last Day to Drop a Course
August 17	Summer Term Ends
August 17	Summer Commencement

### SmartStart 2023

Jul 16	Early Check-In for Science Classes, and JumpStart. Orientation 9:00-11:00 a.m., Dining Hall. Enrollment Activities 11:00 a.m. - 2:00 p.m., Wright Hall
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Jul 17	Classes Begin Smart Start Sciences ( <a href="#">BIOL 101</a> ; <a href="#">CHEM 120</a> )
Jul 23	New Student Check In Illes PE Center-MAIN EVENT-9:00 a.m. -2:00 p.m.
Jul 24	SmartStart Classes Begin
Jul 26	Last Day to Add a SmartStart Class/Fee for Class Change
Aug 04	Last Day to Drop a smartStart Class
Aug 14	New Student Check-in Illes P.E. Center-MAIN EVENT-9:00 a.m.-2:00 p.m.
Aug 17	SmartStart Classes End

### 1st Semester

July 30 7-13	University Colloquium
Aug 16-17	Freshman/Transfer Orientation
Aug 20	Wright Hall open from 11:00-2:00 p.m.
Aug 21	Fall Term Begins (Classes begin)
Aug 22	All S23 Grades due 5:00 p.m.
Aug 24	ACT Examination, 1:00 p.m. Lynn Wood Hall
Aug 29	Fee for Class Change and <b>“W” Show on Transcript</b> (16 week classes)
Sep 4	Last Day to Add a Class (16 week classes)/Census date
Sept 29	Deadline to request Dec/May Graduation at Records Office
Oct 12-15	Mid-term Break
Oct 17	Mid-term Grades Due 5:00 p.m. EST
Oct 17	Senior Class Organization 11:00 a.m. PBR
Oct 26	Last Day to Drop a Class (16 week classes)
Oct 26-29	Alumni Homecoming
Oct 30	Southern Scholars Pre-Registration
Oct 31- Nov 1	Seniors Pre-Registration (94 earned hours)
Nov 2-3	Juniors Pre-Registration (55 earned hours)
Nov 7	Progress Grades due for Dec Graduates
Oct 31	Dec Senior Deadline for Correspondence/Transient/Incompletes
Nov 7-8	Sophomores Pre-Registration (24 earned hours)
Nov 9-11	Freshmen Pre-Registration (23 earned hours)
Nov 13	Dec Senior Deadline for Correspondence/Transient/Incompletes
Nov 14	Online Registration for W23 opens for New/Transfer Students

Nov 21-27	Thanksgiving Vacation
Dec 12-15	Semester Exams
Dec 13	All Incomplete Grades for W22/S22 Due
Dec 15	Commencement
Dec 16- Jan 8	Christmas Vacation
Dec 19	Fall Semester Grades due by 5:00 p.m.
Dec 22- Jan 3	Wright Hall Closed

**2nd Semester**

Jan 8	Enrollment Activities for New Students, 11:00 a.m. - 2:00 p.m. Wright Hall
Jan 9	Classes Begin
Jan 16	Martin Luther King, Jr. Day/No Class/Community Service Day
Jan 17	Last Day to make a change for 100% refund (16 week classes)
Jan 18	Fee for Class Change and "W" Show on Transcript (16 week classes)
Jan 24	Last Day to Add a Class (16 week classes)/Census Date
Feb 05	SmartStart (S23) Registration opens
Mar 10-19	Spring Break
Mar 14	Mid-term Grades due 5:00 p.m.
Mar 23	Last Day to Drop a Class (16 week classes)
Mar 28	Southern Scholars Pre-Registration
Mar 28	Registration Opens for S23
Mar 29-30	Senior Pre-Registration (94 earned hours)
Mar 31- Apr 1	Junior Pre-Registration (55 earned hours)
Apr 4	May Senior Deadline for Correspondence/Transient/Incomplete
Apr 4-5	Sophomores Pre-Registration (24 earned hours)
Apr 6-8	Freshmen Pre-Registration(23 earned hours)
Apr 11	F23 Registration Open for New/Transfer
Apr 11	Last Day to Order Regalia for May Graduation
May 1-4	Semester Exams
May 7	Commencement
May 9	Winter Semester Grades Due by 5 p.m.

**May 6-Aug 16 Summer Sessions 2024**



# POLICIES

## 1. Admissions

### Admission of Adult Degree Completion Students

For priority processing, applications of adult degree completion students should be submitted at least four weeks before class begins in the entering module. Applications will be accepted year round.

#### Regular Acceptance

To be admitted to the adult degree completion program, an individual must meet the following requirements:

- Must be age 25 or older. Non-traditional students under 25 years old may petition for an exception based on their unique circumstances.
- Must provide transcripts from one or more officially accredited colleges or universities with evidence of a college GPA of 2.00 unless otherwise specified for the major.
- Must have earned at least 24 hours of undergraduate academic credit from one or more officially accredited colleges and universities. Official transcripts from colleges or universities previously attended must be submitted before transfer credit can be awarded

**NOTE: This program is not designed for international students in the US on an F-1 visa. I-20 forms can not be issued by the university for students in the adult degree completion program.**

#### Probationary Acceptance

Applicants who do not meet the requirements for regular acceptance can be considered for admission on academic probation. Academic probation continues for the entire first semester and allows a maximum enrollment of 13 credit hours for the semester.

Students will be reviewed by the Academic Review Committee at the end of the semester at which time they will either be placed on regular standing, remain on probation, or be academically dismissed.

### Admission of International Students

**This program is not designed for international students in the US on an F-1 visa. I-20 forms can not be issued by the university for students in the adult degree completion program. International students may apply for online adult degree completion programs following the standard application and admission process. However, coursework will have to be completed in international students' home country.**

### Application Procedure for Admission

Southern Adventist University welcomes applications from students who seek a university career that unites spirituality and academic integrity and who commit themselves to an educational program designed according to Christian principles as taught by the Seventh-day Adventist Church. The University does not discriminate in admissions on the basis of age, gender, race, color, ethnic or national origin, religion, or handicap.

- Prospective students should apply on the Internet at [apply.southern.edu](http://apply.southern.edu).
- The online application fee of \$25 must be paid through the application portal.
- It is the student's responsibility to request any former colleges or universities to forward official transcripts to the university in support of the application. These will become the property of the University.
- Upon receipt and evaluation of the application, transcripts of credits and test scores, the Graduate and Professional Studies Office will notify the applicant of the admission decision.

### Transfer Credits

Southern accepts credits from approved accredited institutions and verifiable credit from international and non-accredited institutions. Credit by examination taken at other colleges will be accepted according to Southern Adventist University standards (see "University Credit by Examination" in the Academic Policies section of the Catalog). Background deficiencies revealed by transcripts and entrance examinations will be given individual attention.

The criteria for evaluating transfer work from an accredited school is based on guidelines given in Transfer Credit Practices AACRAO 2015 guide. The ACE recommendation guide is used for evaluating transcripts for the veterans of the armed forces and credit from unaccredited sources. Credit may be considered for courses taken at institutions which are not accredited only after the student has completed at least 12 semester hours at Southern Adventist University with a 2.00 or

better average GPA. Transfer courses that are comparable to Southern Adventist University courses may be recorded with an earned grade of "C-" or higher. All college transfer work from Tennessee will be recorded to meet the requirements of the HOPE scholarship. Transfer credit from international foreign schools must be evaluated by a credentialed foreign evaluator. As a general rule, accredited international institution credit is usually issued with pass/fail grades.

A student who has been dismissed from another institution because of poor scholarship or citizenship, or who is on probation from that institution should address this on the application at the time of applying for admission.

**Adult degree completion students must submit official college transcripts from previously attended institutions documenting at least 24 credit hours of previously earned college credit before being allowed to continue registering for classes.**

## 2. Academic Policies

### Absences

**Class.** Attendance at class and laboratory appointments is expected. Professors prepare an absence policy for each class, which includes an explanation of penalties, if any, for absences, and the procedure for making up work, if such is allowed. It is the responsibility of professors to publish their policies for each class at the beginning of each semester, but it is the students' responsibility to familiarize themselves with the practices of each professor from whom they are taking classes. Generally speaking, professors will not excuse absences for reasons other than illness, authorized school trips, or emergencies beyond the students' control.

Students are not penalized if they incur absences while participating in school-authorized activities, but they are held responsible for work they miss. It is their responsibility to initiate arrangements to make up their assignments. One and one-half absences are given for missing a 75-minute class, two for missing a 100-minute class, etc.

Students who are on conditional standing are not eligible to participate in extra-curricular trips if the trip would require them to miss more than one day of classes per semester.

**Examination.** Because of problems concerning time, expense and fairness, final examinations will be taken as scheduled. In the case of illness verified by University Health Center or a physician, death in the immediate family, three examinations scheduled consecutively in one day, or four or more examinations scheduled in one day, a final exam may be rescheduled upon approval by the professor and the Associate Vice President for Academic Administration. The rescheduled examination will be given at a time convenient to the professor.

When examinations are rescheduled because of three scheduled consecutively in one day or four in one day, the last examination of the day will normally be the one rescheduled. Examinations rescheduled for any reason other than those listed above, may require a fee of \$100 per examination. All rescheduling requests will be made on a form available at the office of the Vice President for Academic Administration.

**Convocation.** Convocations are held each Thursday at 11:00 a.m. During weeks of prayer, convocations are held on Monday through Friday as well. Occasionally, convocation will be held in the evening or may begin at 10:30 a.m. on Thursday. All students are required to attend 14 convocations each semester. Failure to meet this convocation requirement may result in suspension of registration. Exceptions to the convocation attendance requirement are made by the Office of Student Development only for legitimate direct work conflicts with scheduled convocations. Any excuses for absences from convocation must be approved by the Vice President for Student Development. A special series of orientation convocations is scheduled during the SmartStart summer session.

### Academic Forgiveness

The University maintains an adult degree completion academic forgiveness policy for courses taken at any institution, including Southern Adventist University. The policy allows for the removal of previous coursework from the calculation of the student's grade point averages and from consideration for fulfillment of all University requirements. Academic forgiveness does not remove the record of these courses from the student's transcript.

#### Eligibility:

1. A student must be admitted to an undergraduate adult degree completion program at Southern Adventist University.
2. Students must not have earned an undergraduate degree.
3. Students cannot have attended Southern Adventist University for a minimum of three (3) consecutive years immediately prior to the most recent admission into the adult degree completion program.

#### Policy:

1. Any undergraduate course with a grade below a C- included on the student's Southern Adventist University transcript taken anywhere by the student prior to his or her most recent admission into the adult degree completion program is eligible for forgiveness.
2. Students may request and be granted academic forgiveness only once over their academic lifetime at Southern Adventist University.
3. Upon requesting academic forgiveness, students may select up to 32 credit hours of eligible courses to receive forgiveness.
4. Once approved, the forgiven courses will no longer impact a student's cumulative and university GPAs, which are used for academic determinations including, but not limited to, academic standing, graduation requirements, and honors.
5. Academic forgiveness is not retroactive and will have no effect on prior actions or academic determinations.
6. A record of forgiven coursework and the grades earned will remain on the transcript, but the quality point values will be removed from the cumulative quality point average. A notation on the transcript will indicate which courses have been forgiven.
7. Once approved, academic forgiveness is irrevocable. It is very important that students seek academic and financial aid advisement prior to requesting academic forgiveness.

This policy is independent of financial aid regulations. All coursework will still count in the financial aid satisfactory academic progress (SAP) calculation. Financial aid requirements at the time of application will apply. Therefore, students should check with their student finance counselor for guidance prior to requesting academic forgiveness. Approval of academic forgiveness at Southern Adventist University does not guarantee that other institutions will recognize this action.

### Academic Honesty

Morally and spiritually, Southern Adventist University is dedicated to scholastic integrity. Consequently, both students and faculty are required to maintain high, ethical Christian levels of honesty.

#### Faculty Responsibilities:

1. Professors must explain clearly the requirements for assignments, examinations, and projects, such as "open book," "take home," or "peer collaboration."
2. Professors may assume "no collaboration" is the rule unless they state otherwise.

#### Student Responsibilities:

1. Students assume responsibility to avoid plagiarism by learning the proper procedures for acknowledging borrowed wording, information, or ideas. Otherwise students might innocently misrepresent others' material as their own.
2. Students unfamiliar with procedures for citing sources should confer with their professors.
3. Students are to assume that all course work is "no collaboration" unless stated otherwise by the professor.
4. Many professors will require students to submit papers through **Turnitin**, an originality checker application.

#### Schools/Departmental Policies:

Some departments/schools, because of the nature of their programs, have additional honesty policies which have the same force as those published here. Such policies will be presented to students before implementation.

#### Procedures for Handling Academic Dishonesty:

1. When a professor suspects that academic dishonesty has occurred, the professor should first privately discuss the incident with the student. After the meeting, if the professor is convinced the student was dishonest, he or she will file an incident report with the Associate Vice-President of Academic Administration describing the infraction and the penalty administered. The professor shall also give a copy of the report to the student.
2. In verified instances of academic dishonesty, the commonly applied penalties include, but are not limited to the following:
  - o Record a failing grade on the exam, assignment, or project.
  - o Assign a failing grade in the class.
  - o Allow the student to resubmit the assignment with a reduced value for the assignment.
  - o Assign the student a paper, project, or activity that improves the student's understanding of the value and nature of academic integrity.
3. The University keeps a centralized file of dishonesty reports in the Academic Administration office. After two reported incidents of academic dishonesty, the Associate Vice President will notify the dean or chair of the student's major. Two incidents also make a student eligible for dismissal from the University.
4. At any point, the student may appeal any of the above actions through the established appeal procedures spelled out in the "Academic Grievance Procedure" section of this *Catalog*.

### Advisement

Southern Adventist University is committed to assisting every student in the area of academic advisement. Adult degree completion students are assigned an academic adviser and are recommended to consult with their advisers before registering for classes.

The responsibility of meeting graduation requirements belongs to the individual student. In planning their schedules all students should consult their degree audit in the university's online Student Planning portal. In addition, students should carefully follow the instructions in the *Catalog* and the recommendations of their adviser(s). In the event of a discrepancy between an adviser's word and the *Catalog*, final interpretation of graduation requirements rests with the Records and Advisement Office.

Seniors must file a senior contract in the Records and Advisement Office to graduate. Previous to their senior year students should check periodically with the Records and Advisement office to determine whether they are meeting all curriculum requirements satisfactorily.

### Apostille Service and Document

## Authentication Process

Southern Adventist University offers apostille and document authentication of transcripts and diplomas. As per the Hague Convention of 1962, there is a list of countries which require a document to go through the apostille process prior to being presented. For countries which are not a signatory party to the Hague Convention of 1961, the documents are required to go through the authentication process certifying the authenticity of the document before being presented. The student needs to check the country to see which process is required. The apostille and authentication process of transcripts and diplomas require:

- The student must request the apostille/authentication process for the diploma/transcript.
- The student must request his/her official transcript on line: [southern.edu/records](http://southern.edu/records) and request a replacement diploma from the Records and Advisement Office. The student must receive financial clearance. (See official transcript charges at the Records and Advisement Office website.)
- The charge for the apostille/authentication process is \$100 to be paid to the cashier (phone number: 423.236.2826) at Southern Adventist University. This charge covers the costs for a replacement diploma, notary fees, validation of the notary at the Hamilton County Courthouse, Clerk's Office; priority mailing of the documents to the Tennessee Secretary of State for apostille or authentication process; priority mail envelope back to the Records and Advisement Office. The Records and Advisement Office will then mail the document(s) via priority mail to the specified address.
- The process will take a minimum of 15 business days before mailing to the person/place indicated.

## Class Standing

Standing	Hours
Freshmen	0-23 semester hours
Sophomores	24-54 semester hours
Juniors	55-93 semester hours
Seniors	94 semester hours

Eligibility for class office requires a grade point average of 2.25 and a good citizenship record.

## Cognate Courses

Required courses related to the major which are not a part of the major are called cognate courses [e.g., students majoring in Nursing are required to take Microbiology as a cognate course].

## Conditional Standing and Dismissal

Any student whose GPA does not meet the criteria for graduation is on conditional standing. The following are four categories of students who are on conditional standing:

1. Students whose Southern Adventist University or cumulative GPA falls below 2.00. They are not eligible to hold office in any student organization.
2. Students in baccalaureate programs completing their sophomore year with a GPA in their major field less than the level required for graduation. For most degrees the institutional graduation requirement is 2.25, but some programs may designate a higher GPA.
3. Students on conditional standing may enroll in a maximum of 13 hours and are required to sign a contract agreeing to fulfill additional requirements designed to assist the student with improving their academic performance.

Candidates for a baccalaureate degree must achieve a minimum GPA of 2.00 after 24 semester hours have been attempted. Candidates for an associate or certificate program must have a GPA of 2.00 before beginning their final semester. Veterans enrolled for baccalaureate degrees, associate degrees, or certificate programs must maintain a cumulative grade point average of 2.00, or they will not be certified for veterans benefits. Veterans may be certified for repeat of "F" grades or for a major that requires a specific minimum grade and the grade received was lower than specified.

Government regulations require all financial aid recipients to maintain satisfactory academic progress towards a degree as measured both qualitatively and quantitatively in order to receive financial aid. This requirement applies to the entire enrollment at Southern Adventist University—even periods during which a student does not receive financial aid. Failure to comply with this requirement may result in a student becoming ineligible for financial aid.

This policy defines the minimum standards for eligibility for state and/or federal financial aid.

Students are subject to academic dismissal for any of the following categories:

1. If they are on conditional standing for two consecutive semesters without demonstrating improvement;
2. If their Southern Adventist University or cumulative GPA does not reach the levels indicated in the preceding paragraph or the levels in the following table:

Credit Hours	Attempted Cumulative Grade Point Average
0-23	1.50 or above
23-54	1.75 or above
55 or above	2.00 or above

At the end of each semester the Academic Review Committee reviews the records of students who are subject to dismissal and the Associate Vice President for Academic Administration will notify students in writing whether or not they may continue. A student academically dismissed may be readmitted only after demonstrating maturity and motivation for a university career. The dismissed student may be required to complete successfully at least one term of college-level courses at another institution prior to readmission at Southern Adventist University.

Students receiving financial aid must also meet an academic progress policy set by the federal government. For further explanation see, "Academic Progress Requirements."

## Course Numbers

Each course number consists of three figures as follows:

### HIST 354. Latin America (C-1), (W) 3 hours

The first numeral indicates class year status as follows:

- 0-Developmental (no credit)
- 1-freshman level (lower division)
- 2-sophomore level (lower division)
- 3-junior level (upper division)
- 4-senior level (upper division)

Within a given 100 sequence there is no significance in one course number being higher than another. For instance, 265 does not necessarily mean that the course is on a higher level than 235.

Course numbers separated by a hyphen are two-semester courses in which credit for the first course is a prerequisite to the second [e.g., ENGL 101-ENGL 102. Critical Thinking in Academic Reading and Writing]. However, credit is given for the first semester when taken alone.

Course numbers that stand alone represent courses of one semester which are complete units. Course numbers separated by a comma [e.g., HIST 154, HIST 155. American History and Institutions] represent complete units, either one of which is counted for graduation without reference to sequence.

Designation in brackets following course titles, [e.g., MATH 215 - Statistics (IN-4)] indicates the General Education area and sub-area that the class fulfills. Classes designated with a "(W)" are writing classes for General Education credit.

**Students may earn credit for a cross-listed course from only one department/school [e.g. HIST 356 and SOCI 356].**

## Credit Hours and Course Load

University courses are expressed in semester hours. A semester hour is consistent with the Carnegie Unit of one hour of faculty directed instruction and a minimum of two hours of academic student work for undergraduate (UG) or three hours of academic work for graduate (G) level courses. Student academic work contributes to established intended learning outcomes and is verified by evidence of student achievement. For courses that meet for fewer than 16 weeks, weekly hour expectations are adjusted proportionally.

An equivalent amount of work is required for lectures, labs, internships, summer courses, online courses, directed (UG) study, independent study (G), or other course types leading to the award of credit hours. Schools and departments may determine contact time over the minimum requirements as needed. Physical Education activity courses meet two fifty minute periods for one credit hour. A laboratory period of two and one-half to three hours is equal to one class period. Except by permission of the office of the Vice President for Academic Administration, a student may not register for 18 or more semester hours.

**Student Status.** An undergraduate student must be currently enrolled for a minimum of 12 semester hours to be considered full-time. Part-time status is maintained when a student is enrolled in 6-11 semester hours. Non-degree status is given to the student enrolled in 5 or fewer hours.

**Study-Work Program.** It is important that the student adjust the course load to achieve a reasonable balance in study and work. During registration the student should confer with the adult degree completion adviser in planning the proper course load.

# Degree Requirements

## Planning a Course of Study

When planning their course work, students should acquaint themselves with their chosen program of study and graduation requirements outlined in this Catalog. Students who have not decided their course of study before entering the University may take a general program exploring several fields.

Students may consult an adult degree completion adviser, prior to registering for courses each term.

Degree candidates are responsible for satisfying all degree requirements. They may choose to meet the requirements of any one *Catalog* in effect during the period of residency. If students discontinue their education for a period of twelve months or more, they must re-qualify according to the *Catalog* in force at the time of their return.

## General Degree Requirements: Baccalaureate Degree

The general degree requirements for a baccalaureate degree are as follows:

- Satisfactory make-up of admissions deficiencies.
- A minimum of 124 semester hours with both a resident and cumulative grade point average (GPA) of 2.00 (C) or above.\*
- A minimum of 40 hours of upper division credit, to include at least 18 upper division hours in the major.
- Writing classes requirement (for BIS degree only).
- Completion of a major with a cumulative GPA of 2.25 in the major,\* completion of the General Education requirements, and electives to satisfy the total credit requirements for graduation. Courses completed with grades lower than a "C-" will not be applied toward a major or minor.
- More than one major may be earned provided all courses required for each major and its cognates are completed. Each major must include a minimum of 20 semester hours that do not overlap with any other major or minor.
- More than one minor may be earned provided all courses required for each minor are completed.
- Completion of an exit examination as required by the department or school.
- Students wishing to obtain a second degree will need to complete, beyond the 124 minimum hours required, a minimum of 30 hours, including 16 hours upper division, and a new major.

\*Some schools, departments, or majors require a higher standard. The student should consult the respective *Catalog* section for specific GPA or grade requirements for the desired program.

## Degrees and Curricula

The Bachelor of Arts degree consists of four years of course work that places a student's major field of study in the context of a liberal arts education. To encourage a wide range of studies, a minor is required. A foreign language component is required.

The Bachelor of Science degree consists of four years of course work that places the student's major field of study in the context of a liberal arts education. The degree permits greater concentration in the field of study. No minor or foreign language study is required except as specified for certain majors.

The Bachelor of Integrative Studies degree consists of four years of multi-disciplinary course work that gives the student flexibility to pursue a customized field of study in the context of a liberal arts education. No minor or foreign language study is required.

## Grading System

Course grades are an expression of the student's mastery of the objectives for a particular course. Course objectives, in turn, focus exclusively on discipline-related and content-based knowledge and competencies which the student is expected to achieve as a result of participating in the particular course. Thus, a grade is a permanent record for other institutions of higher education, potential employers, and others, of the student's fluency in the subject matter.

The student's grade may be calculated on a normal curve or as a percentage of mastery of the course objectives, or some combination of the two. In any case, a grade should clearly indicate the level of achievement which the student has reached relative to course objectives. Grades are usually based on both formative (i.e. quizzes, homework, group work) and summative (i.e. exams, papers, major projects) activities, although proportions will vary.

Letter grades are generally defined as follows:

- A Superior;** the student demonstrates exceptional capability in handling course material
- B Above average;** the student's demonstrated capability in handling course material exceeds the expectation of the professor
- C Average;** the student demonstrates a satisfactory grasp of course material which the professor intends students to learn in the class

- D Below average;** the student's demonstrated ability to deal with the course material is less than the professor intends students to learn
- F Failing;** the student does not demonstrate sufficient capability with the course material to merit a passing grade
- W Withdrew from the class;** is not calculated in the GPA
- AU Audit;** no credit
- I Incomplete;** is not calculated in the GPA
- IP In Progress;** a temporary passing grade for interrupted course work still in progress; is not calculated in the GPA
- P Pass;** is not calculated in the GPA
- NR Not Reported;** the professor did not issue a grade; is not calculated in the GPA

The Pass/Fail option is available only in Physical Education activity classes (ADAC and PEAC) with the exception of PEAC 125 and PEAC 425. **Students enrolling in these classes must make a decision either to receive a grade of Pass/Fail or a conventional grade before the final grades are submitted. The decision will be final.**

A student may receive an "I" (Incomplete) because of illness or other unavoidable delay. Any incomplete which is not removed by the end of the following term (Fall, Winter) will automatically become an "F". A student may petition for an incomplete grade to extend up to one year. After a year a grade must be issued. A professor may assign a temporary "IP" (in progress) when an unavoidable problem prevents the issuance of a grade. Grade changes for a course are accepted up to one year. After one year, the student should enroll the second time and repeat the course.

A course may be repeated before the student takes a more advanced course in the same field. Only the last grade will be counted on repeated courses.

Mid-semester and semester grade reports are available online for the student to access. Only semester grades are recorded on the student's permanent record. The following system of grading and grade point values is used:

Grade	Grade Points Per Hour
A	4.00 grade points per hour
A-	3.70 grade points per hour
B+	3.30 grade points per hour
B	3.00 grade points per hour
B-	2.70 grade points per hour
C+	2.30 grade points per hour
C	2.00 grade points per hour
C-	1.70 grade points per hour
D+	1.30 grade points per hour
D	1.00 grade points per hour
D-	0.70 grade points per hour
F	0.00 grade points per hour

The grade point average is calculated by dividing the total number of grade points earned by the credit hours attempted.

## Graduation with Academic Honors

Students graduating with a cumulative GPA of 3.50 or above will have the degree conferred as follows: 3.50-3.74, cum laude; 3.75-3.89, magna cum laude; 3.90-4.00, summa cum laude. The appropriate designations will appear on the diploma.

## Honor Roll/Dean's List

At the conclusion of each semester of the school year, students who have carried a minimum of 12 semester hours and who have attained the following grade point averages will be included in the honors group indicated:

GPA	Honors
3.50-3.74	Honor Roll
3.75-3.89	Dean's List
3.90-4.00	Distinguished Dean's List

## Limitations on Class Attendance

Classes at Southern Adventist University are open to registered students only. The learning experiences, class discussions, and the information disseminated in the classroom, or other places of learning, are services which the University provides to its students. The relationship of trust that is required for honest inquiry and open interaction between students and faculty is protected by asking visitors not to attend or participate in classes without prior permission of the professor.

Professors and the institution reserve the right to remove students or visitors from classes if their speech or behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom.



Professors conducting extension classes from other institutions on the Southern Adventist University campus share the rights spelled out by this policy.

## Major and Minor Requirements

Each major consists of 30 hours or more in the chosen field of specialization of which 18 hours must be upper division credit. The total semester hours required for each major varies for each degree and major.

All minors consist of at least eighteen semester hours. Six hours of a minor must be upper division credit. Each minor must include a minimum of 12 semester hours that do not overlap with any other major or minor.

The specific requirements for majors and minors are given under the respective disciplines section.

## Nontraditional College Credit

In addition to credit earned in the traditional classroom setting, Southern Adventist University accepts credit earned by two other means—challenge examinations, College Level Examination Program (CLEP), and credit for life/prior/experiential learning. Note that credits earned through CLEP and life/prior/experiential learning do not count towards the university's residency requirements.

Southern recognizes the International Baccalaureate as nontraditional credit and will record up to 12 hours of credit of courses taken on the Highest level (HL).

**University Credit by Examination.** Although the university recognizes several types of examination for credit, some policies apply to all types.

- No CLEP or challenge exam may be attempted for a course in which the student has been enrolled beyond the second week of a semester.
- Grades are recorded for departmental challenge examinations and scaled scores are recorded for nationally formed examinations.
- Students may earn a maximum of 12 hours of credit by examination in courses that do not appear in the University Catalog if the evaluating tests are approved by Undergraduate Council.
- Credit for challenge and/or validation examinations will not be placed on a student's permanent record and is, therefore, not transferable until that student has successfully completed 12 semester hours in residence at Southern Adventist University.
- Fees charged for challenge examination and credit are listed under "Other Charges and Fees" in the financial section of this Catalog.
- Additional information concerning challenge examinations may be obtained from the Records and Advisement Office or the Counseling and Testing Center.

There are specific policies for different types of credit by examination.

- Challenge examinations demonstrating competence equivalent to a regular course and prepared by a department/school. The following policies apply:
  - Challenge examinations must be passed at "B" level or above.
  - Since not all classes listed in the *Catalog* are open to challenge examinations, students must obtain permission from both the department chair or school dean and the Vice President for Academic Administration before petitioning to challenge a course.
  - Students must also furnish evidence of adequate preparation to challenge a class before the department chair or school dean assigns a professor to prepare a challenge examination.
  - A student may challenge a given course only once.
  - A challenge test may not be taken if the student has audited the class.
- College Level Examination Program (CLEP) subject examinations
  - CLEP subject examinations must be passed at the score of 50 or higher to receive credit.
- Advanced Placement Examinations
  - In general, AP examinations must be passed with a score of 3, but some departments have additional restrictions.
  - AP history exams, if passed with a 4 or higher, qualify for elective credits. They do not fulfill the general education requirement for history. Three hours of AP/CLEP credit can, however, count towards a history major or minor.
  - The biology and chemistry AP requirement is 5. Students may be exempt from taking BIOL 152 if they have an Advanced Placement grade of 5 and a grade of "B" or better in BIOL 151. A student receiving a score of 5 on the chemistry AP examination will be given credit for CHEM 151. Credit for CHEM 152 requires a 5 on the AP exam and years of H.S. Chemistry and laboratory work that is equivalent to our university chemistry lab. A student receiving a score of 4 or higher on the AP Chemistry exam will receive credit for CHEM 119. (A student may not receive credit for both CHEM 119 and CHEM 151.)
  - A score of 3 or higher on the AP English Language and Composition exam or on the AP English Literature and Composition exam earns credit for ENGL 101. Credit for ENGL 102 may not be earned through Advanced Placement.
- Modern language offers students the opportunity to earn up to six intermediate language credits in Arabic, Chinese, French, German, Hebrew, Italian, Japanese, and Spanish through the STAMP 45 test. Details are available from the Modern Languages Department.

## Practicum and Internships

Suggested departmental/school guidelines for practicum and internships.

### Practicum

- A minimum of 50 clock hours per one credit hour.
- The process of learning a job on a part-time basis.
- The work may be done at various job sites.

### Internships

- A minimum of 100 clock hours per one credit hour.
- The application of learning the skills of a job on a full-time basis.
- The work must be supervised on one job site.

## Outcomes Assessment

In an ongoing attempt to improve its educational quality, the University administers a comprehensive assessment program. This involves periodic measurement of student academic achievement, student satisfaction, and personal, professional, and career development. Although participation in these assessment activities is expected of all students, not every student will be selected for every assessment; but during the course of enrollment, students are likely to be involved in at least one assessment activity.

## Prerequisite for Taking Upper Division Classes

Students must complete 24 semester hours of 100- and 200-level courses (lower division) before enrolling in a 300- or 400-level course (upper division). In addition, students must earn credit for **ENGL 101 before they can enroll in upper division classes.**

## Registration

Students are expected to register during the scheduled registration periods designated in the school calendar. New students are encouraged to contact their adult degree completion adviser for assistance with registering for courses. New students are required to participate in the adult degree completion orientation activities.

**Late Registration.** Permission to register late must be obtained from the Director of Records and Advisement. The course load of a late registrant may be reduced according to the amount of class work missed. A student registering after the first three business days of the term must obtain permission from the instructor and their adviser before enrolling in a class. No student may register after one week of the term has elapsed.\*

\* *Timelines may vary depending on the length of the course.*

**Changes in Registration.** To avoid changes in registration, students should carefully consider the program of courses necessary to meet their objectives. To avoid subsequent adjustments, a balance should be maintained between the course load, work program, and extracurricular activities.

To make changes in registration, students must complete the online change of registration form (Add/Drop) available on the Records and Advisement Office webpage (<https://www.southern.edu/records/>). Course changes and complete withdrawals from the school become effective on the date the online form is submitted by the student. A fee will be assessed for each change in program after the first three days of the term.

A student may not change from one section to another of the same course without the approval of the professor.

When a student drops a class during the first three days of the term, the class is deleted from the student's record. A grade of "W" is issued when a student drops the class after the first three days of the term. A student may withdraw from a class up to the date published on the course schedule to receive a "W". No withdrawals will be permitted after the published date.

**Canceled Classes.** The Dean of Graduate and Professional Studies or a department/school may cancel a class for which fewer than six tuition paying students enroll. This policy applies to ordinary classes but not to directed study courses, private lessons, and other special classes such as special methods of secondary teaching. Students enrolled in canceled classes should confer with their adult degree completion adviser to determine alternate means to complete their schedules.

**Withdrawal Procedure for Students Called to Active Military Duty.** The Southern Adventist University community recognizes the sacrifices that those in the armed forces make while serving our country. We are proud of these individuals and have, therefore, adopted the following policy to deal with currently enrolled Southern Adventist University students who are called to active

military duty.

- Upon presentation of official military orders, the student will be automatically withdrawn from all of his/her courses for the given semester and a grade of "W" with notice of reason for withdrawal will be recorded on his/her academic record.
- In addition, the student is eligible for a full-tuition refund or can choose to have the monies held on account to be used at a later date.
- In the case of a resident student, room and board charges will be prorated based on the period in the semester when the student is required to leave; and the remaining charges will be refunded or held on account based on the student's request.
- If the veteran has left to perform military service, the veteran is to be readmitted with the same academic status he or she had when last in attendance at Southern. In most cases, the length of the absence from Southern cannot exceed five years.

## Residence Requirements

**Baccalaureate Degree:** Twenty-five percent of the total semester hours required for the baccalaureate degree must be taken in residence, including at least 31 of the last 36 hours completed preceding the conferment of the degree. The total hours taken in residence must include at least 15 in upper division, 9 of which must be in the major (per major) and 3 in the minor (per minor), if one or more minors are taken.

**Associate Degree:** Twenty-five percent of the total semester hours required for the associate degree must be taken in residency including at least 31 of the last 36 hours completed preceding the conferment of the degree. The total hours taken in residence must include at least 15 in the major (per major) and 3 in the minor (per minor) if one or more minors are taken.

**Certificate Programs:** Eighteen semester hours of credit must be completed in residence immediately preceding the conferment of a one-year certificate.

**Transfer Credit:** A form and an approval process must be followed with the Records and Advisement Office prior to taking courses for transfer credit at another college or university during any session the student is simultaneously enrolled at Southern Adventist University and during any summer after initial enrollment. See department/school sections of the *Catalog* for classes which must be taken in residence.

## Sequence of Courses

A student may not receive credit for a course which is a prerequisite to a course for which s/he has already received credit.

## Student Identity

### Identity Verification

All students including those who enroll in a distance education course at Southern Adventist University for the first time are required to authenticate their identity at the time of initial registration in their first semester at Southern. The student may accomplish this using one of the following options: 1) Authenticate in person at Southern Adventist University or 2) Authenticate online with a secure identity verification partner, chosen by Southern Adventist University. Fees for this authentication are the responsibility of the student.

### Exam Proctor

Students in online classes may also be required to take online examinations using Southern's designated paid proctoring service. Fees for proctoring are the responsibility of the student.

## Student Records

A student's record is regarded as confidential, and release of the record or of information contained therein is governed by regulations of the federal law of the "Family Educational Rights and Privacy Act (FERPA)." Only directory information, such as a student's name, photograph, address, e-mail address, telephone listing, birthplace and date, major fields of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended, may be released by the institution without consent of the student unless the student has asked Southern to withhold such information.

With the permission of the student, parents of students termed "dependent" for income tax

purposes are entitled to access to the student's educational records. The law also provides for the release of information to university personnel who demonstrate a legitimate educational interest, other institutions engaged in research (provided information is not revealed to any other parties), and certain federal and state government officials.

A student may inspect and review records and is entitled to challenge the content of records. Students may access online a history of their coursework, grades, and degree audit.

A more thorough explanation of records may be obtained from the Records and Advisement Office. A FERPA tutorial and quiz is available at [southern.edu/records](http://southern.edu/records). The Director of Records and Advisement will further explain and clarify the FERPA to students, parents, or interested parties upon request.

## Student Rights

### Right of Petition

Students who believe there is a valid reason for requesting variance from or exception to an academic policy stated in the *Catalog* may make a petition to the Director of Records and Advisement for consideration of their case after obtaining the advice and signature of the department chair or school dean of their major. The petition must contain a statement of the request and supporting reasons. Highly unusual requests will be referred to the Vice President for Academic Administration. Students will be notified in writing by the Director of Records and Advisement of the action on petitions. Petition forms are available from the Records and Advisement Office or online at [southern.edu/records](http://southern.edu/records).

### Academic Grievance Procedure

Students who believe that their academic rights have been infringed upon or that they have been treated unjustly with respect to their academic program are entitled to a fair and impartial consideration of their cases. They should do the following to effect a solution:

1. Present the case to the professor or professors concerned.
2. If necessary, discuss the problem with the department chair or school dean.
3. If agreement is not reached at this level, submit the matter to the Vice President for Academic Administration.
4. Finally, ask for a review of the case by the Academic Grievance Committee, chaired by the Vice President for Academic Administration or his designee and including three other faculty members and two students selected by the Undergraduate Council. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless a later time is agreed upon by both parties. The decision of the committee is binding and will be implemented by the professor involved or the Vice President for Academic Administration.

## Transcripts

Students may obtain official transcripts of their academic record through the National Student Clearinghouse website at [studentclearinghouse.org](http://studentclearinghouse.org) or by clicking on "My Access" at [southern.edu](http://southern.edu). Official transcripts sent directly to a student will be enclosed in a sealed envelope with the registrar's signature across the back. Transcripts are released for those students whose accounts are current or paid in full and who are current in re-payment of student loans.

The National Student Clearinghouse charges the student credit or debit card \$2.25 for each transcript destination. Electronic transcripts are available for an additional charge.

A student may receive an unofficial transcript for evaluative purposes by applying in person or by faxing the form to 423.236.1899. The form is available at [southern.edu/records/transcripts](http://southern.edu/records/transcripts).

## Transient Student

A Southern Adventist University student acquires transient student status when s/he is granted permission through the Southern Adventist University Records and Advisement Office to enroll for automatically transferable credit at another accredited institution. The credit that students may transfer must meet Southern Adventist University criteria for transfer credit and residence requirements.

To receive transient status, a student must:

1. have completed a minimum of 12 hours in residence at Southern Adventist University and
2. be enrolled simultaneously at Southern Adventist University for a minimum of three hours of class credit. (This condition does not apply to summer classes.)

Students may not receive transient status for more than one semester during which the amount of transferable credit exceeds the amount of simultaneous credit earned at Southern Adventist University.

## Waiver Examinations

Upon the approval of the department chair or school dean and the Vice President for Academic Administration, students may obtain a waiver of curricular requirements by successfully completing a comprehensive examination-written, oral, manipulative, or otherwise, as determined by the department/school involved. A fee of \$50 per examination is charged.

## 3. Financing Your Education

### Bank/Check Cashing

Students are encouraged to use their home bank or a local area bank for their personal financial services. Southern Adventist University does not cash personal checks. For the convenience of students and/or their financial sponsors, no-fee banking is available at the Collegedale Credit Union located in Fleming Plaza on the Southern Adventist University campus. Service is provided six days a week. With a \$50 savings account, students can open a no-fee checking account with no minimum balance. Several commercial banks close to the campus community also provide similar opportunities.

### Books

Books may be charged to the student's account through the online bookstore. Students may not charge items from the Adventist Book Center or other book stores to their student accounts.

### Campus Housing

Southern Adventist University-owned apartments and houses may be rented by students who are enrolled at least half-time per semester. They are available on a first-come first-serve basis. Apartments range in size from one bedroom to three bedrooms and are rented unfurnished (furniture rental available). Additional information and housing application can be found at [southern.edu/housing](http://southern.edu/housing).

Rates range from \$650-\$1240 per month and are subject to change without notice. Furniture, utilities, and similar services may be requested for an additional fee that varies by unit. Approval must be obtained through the Student Finance Office.

Rent is charged in full, each semester. Charges are based on the date of issue/return of keys and proper check-in/out procedures. Additional keys are available for \$5/key. Key charges are fully refundable unless they aren't returned at check-out. Additional cleaning and/or damage fees will be charged based on evaluation of apartment at check-out.

No refunds are made for vacation periods or absences from the campus. When a student withdraws, a prorated portion of the semester charge will be refunded, based on date of check-out. Failure to check-out properly may cause additional charges and fees.

## Collection Policies and Procedures

### Current Account Collections Policies

Each semester, students must have their account balance, less any eligible financial aid, paid in full or be current on a monthly payment plan otherwise classes will be dropped on the last day for a 100% refund. Once classes are dropped, students can only have them reinstated if the account is paid in full, the payment plan is brought current, arrangements are made with the Student Finance Office, or a different financial agreement is approved by the Financial Appeals Committee. Students who cannot reach a satisfactory financial agreement by the census date (last day to add a class), will need to stop attending classes and, if applicable, will be given one week to move out of campus housing.

Eligibility for returning students to register for future semesters will be based on having their account balance paid in full, less any eligible financial aid or current on their monthly payment plan.

Statements will be generated no later than the 5th business day of each month. Notification will be sent when the electronic statement is ready. Payment is due at the beginning of the semester, unless enrolled in a monthly payment plan, whereby the payment amount and payment plan due date will defer to the online payment plan. An automated reminder email will be sent two days before the payment plan due date and if necessary, a second email is sent once the payment is late. A \$25 late fee will be charged seven days after the payment plan due date or at the end of the month, if not enrolled in a payment plan.

### Refund of Student Accounts

Credit balances are refundable, upon request, one month after the monthly statement is received for the last month the student was enrolled, in order to be certain that all charges have been processed. For example, if a student graduates in December, a full credit refund would not be made until after the January statement is processed during the first week of February. When the credit balance is large, a portion may be refunded earlier upon request to Student Finance - Billing and Collections Office.

## Non-Current Account Collections Policies

Students completing or terminating their studies with Southern Adventist University should pay their account balance in full prior to leaving. If a student is no longer enrolled and has not paid their account in full, the account will be designated as non-current. A finance charge of one percent per month (or the maximum allowed by law, if lower) will apply to all non-current accounts. Southern Adventist University reserves the right to withhold payment, for services rendered, to satisfy a non-current account.

If non-current accounts are not paid in full or satisfactory payment arrangements have not been made within 120 days, the account will be transferred to a collection agency and/or attorney. If Southern Adventist University deems it necessary to employ a collection agency and/or attorney to collect defaulted accounts, all charges for these services, including collection fees and/or court costs, will be added to the unpaid account. See Southern Adventist University's Financial Responsibility Agreement for additional details regarding the summary information provided here.

## Bankruptcy Policies

Student accounts are considered educational debt per Southern Adventist University's Financial Responsibility Agreement and constitute a student loan which is generally not dischargeable under the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8). Recognizing that the discharge of a debt through bankruptcy proceedings prohibits a creditor from subsequently pursuing the collection of the debt, Southern Adventist University, upon notification by the court of such filing, will comply with this legal prohibition. No further services will be extended. The bankruptcy of a financial sponsor in no way changes the underlying financial obligation of the student to pay their student account and/or student loans.

## Deposits

### International Student Deposit

All international students, except documented permanent residents of the U.S. or residents of Canada, the Bahamas, and Bermuda, must pay an International Student Deposit of \$3,000 (USD). The deposit must be received before a U.S. Immigration Form I-20 is sent to the prospective student for entry to the U.S. Mail service from many foreign countries takes time, therefore, this deposit should be sent at least six weeks prior to enrollment. This deposit will be refunded once the student graduates, withdraws from Southern Adventist University, or finishes their Optional Practical Training (OPT), at which time the international deposit will be applied to the student's account and used to cover any remaining balance before credit is returned.

## Federal Loans, Grants & Work-Study

### Federal Direct Loans

Federal low-interest loans for eligible students to help cover the cost of higher education. Funds are borrowed directly from the U.S. Department of Education and the student must meet the general eligibility requirements for federal student aid. For additional information on Federal Direct Loans, please visit [studentaid.gov/loans](http://studentaid.gov/loans).

Direct Loan interest rates are set each year by Congress, and are fixed rates for the life of the loan. The interest rate varies depending on the loan type and first disbursement date of the loan. Most federal loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionally from each loan disbursement received. The percentage varies depending on when the loan was first disbursed. For additional information on Direct Loan interest rates and loan fees, please visit [studentaid.gov/interest](http://studentaid.gov/interest).

### Direct Subsidized Loans

Loans available to undergraduate students with financial need/financial status according to the FAFSA. The U.S. Department of Education pays the interest on the loan as long as the student is enrolled in school at least half-time. The student must sign a master promissory note (MPN), complete entrance counseling online at StudentAid.gov before the loan is released onto their account. Repayment of the loan generally begins six months after the student graduates, leaves school or drops below half-time enrollment. For additional information, please visit [studentaid.gov/sub-unsub](http://studentaid.gov/sub-unsub).

### Direct Unsubsidized Loans

Loans available to students, regardless of need/financial status according to the FAFSA. The student is responsible for paying the interest, which accrues while enrolled in school at least half-time. The student must sign a master promissory note (MPN), complete entrance counseling online at StudentAid.gov before the loan is released onto their account. Repayment of the loan generally begins six months after the student graduates, leaves school or drops below half-time enrollment. For additional information, please visit [studentaid.gov/sub-unsub](http://studentaid.gov/sub-unsub).

### Direct PLUS Loans (Parent PLUS)

Loans made available to **parents of dependent undergraduate** students who are enrolled in

school at least half-time. Parents must sign a master promissory note (MPN) online at StudentAid.gov before the loan is released to the student's account. The yearly loan limit is the cost of education minus any estimated financial aid that the student is eligible to receive. For additional information on Parent PLUS loans, please visit [studentaid.gov/plus](https://studentaid.gov/plus).

**NOTE:** Southern Adventist University can refuse to certify a loan application, or can certify a loan for an amount less than the maximum amount. Students/Parents will be notified in writing, with a full explanation, if such a circumstance should arise.

## Federal Nursing Loan

Low-interest federal student loans, made by Southern Adventist University, available to undergraduate students, who are pursuing a course of study leading to a BS Nursing degree. Students may borrow up to \$5,200 per year. The amount can be increased to \$8,200 per year if in final 2 years of BS degree. A borrower must repay this loan. Funds are dependent on student's financial need and the availability of funds. Students must sign a promissory note and complete entrance counseling online each academic year before the loan is released onto their student account. Interest rates for Nursing Student Loans is five percent. Repayment of loans begins nine months after student graduates, leaves school, drops below half-time enrollment or is no longer pursuing a BS Nursing degree.

## Federal Grants

Grants are similar to scholarships in that they are financial awards that do not have to be repaid. However, unlike scholarships, they are typically awarded based on financial need rather than on demonstrated academic achievement.

## Federal Pell Grant

The Federal Pell Grant Program is offered to undergraduates and is designed to assist students from low-income households. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. To qualify for a Pell Grant, a student must demonstrate exceptional financial need, as determined by the FAFSA and have not earned a bachelor's degree. For additional information regarding eligibility and grant amounts, please visit [studentaid.gov/grants](https://studentaid.gov/grants).

## Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant funded by the federal government for undergraduate, degree-seeking students with exceptional financial need. FSEOG grant does not have to be repaid. The amount of FSEOG funds is limited. Priority is given to students who receive maximum Federal Pell Grants (zero EFC), and submit the FAFSA by the priority deadline. There is no guarantee that every eligible student will be able to receive a FSEOG award. For more information about the FSEOG, please visit [studentaid.gov/grants](https://studentaid.gov/grants).

## Federal Work-Study (FWS)

This program is available to undergraduate students with demonstrated financial need. Under the Federal Work-Study program, the employer pays a small part of the student's wages, and the government pays the remainder. The Federal Work-Study Program is a method of payment. It is not additional funding on top of the student's earnings. Most work-study positions are on campus. Students are responsible for acquiring their own jobs. Students can work maximum of 24 hours per week during the fall and winter semesters, including vacation periods. They can work a maximum of 38 hours a week during the summer. The basic pay rate is no less than the current minimum wage. The rate varies depending on the skill and experience needed for the job. Students who receive Federal Work-Study earnings will receive 100% of their earnings unless they give written permission for their earnings to be applied to their student account or their account is flagged as past due. Further information is available from the Student Finance Office.

# Financial Aid Information

## Financial Aid

Southern Adventist University provides financial aid for students in the form of grants, scholarships, loans, and employment. The source of these funds is Southern Adventist University, private groups, donors, corporations, the Southern Union Conference of Seventh-day Adventists, the student's state, and Title IV funds from the United States Government. Financial aid applicants will not be denied assistance on the basis of sex, race, color, national origin, religion, or ethnicity. The Student Finance Office follows established procedures and practices which will assure equitable and consistent treatment of all applicants.

Students are urged to contact the Student Finance Office, P.O. Box 370, Collegedale, TN 37315-0370, phone 1.800.SOUTHERN, or visit our website [southern.edu/finance](https://southern.edu/finance) for additional information.

## Financial Aid Eligibility

Financial aid awards are made for one academic year to students who are accepted for admission, demonstrate a financial need, and are enrolled for at least six credit hours. Recipients of

government aid **must hold U.S. citizenship or a permanent resident visa**. Students desiring aid **must** reapply each year, have a GED or high school diploma on file in the Records and Advisement Office, and continue to make satisfactory academic progress (SAP) toward a degree to receive financial aid.

**WARNING:** If a student purposely gives false or misleading information on the federal aid application, s/he may be fined up to \$20,000 by the US Department of Education, sent to prison, or both.

Eligibility for Southern Adventist University need-based funds is based upon a minimum of six credit hours (except where otherwise noted) being taken on the Southern Adventist University's main campus. Co-op, transient, directed study, distance learning, Adventist Colleges Abroad (ACA), and off-site campus classes are not eligible for institutional funds, and do not count toward the six credit hours. Students who have been awarded funds based on full-time enrollment, but enroll below full-time, will have an adjustment made (up to the total loss of the funds awarded) after census (last day to add classes). *Please consult with the Student Finance Office if you plan to enroll in less than 12 hours in any semester.*

## Financial Aid Applications

The Free Application for Federal Student Aid (FAFSA) must be submitted annually to apply for the federal, state, and institutional aid programs. This application needs to be completed online at [studentaid.gov/afsa](https://studentaid.gov/afsa). **Southern Adventist University's TITLE IV code is 003518.**

Applications received by the priority deadline of January 31 will be given preference. Applications received after January 31 will be processed as long as time and funds permit.

Southern Adventist University strongly encourages selecting the automatic IRS Data Retrieval Tool when completing the FAFSA to ensure accuracy of financial information and avoid potential verification delays.

## Financial Aid Award & Disbursement Policy & Procedures

### Undergraduate Student Awarding Policy

A financial aid offer letter will be available online through the Financial Planning section of MyAccess, to each accepted applicant after the Student Finance Office receives the FAFSA results. To confirm and reserve the funds offered, students should click accept on all awards they wish to receive.

Financial aid awards are made on a rolling basis, as long as funds are available, with the neediest students receiving priority. The financial aid award package may be a combination of the following:

- Federal, State, Private, or Institutional Scholarships & Grants
- Federal Work-Study
- Federal Student Loans

When financial aid recipients receive additional resources not included in the financial aid offer letter, it is the student's responsibility to report these funds to the Student Finance Office. Federal regulations prohibit overawards. Therefore, when the total of all resources exceeds the allowable student budget, financial aid awards must be adjusted. When financial aid funds have already been credited to the student's account, any adjustments due to overawards will be charged to the student's account.

### Transfer Student Awarding Policy

Financial aid for students transferring from other institutions will be determined by their academic standing, which will be calculated on all hours Southern Adventist University has accepted. Students with a GPA below policy will be on financial aid probation for one semester. If the cumulative GPA or the completion rates are below the required levels at the end of the probationary period, students will be ineligible to receive financial aid. Deletion of transfer hours from Southern Adventist University academic records may affect a student's financial aid eligibility, depending on the number of hours deleted. Any change in academic program, such as changing from a baccalaureate degree program to an associate degree program, or from an associate degree program to a one-year certificate degree program, may affect a student's eligibility for financial aid.

### Transient Student Awarding Policy

Financial aid for transient students is available when a student receives a transient student permission letter from the Records and Advisement Office. Eligibility for Federal Pell Grant, Federal Direct Loans (Subsidized and Unsubsidized), or Federal Direct PLUS Loans will be based on total hours enrolled at both institutions. Costs at both institutions will be a factor in determining eligibility.

### Institutional Scholarships Awarding Policy

- Applicants for admission and financial aid will be awarded scholarships and grants on a first-come, first-served basis until funds are depleted. Priority deadline is January 31.
- All scholarships are divided and distributed equally over the fall and winter semesters. Scholarships are not applicable for summer.



- For students who apply and qualify for federal financial aid, determination of the total amount of scholarships given is guided by federal guidelines. Southern Adventist University is prohibited from "overawarding" a student who has applied for federal aid. In some cases, students who qualify for multiple scholarships may only be eligible to receive a portion of their awards, based on the federal formulas for awarding.
- Institutional Scholarships and employer tuition assistance cannot exceed cost for tuition (12-16 hours), general fee, room and a capped amount for food and books.
- The total scholarship/grant cost to Southern Adventist University will not exceed the charge for 16 credit hours of tuition and the general fee.
- Scholarships are only available to students taking 12 or more undergraduate hours each semester at Southern Adventist University's main campus in Collegedale, TN towards their first undergraduate degree.
- Full Tuition Scholarships (Full Tuition and National Merit) combined with other Institutional Scholarships will not exceed the cost for tuition (12-16 hours) and the general fee. Scholarships will not be increased to cover or go towards lab fee(s).
- All renewable scholarships, including the full tuition scholarship are for undergraduate coursework only, and cannot be applied towards graduate courses, even if a student is enrolled in a combination of undergraduate and graduate courses.
- All scholarship offers are contingent on the student enrolling during the 2023-2024 school year and are not transferable to a future semester or year.

Southern Adventist University reserves the right to change or amend any of the scholarship policies at any time.

## Financial Aid Disbursements

Financial aid awards are disbursed based on enrollment status each semester. The disbursement will show as a credit on a student's account. Loan funds received from the federal loan programs will in most cases be automatically credited to the student's account after the semester's census date and once the master promissory note (MPN), and entrance counseling requirements are met.

## Excess Financial Aid

Credit balances caused by federal financial aid will be released to the student or parent within 14 days of disbursement, unless the Student Finance office has received written permission to hold the credit balance. If the student has a credit balance caused by a financial aid overaward, the necessary credit will be allocated to the financial aid funds, according to the Financial Aid Award and Disbursement Procedures. If any credit remains, the refund will be credited back first to any credit card that was used to make payment within 90 days of the refund. If the refund involves a credit card payment exceeding \$2,000, the refund will be credited back first to the credit card regardless of the date of payment.

## Professional Judgements

Students may become eligible for an increase in financial aid if they have a significant change in finances since the FAFSA was filed. Please speak with a financial counselor at the Student Finance Office to evaluate eligibility for additional aid.

## Verification

The following documents must be submitted **only** if you have been selected by the government for verification. The Student Finance Office will notify you if these documents are needed.

- The Federal Verification Worksheet
- Copies of parents' IRS Tax Transcript
- Copies of student's IRS Tax Transcript
- Supplemental Nutrition Assistance Program (SNAP) documents
- Child support documents
- Statement of Identity and Educational Purpose

# Insurance

## Health Insurance

Southern offers eligible students a nationwide health insurance plan through United Healthcare Student Resources (UHCSR). Students registered for online classes only are not eligible to purchase this insurance.

Southern Adventist University requires all undergraduate, international students and students who live in University-owned housing to have MEDICAL insurance coverage that is valid in Tennessee and complies with the Affordable Care Act. Prior to the start of classes each semester, all undergraduate, international students and students who live in University-owned housing must submit the Health Insurance Verification and Enrollment form online via the Enrollment Checklist using the MyAccess student portal. Those who do not complete the online form by its due date will be enrolled with a plan through UHCSR.

Undergraduate students taking six or more credit hours on campus, who do not have Medicaid or Military Insurance, are afforded an INJURY ONLY policy. The premium for this coverage is included in the General Fee.

For more information (i.e. coverage periods, premium costs, policy summary, etc.), visit

[uhcsr.com/southern](https://uhcsr.com/southern).

## Personal Effects Liability

When determining what to bring to campus, students should remember that Southern Adventist University is not responsible for the personal effects of any student, even though such effects may be required by Southern Adventist University for student use, or required by Southern Adventist University to be stored in a designated location. Insurance carried by Southern Adventist University does not insure the personal effects of any individual. Southern Adventist University recommends that students consider carrying insurance against possible losses.

## Meal Plans

Meal Plans allow students to purchase food from the Dining Hall, KR's place, the Kayak, Village Market Deli, and vending machines on campus. Meal Plan purchases are exempt from sales tax if student is living in Southern Adventist University-owned Housing. Meal Plan options are provided to assist students in establishing their desired monthly payment plan amount and do not change the actual costs incurred by students over the course of the semester.

## Residence Hall Plans (Talge, Thatcher & Thatcher South)

Meal Plan	Balance	Maximum Refund
Bronze	\$1,460	\$ 50
Silver (Default)*	\$1,660	\$250
Gold	\$1,860	\$450

Students living in the Residence Halls (Talge, Thatcher & Thatcher South) will be automatically enrolled in the Silver (Default) Meal Plan. Students can change their Meal Plan level through census (the last day to add classes) each semester. After census, the Meal Plan level is locked in for the semester. After census, students can add money to their Meal Plan in \$100 increments, as necessary. Each time a Meal Plan's balance drops below \$20, the Meal Plan will automatically be increased by \$100 to ensure students have continuous access to food services. Any purchases made on these plans are tax-exempt. For additional information or to make changes on the Meal Plan, please visit [southern.edu/card](https://southern.edu/card).

Students who leave the Residence Halls during the semester, will have the unused portion of the balance refunded in full. At the end of the semester, the unused portion of the balance is subject to the Maximum Refund (as shown above). This does not include added \$100 increments, which are always 100% refundable.

*Please Note: Grocery purchases at the Village Market are not a part of the meal plan, but can be purchased on the Prepaid Campus Account.*

## Non-Residence Hall Plan (Southern Village, Campus Housing & Community)

Students not living in the Residence Halls may sign up for a \$250 Optional Non-Dorm Meal Plan at [southern.edu/card](https://southern.edu/card). Students that reside in Southern Adventist University-owned housing and have this Meal Plan, will be exempt from paying sales tax on meal plan purchases. For all other individuals, sales tax will be applied to food purchases. Students can add money to their Meal Plan in \$100 increments, as necessary. Unused portions of the balance will be fully refunded at the end of the semester.

*Please Note: Those not on a Meal Plan must pay via cash, credit, or debit card when making food purchases.*

## Payment Methods

Students must grant access to authorized users, within the Student Account Payment Portal, before authorized users (including parents or spouses) can view or make payments to the student's account. Students use their Southern Adventist University user name and password to access the Payment Portal. Students and/or authorized users can make payments in person, via mail (not recommended), or online at [southern.edu/payment](https://southern.edu/payment).

## Credit Card Payments

Southern Adventist University honors VISA, MasterCard, Discover, American Express and debit cards for making payments on a student's account. No cash withdrawal service is available from these cards (this service may be obtained from a local bank). Automatic credit card payments can be setup when the student and/or authorized user enrolls in a payment plan.

## Personal Check Payments

Payments via electronic check can be made online thru the Payment Portal. Payments made via mail or in person, by personal check, should have the student's 6-digit ID number written on the check. If the ID number is not written on the check when it is received, it will be written on the check by a Southern Adventist University employee for posting purposes.

If a check is returned by a bank for insufficient funds, a closed account, or any other reason, a \$25 returned check fee will be assessed to the student's account. The privilege of paying by check for any future payments may be forfeited.

## Payment Options

### Default: Semester Balance

Students are expected to pay the semester balance, less any financial aid, before the beginning of classes.

### Optional: Monthly Payment Plans

If a student is unable to pay the semester expenses upfront, Southern Adventist University offers various payment plans through the [Student Account Payment Portal](#).

Once a student registers, their account will be charged for tuition, fees, and other educational expenses. After the charges have been posted, students and/or authorized users can enroll in a payment plan. Payment due dates are specific to the payment plan. The monthly payment may be automatically increased to cover additional charges, in addition to tuition and fees, that are incurred over the course of the semester.

Students who have filed for bankruptcy are not eligible for monthly payment plans and should be prepared to pay their semester balance, in full, before classes begin. Students who have a history of non-payment on their account may not be eligible for payment plans and may be offered the default payment terms.

## Prepaid Campus Account

Students have the option of purchasing items at the Village Market (non-deli), Southern Shoppe (non-books), and other places on campus, through the Prepaid Campus Account. Funds can be added during the semester at [southern.edu/card](https://southern.edu/card) and the amount will be billed to the student account. At the end of the semester, any unused portion will be refunded in full. Students will not be able to use their ID card to make these types of purchases if there are no funds available in the Prepaid Campus Account. Other payment options include cash, debit, or credit cards.

## Return of Title IV Funds

### GENERAL INFORMATION

Southern Adventist University is required by federal regulations to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of the payment period or period of enrollment. This also applies to students who receive federal funds and receive all F grades for ceasing to attend classes. The Records and Advisement Office will determine the last day of class attendance. ALL Title IV financial aid programs must be recalculated in these situations.

The requirements for Title IV program funds when a student withdraws are separate from any other refund policy that Southern Adventist University has. Therefore, it is possible that the student will still owe funds to Southern Adventist University to cover unpaid institutional charges. Southern Adventist University may also charge the student account for any Title IV program funds that the school was required to return.

The calculation is made for all federal financial aid recipients to determine whether a student who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term, a student "earns" student aid funds in direct proportion to the length of time he/she remains enrolled. **After the 60% point** in the payment period or period of enrollment, a student has "earned" 100% of the Title IV funds, he/she was scheduled to receive during the period. Any aid received in excess of the "earned" amount is considered "unearned". If a student "earned" less aid than was disbursed, the institution would be required to return a portion of the funds and the student may also be required to return a portion of the funds.

This policy does not apply to those students who cancel their registration prior to the first day of classes nor does this policy apply to students who drop some but not all of their classes. In these particular cases, the Student Finance Office may have to recalculate the award based on the student's revised enrollment status.

### CALCULATING EARNED & UNEARNED FINANCIAL AID

The amount of *earned* financial aid is calculated on a daily basis from the first day of classes. The process uses calendar days rather than business days. *Earned* aid is determined by taking the number of days attended before withdrawing divided by the total number of days in the term (first day of instruction until the last day of finals). Breaks of at least 5 days are excluded.

The responsibility to repay the *unearned* Title IV aid is shared by Southern Adventist University

and the student. For example, the calculation may require Southern Adventist University to return a portion of federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation.

### CALCULATING THE AMOUNT OF TITLE IV AID TO BE RETURNED

Once the *earned* and *unearned* aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned. The return amount is determined by multiplying the *unearned* aid percentage by the total of all Title IV aid received.

### CALCULATING THE AMOUNT OF TITLE IV AID THE UNIVERSITY MUST RETURN

The amount of *unearned* aid that must be returned by Southern Adventist University is a percentage of the institutional charges for the term. Southern Adventist University must return the lesser of:

- the amount of Title IV funds that the student does not *earn*; or
- the amount of institutional charges that the student incurred for the payment period multiplied by the percentage of funds that was not *earned*.

Southern Adventist University must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of withdrawal. Funds will be returned in the following order, up to the total net amount disbursed from each source:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct Graduate PLUS Loans
- Federal Direct Parent PLUS Loans
- Federal Pell Grants
- Federal Supplemental Opportunity Grant (SEOG)
- TEACH Grant
- Iraq Afghanistan Service Grant

Once the institution's portion of the return of funds has been calculated, the Student Finance Office will reduce the student's original financial aid award and return the funds within 45 days to the appropriate program(s). If this creates a balance owed to Southern Adventist University, the student will be responsible for repaying the amount owed.

### CALCULATING THE AMOUNT OF TITLE IV AID THE STUDENT MUST RETURN

Any amount of the total *unearned* aid that remains becomes the student's portion of the return. The student portion of the return is calculated by subtracting the amount that the school had to return from the total *unearned* aid. Depending on the remaining sources of aid after the school return, the student portion of the return is distributed back to the aid program from which it was awarded. If the student is required to return either the entire Direct Loan or a portion thereof, the loan proceeds will be returned based on the terms and conditions of the Master Promissory Note (MPN). The student will not be billed for these funds upon withdrawal.

### Grant Overpayments

Any amount of *unearned* grant funds that the student must return is called an "overpayment". The grant funds returned by the student are applied in order as indicated below, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program.

1. Federal Pell Grant
2. Federal Supplemental Opportunity Grant
3. TEACH Grant
4. Iraq Afghanistan Service Grant

**Note: The student is not responsible for returning funds to any program to which the student owes \$50.00 or less.**

### Post Withdrawal Disbursements

If a student did not receive all of the funds that they earned, Southern Adventist University may offer the student a post-withdrawal disbursement, in writing, which, if accepted, will be paid within 180 days of the student's withdrawal. The student must accept or decline the post-withdrawal disbursement within 30 days of the date of withdrawal. Southern Adventist University will automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

## Satisfactory Academic Progress (SAP) Policy

Federal regulations require all financial aid recipients to maintain satisfactory academic progress (SAP) toward a degree as measured both qualitatively and quantitatively, in order to receive financial aid. This requirement applies to the entire period of enrollment at Southern Adventist University, including periods during which a student does not receive financial aid. Failure to comply with this requirement may result in a student becoming ineligible for financial aid.

### SAP Qualitative Standards

CUMULATIVE CREDIT HOURS ATTEMPTED	CUMULATIVE GRADE POINT AVERAGE
0 - 23	1.50 or above
24-54	1.75 or above
55 or above	2.00 or above

### SAP Quantitative Standards

Students must complete and pass a minimum of **67 percent** of attempted credit hours toward a degree to be making satisfactory academic progress (SAP). Incompletes, withdrawals, and failed courses count toward the total attempted credit hours. A repeated course counts as attempted credit hours each time it is taken.

### Time Frame for Receiving Financial Aid

DEGREE PROGRAM	DEGREE	MAX. TIME TO RECEIVE FINANCIAL AID
General	Baccalaureate	186 attempted hours
General	Associate	96 attempted hours
Art	Baccalaureate	190 attempted hours
Music	Baccalaureate	198 attempted hours
Nursing	Associate	103 attempted hours
Second	Baccalaureate	231 attempted hours
Second	Associate	132 attempted hours

The above maximum time frame to receive financial aid is based on 1.5 times the number of credit hours to attain a degree. Hours from the first degree will be counted as attempted hours toward a second degree. Adding a second major does not count as a second degree.

Time frame for transfer students will be evaluated according to the hours accepted from previous institutions and the attempted hours toward Southern Adventist University's current degree program.

### SAP Review Procedures

A financial aid recipient's progress at Southern Adventist University will be reviewed at the end of each semester and will be based on the number of attempted hours a student completes during each semester of an academic year and the cumulative grade point average (GPA).

Students who do not meet the above satisfactory GPA or completion requirements will be placed on financial aid warning. If the cumulative GPA or the completion rate is below the required level at the end of the warning period, the student will be ineligible to receive financial aid and may file an appeal with the Financial Appeals Committee. Students must meet with their Academic Adviser to set an academic plan.

Students may enroll for the summer sessions or subsequent terms at Southern Adventist University without financial aid assistance or attend another accredited institution to fulfill the progress requirements, subject to approval in accordance with transfer credit policies. Academic progress for these students will be reviewed prior to the release of financial aid for the following term in which the student reaches the necessary academic standard.

Students accepted to Southern Adventist University on conditional standing will be eligible for financial aid for the first semester in attendance. Financial aid thereafter is based on the guidelines set above.

### Procedure for SAP Appeal and Reinstatement of Financial Aid

Students who are found to be ineligible for financial aid based on progress will be notified in writing by the Student Finance Office. If unusual circumstances occur that include, but are not limited to, personal or family illness, injury, or death in the family, students may appeal in writing to the Financial Appeals Committee for continuation of financial aid. Students will receive a written notification as to the committee's decision. If approved, the student will be placed on financial aid probation and must sign the SAP Appeal Response Certification form before financial aid is reinstated.

## Student Financial Responsibility

The Student Finance Office will assist students in their financial planning. Financial aid is available to qualified recipients in the form of scholarships, grants, loans, and work opportunities. However, responsibility for payment of Southern Adventist University expenses rests with the student, regardless of any assistance which may be expected or received from federal financial aid, parents, Southern Adventist University, or any other source.

Starting in the summer of each academic year, each student must sign the Financial Responsibility Agreement (FRA) indicating acknowledgment of this responsibility. The FRA must be signed before registering for classes.

Information on student costs and means of paying those costs is given throughout the catalog to assist students in financial planning. Student financial responsibility includes awareness of this information and the willingness to seek assistance from the Student Finance Office when help is needed.

## Transcript and Diploma Requests

Southern Adventist University will withhold official academic transcripts and/or diplomas, if a student has an unpaid or past due student account, has any Perkins, Nursing or Institutional loans that are past due or in default and/or has not completed exit counseling for ALL federal or Institutional loans. Exit counseling is required for each type of loan when a student graduates, leaves school, or drops below half-time enrollment.

For currently enrolled students, exceptions may be considered when the account is current except for the pending disbursement of financial aid. For non-enrolled students, official transcripts and/or diplomas will be released once the student account is paid in full, current on Perkins, Nursing, or Institutional loans, and all exit counseling's have been completed.

When payment is made by personal check, the transcript will be held for ten working days to allow the check to clear. TO EXPEDITE THE RELEASE OF THESE DOCUMENTS, THE STUDENT SHOULD SEND A MONEY ORDER, CASHIER'S CHECK OR PAY BY CREDIT CARD TO COVER THE BALANCE OF THE ACCOUNT.

## Tuition and Fees

Effective May 1, 2023, the following tuition and fees apply only to undergraduate students. Information concerning tuition and fees for graduate students is available in the Graduate Catalog.

### Tuition and General Fee

Tuition per credit hour (1-11 hours)	\$1,000.00
Tuition for 12-16 credit hours (flat rate, per semester)	12,175.00
Tuition per credit hour over 16 credits	775.00
Summer Tuition per credit hour	775.00
Audit Tuition per credit hour:	
If taking 9 or more undergraduate hours for credit	FREE
If taking 8 or less undergraduate hours for credit	500.00
SALT Certification (non-credit) (flat rate)	3,000.00
Adult Degree Completion Tuition per credit hour	400.00
Dual Enrollment Tuition per credit hour	180.00
NAD Teacher Certification Tuition per credit hour	175.00
Nursing Consortium Tuition per credit hour	400.00
General Fee* (per semester)	620.00

### Other Charges and Fees

The following charges and fees are assessed individually as applicable:

Add/Drop Fee	\$ 25.00
Application Fee - online (non-refundable)	26.00
Application Fee - paper (non-refundable)	40.00
Continuing Education Units	20.00
Credentialing Fee - Domestic	25.00
Credentialing Fee - International	100.00
Examination Fees:	
ACT	65.00
Challenge or waiver	50.00

CLEP	ACTUAL
Exam Recording (per credit hour)	40.00
Rescheduling Midterm or Final Exam	100.00
TOEFL	ACTUAL
Health Insurance** (ESTIMATE: per Academic Year):	
Student	2,964.00
Spouse	2,964.00
Child	2,964.00
All Children (2 or more)	5,928.00
All Dependents	8,892.00
ID Card Replacement Fee	15.00
Insufficient Funds Bank Fee	25.00
Lab Fees:	
Lab Fee 1	10.00
Lab Fee 2	15.00
Lab Fee 3	20.00
Lab Fee 4	30.00
Lab Fee 5	60.00
Lab Fee 6	90.00
Lab Fee 7	120.00
Lab Fee 8	150.00
Lab Fee 9	180.00
Lab Fee 10	210.00
Lab Fee 11	240.00
Lab Fee 12	300.00
Lab Fee 13	325.00
Lab Fee 14	350.00
Lab Fee 15	400.00
Lab Fee 16	500.00
Lab Fee 17	600.00
Lab Fee 18	700.00
Lab Fee 19	800.00
Lab Fee 20	900.00
Lab Fee 21	1,000.00
Lab Fee 22	1,100.00
Lab Fee 23	1,200.00
Lab Fee 24	1,300.00
Lab Fee 25	1,400.00
Lab Fee 26	1,500.00
Lab Fee 27	1,600.00
Lab Fee 28	1,700.00
Lab Fee 29	1,800.00
Lab Fee 30	1,900.00
Lab Fee 31	2,000.00
Lab Fee 32	2,500.00
Lab Fee 33	3,000.00
Lab Fee 34	3,500.00
Lab Fee 35	4,000.00
Lab Fee 36	4,500.00

Lab Fee 37	5,000.00
Lab Fee 38	5,500.00
Lab Fee 39	6,000.00
Late return of organizational uniform (The full cost will be charged if damaged or not returned)	40.00
Meal Plans (per semester):	
Bronze Plan	1,460.00
Silver Plan (default)	1,660.00
Gold Plan	1,860.00
Optional Non-Dorm Plan	250.00
Summer Dorm Plan	500.00
Medical Laboratory Science Recording Fee (senior year, per semester)	50.00
Music Lesson Fee (per credit hour)	200.00
Nursing Refresher Course Fee	500.00
Online Learning Fee (per credit hour)	150.00
Packing and Moving Fee	ACTUAL
Parking Permit Fee (per semester)	45.00
Rent Rates (based on double occupancy per semester):	
Residence Hall	2,570.00
Southern Village	2,785.00
Transcript fees:	
Printed Transcript (per destination)	ACTUAL
Electronic PDF Transcript (per destination)	ACTUAL
FedEx Overnight Delivery Service (U.S. and Canada destinations only) (per destination)	ACTUAL

*\*The general fee is charged to each student enrolled for 6 or more credit hours in the fall and winter semester. The fee is used for computer technology, registration, and access to the Wellness Center.*

*\*\*Estimated annual fee that is subject to change by the insurance company.*

### Deposits

Commitment Deposit	\$ 250.00
International Student Deposit	3,000.00

### Tuition Refund Policy

A student who withdraws completely or drops a class during the semester will receive a refund of tuition and fees based on the date the completed withdrawal/drop form, with all required

signatures, is filed with the Records and Advisement Office.

*Financial aid received will also be adjusted based on the refund amount that a student receives.*

## REFUND FOR DROPPING A CLASS OR COMPLETE WITHDRAWAL

FULL SEMESTER REFUND (16 WEEKS)	REFUND PERCENTAGE
6 Business days from the start of class	100%
16 Business days from the start of class	80%
26 Business days from the start of class	60%
47 Business days from the start of class	40%
<b>12 WEEK MODULE</b>	
5 Business days from the start of class	100%
12 Business days from the start of class	80%
20 Business days from the start of class	60%
35 Business days from the start of class	40%
<b>8 WEEK MODULE</b>	
3 Business days from the start of class	100%
8 Business days from the start of class	80%
13 Business days from the start of class	60%
24 Business days from the start of class	40%
<b>6 WEEK MODULE</b>	
2 Business days from the start of class	100%
6 Business days from the start of class	80%
10 Business days from the start of class	60%
18 Business days from the start of class	40%
<b>4 WEEK MODULE</b>	
2 Business days from the start of class	100%
4 Business days from the start of class	80%
6 Business days from the start of class	60%
12 Business days from the start of class	40%

*\*NOTE: Saturday, Sunday and Official University Holidays are not included.*

*Calculation is based on start date of class, include start date in count.*

## Veterans' Benefits & Certification

Southern Adventist University is approved for the training of veterans as an accredited training institution. VA benefits are only available for students enrolled in classes at Southern Adventist University's main campus, in Collegedale, TN. Those who qualify for educational benefits should contact the nearest Department of Veterans' Affairs.

Veterans or other eligible persons are required to attend classes in order to be eligible for educational benefits. Southern Adventist University is required to report promptly to the VA the last day of attendance when an eligible student withdraws or stops attending classes regularly.

A recipient may not receive benefits for any course that does not fulfill requirements for his/her stated degree and major. Audited courses, non-credit courses (except for a required remedial course), and correspondence work cannot be certified.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Southern Adventist University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.



## 4. Student Life and Services

### Campus Safety

The Campus Safety Department serves and protects the people and property of Southern Adventist University. The department monitors and responds to life safety incidents, medical emergencies, and fire alarms. Additionally, Campus Safety sends emergency notifications, investigates and reports incidents, including crimes. Services provided include jump starts, air in tire, fuel assistance, emergency door access, safety escorts, and vehicle registration. The Department is staffed 24/7 by unarmed licensed patrol officers and student dispatchers and can be reached at 423.236.2100 or at 5061 Colcord Drive.

### Career Services

Career development is an integral part of a student's higher education. Career services facilitate lifelong career development through self-awareness, career exploration, career decision-making, and the implementation of career choices. A career counselor is available to help students clarify their interests, work values, abilities and personality type; choose an academic major; explore potential careers; and prepare for employment by creating a resume, writing a cover letter and practicing for interviews.

Meet the Firms and Graduate Schools is a twice-a-year event that provides students with opportunities to network with employers and investigate curricular and career opportunities. Career Services is part of the Student Success Center on the third floor of Lynn Wood Hall.

### Chamber Music Series

Ackerman Auditorium in J. Mabel Wood Hall is the setting for the Chamber Music Series. Each semester two or three artists and/or ensembles provide a variety of listening experiences for students, faculty, and the community. Artists are chosen in such a fashion that over a four-year period a student can become acquainted with solo and ensemble music of many style periods. Master classes are often scheduled in conjunction with a concert.

### Concert-Lecture Series

Each year a concert-lecture series featuring significant artists and lecturers is provided for students, generally in connection with the weekly convocation program. The cost of admission for students is included in the tuition.

### Counseling and Testing Services

Students who wish to seek assistance from a professional counselor should contact the counseling office (Suite 3800) in Student Support Services located on the third floor of the Bietz Center for Student Life (423.236.2782). A wide variety of resources to assist students adjust to university life are available. Personal and career counseling, consultation, testing, and referral services are provided in a confidential caring environment.

Southern Adventist University is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional schools. Contact the testing office (Suite 3800) in Student Support Services in the Bietz Center for Student Life for test information.

### Dining

For the promotion of student health and enjoyment, Southern Adventist University provides a complete vegetarian cafeteria service, organized to serve student needs. The spacious dining hall is an inviting center of social and cultural life at the University, and service by the cafeteria staff is available for the many student and faculty social functions. Auxiliary dining rooms are available for meetings of various student or faculty organizations. The Food Service Department also operates three vegetarian fast-food shops on the campus. K.R.'s Place is conveniently located in the Student Center, the Deli at the Village Market, and the Kayak is in the Hulsey Wellness Center. The Kayak offers all fruit smoothies and more healthy choices of sandwiches and snacks.

### Disabilities - Rehabilitation Act (1973) Section 504: Services for Students with Disabilities

Students with disabilities that could impact their learning experiences at Southern should contact

Disability Support Services (DSS) by phone at 423.236.2544, by email at [DSS@southern.edu](mailto:DSS@southern.edu), or in person at Suite 3900 in Student Support Services on the third floor of the Bietz Center for Student Life to schedule an appointment regarding accommodations. Students are encouraged to reach out as soon as possible, as the process of certifying eligibility and arranging for reasonable accommodations could take some time.

Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Southern has established DSS to provide academic disability services according to the provisions of applicable disability law.

The University does not assume responsibility for identifying students who qualify for accommodations or services. Students must 1) voluntarily identify to the Disability Services Coordinator as having a qualifying disability and 2) provide appropriate documentation to support requests for accommodations.

Details about services as well as the requirements and processes involved in requesting accommodations at Southern can be found at [southern.edu/disabilitysupport](http://southern.edu/disabilitysupport).

### Discipline

Discipline refer to any action taken by Southern Adventist University relative to a student's social standing. All student disciplinary procedures are under the direction of the Dean of Students, who works in consultation with the Vice President for Student Development in situations that may involve dismissal. The Dean of Students may separate a student from the school, suspend a student, deny readmission, or place a student on citizenship probation. For further details, please consult the *Student Handbook*.

### E. A. Anderson Lecture Series

The E. A. Anderson Lecture Series is an annual feature of the business curriculum. The series is made possible by the generosity of E. A. Anderson of Atlanta, Georgia, for the purpose of giving the student a broader understanding of the business world. The public is invited to attend the lectures free of charge and continuing education credit is available. Lectures are presented at 7 p.m. on Monday evenings during the second semester, in the E. A. Anderson Business Seminar Room, Brock Hall, Room 3205. For more details visit <http://southern.edu/events>.

### E. O. Grundset Lecture Series

The E. O. Grundset Lecture Series is jointly sponsored by the Southern Adventist University Chapter (Kappa Phi) of the Beta Beta Beta National Biological Honor Society and the Biology Department. Five or more lectures are presented each semester by guest speakers. The general public is invited.

The lectures are divided into two categories. The Technical Research Seminars are designed to update students, faculty, and the community on current biological research as well as to illustrate to students how biological knowledge is acquired through research. The Natural History Lectures are less technical and provide a general understanding of organismic and ecological biology, either by a description of the plants or animals in a certain region or an account of the behavior, habits, or ecology of certain species.

### Eugene A. Anderson Organ Concert Series

The Eugene A. Anderson Organ Concert Series was initiated in 1986 to provide world-class organ concerts on the campus of Southern Adventist University. The foremost organists from throughout the world present these concerts. Select performances are broadcast internationally on the American Public Radio Program, "Pipe Dreams." The series is made possible through the generosity of Eugene A. Anderson of Atlanta, Georgia, for the education and enjoyment of the students and the general public.

The Anton Heiller Memorial Organ, a 70-stop 108-rank tracker organ, was dedicated in the Collegedale Seventh-day Adventist Church in April, 1986, and is the largest of its kind in North America. A second instrument, a Renaissance mean-tone organ with two manuals and 13 stops, is housed in the music building's Ackerman Auditorium. Both were built by John Brombaugh and Associates of Eugene, Oregon.

### Gerhard F. Hasel Lectureship on Biblical Scholarship

The Gerhard F. Hasel Lectureship on Biblical Scholarship serves to promote biblical scholarship, particularly by inviting recognized non-Seventh-day Adventist scholars to lecture on the campus of Southern Adventist University each winter semester. The lectureship also serves to maintain a

mutually helpful interchange between Adventist and non-Adventist biblical scholars, and to expose students and faculty to varied research and views in order to challenge and fortify reasons for biblical faith.

## Institute of Archaeology

The Institute of Archaeology, under the auspices of the School of Religion, coordinates archaeological programs through course offerings, the Lynn H. Wood Archaeological Museum, laboratories, the William G. Dever Research Library, excavations, and publications.

## Institute of Evangelism and World Missions

The Robert H. Pierson Institute of Evangelism and World Missions, under the auspices of the School of Religion, provides coordination and funding for students and faculty to engage in direct evangelistic and missionary opportunities, as well as research and resources through the Evangelistic Resource Center.

## Libraries

To provide outstanding assistance for both residential and distance education students, McKee Library provides a wide range of resources and services through its web page and on site.

The southern.edu/library page provides access to an array of full-text databases, streaming media, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books, articles, and media, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials, access e-reserve items, and make use of the Ask-a-Librarian feature to get research advice.

When visiting the library, students can have a group study session in one of the study rooms, attend an information literacy session, meet with a librarian for one-on-one help with research, get help at the Writing Center or Tutoring Center, view special collection exhibits, study, read newspapers and journals, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center—an educational curriculum collection in Summerour Hall—to explore elementary and secondary curriculum materials and teaching guides and make use of Ellison dies, laminators, and other resources. In addition, users can visit the William G. Dever Research Library, Southern Adventist University's new archaeology library that houses a premier collection of archaeological resources, and the music collection, located in the School of Music.

## Lynn H. Wood Archaeological Museum

The Lynn H. Wood Archaeological Museum in Hackman Hall provides the basis for a stunning visual display of more than two hundred objects from Egypt, Babylonia, Persia, Syria-Palestine, Greece, Cyprus, and Anatolia. Illustrated through hundreds of photographs, drawings, and original art, the exhibit is designed to introduce artifacts in their ancient life-setting. Highlights include an ancient Babylonian brick stamped with Nebuchadnezzar's name, a complete series of lamps from the Chalcolithic to the early Arabic periods, a rare Syrian clay model of a chariot complete with wheels, handwritten cuneiform tablets from ancient Ur in Mesopotamia, and a series of Syrian toggle pins from the Middle Bronze Age. Through teaching, exhibition, conservation, and the annual Museum Lecture Series, the museum provides educational opportunities for university students and the community at large.

## Marine Biological Station

Southern Adventist University is affiliated with Walla Walla University's Rosario Beach Marine Biological Station to enrich and supplement its on-campus programs.

This Marine Biological Station is located on Fidalgo Island in the Puget Sound in the state of Washington and provides students with opportunities to study marine habitats in a temperate climate. This station also furnishes facilities for summer class work and research. Its close proximity to biomes ranging from sea bottom to Alpine tundra provides an excellent opportunity for instruction and investigation.

## Mission of Southern's Convocation Calendar

Southern accentuates its liberal arts curriculum with its weekly convocation series. Meeting at 11:00 am every Thursday of the academic year, it is an hour when the entire academic community assembles to celebrate God's good gifts of intellect. Convocation provides a unique

opportunity to celebrate persons whose scholarship, art or public service embodies the ideals of a Christian, liberal arts university. The mission of the convocation program is to enhance the academic program of Southern by celebrating and honoring academic achievement and presenting programs that enrich the classroom experience (or the formal curriculum). Speakers bring a variety of perspectives on topics and issues drawn from across the spectrum of liberal arts disciplines in the arts, sciences and humanities. This Southern program is intended to promote broad discussion and active response from the academic community, extending beyond the convocation setting to classrooms and residence halls. The goal is to broaden and deepen our appreciation of creation and culture and to equip us to become discerning agents of redemption. Consistent with Southern's mission, the ultimate goal of convocation is to foster the development and application of a Christian worldview, though individual speakers need not endorse this goal. Other purposes of convocation include:

1. To present programs that will reinforce and/or challenge perspectives expressed elsewhere in the academic program;
2. To encourage students to listen respectfully and learn graciously both from those with whom we agree and disagree;
3. To have the opportunity to meet and understand those outside the community and to provide them opportunity to meet and understand us (i.e., the purposes of the program extend beyond just the period of formal presentation);

## Office of Ministry and Missions

The Office of Ministry and Missions seeks to ignite every student to be a missional leader by providing an exceptional spiritual environment that empowers each student to:

1. Find identity and value in Jesus
2. Belong in a faith community
3. Embrace a vocational calling
4. Go wherever He leads

### Find Identity and Value in Jesus

Through Campus Ministries, Afterglow, LifeGroups (small groups) and Student Week of Prayer, students are enriched by finding their identity and value in an authentic, growing relationship with Jesus Christ.

- Campus Ministries hires and trains student leaders to develop and facilitate ministry and spiritual growth.
- Afterglow is held every Friday at 8:30 pm after the Vespers service. Afterglow provides spaces for students to build meaningful friendships, ask questions, share testimonies and engage in music.
- LifeGroups are available to our campus community based on a variety of topics, including prayer, Bible study, reading through a Christian book, discussing questions on faith and experiencing spiritual activities together. Every student is invited to be part of a LifeGroup as part of their Southern experience.
- Student Week of Prayer is held every Spring semester in the Collegedale Seventh-day Adventist Church. This week is run for the students and by the students through Campus Ministries.

### Belong in a Faith Community

Partnering with student-focused Adventist churches and facilitating a connection between the local faith community and our students during their time at Southern and beyond. We desire our students to experience a vibrant faith through intergenerational faith communities and meaningful relationships. Students are invited to participate in

- Vespers is held every Friday night at 7:30 pm in the Collegedale Seventh-day Adventist Church. Various speakers powerfully share the Gospel each week with student-led music and prayer.
- Renewal Worship Service is Collegedale Seventh-day Adventist Church's student-led service. Renewal is held every Sabbath morning at 11:45 in the Sanctuary.
- Merge Worship is a gospel style, multicultural, student-led worship service. Merge is held every Sabbath morning at 11:30 in the Lynn Wood Hall Chapel.

### Embrace a Vocational Calling

We desire to empower students by identifying their unique talents and gifts to further God's calling in their lives. At Southern students can take advantage of distinct resources made available to them, including:

- PathwayU, is a program offered by Career Services that guides students toward discovering purpose and meaning while exploring majors and occupations that align with their interests, personality, values, and workplace preferences.
- Clifton Strengths is available to students through The Center for Teaching Excellence and Biblical Foundations of Faith and Learning (CTE-BFFL). It helps students discover and develop their greatest God-given talents.

### Go Wherever He Leads

Southern encourages students to live a countercultural faith through serving others. There are

opportunities for students to serve others through:

- uQuest: Students are equipped to create, co-lead, or participate in short-term mission trips globally. uQuest trips primarily travel during spring break and early in the summer and are part of Campus Ministries at Southern Adventist University.
- Student Missions: The Student Missions program began in 1967 and since then, more than 2,000 students have taken a school year or summer to follow the calling God and serve around the nation and the world.
- ERC Summer Trips: The Evangelist Resource Center program sends student evangelists all across the globe to share the good news of salvation through an evangelistic series.
- Christian Service: The Christian Service program is an academic Service-Learning opportunity where credits are earned through classes taken here at Southern or through opportunities such as mission trips and approved student initiated projects.
- Outreach: Students enjoy ministering to people where they live in the communities near campus. Student-led organizations provide food for the homeless, cheer for the elderly and disheartened, and a witness to the wandering.

The Chaplain of Southern Adventist University oversees the spiritual life of the campus and also is available for spiritual counseling, Bible studies, preparation for baptism, prayer and premarital counseling for all students, faculty, and staff.

## Personal Effects Liability

When determining what to bring to campus, students should remember that Southern Adventist University is not responsible for the personal effects of any student, even though such effects may be required by Southern Adventist University for student use, or required by Southern Adventist University to be stored in a designated location. Insurance carried by Southern Adventist University does not insure the personal effects of any individual. Southern Adventist University recommends that students consider carrying insurance against possible losses.

## Photo Release

By enrolling at Southern Adventist University, students authorize the use and reproduction by the University, or anyone authorized by the University, of any images taken while enrolled at the University, whether video or photo, film or digital, whether distributed by print medium, video cassette, CD, DVD, Internet, television, or any other mode or medium, whether now existing or subsequently developed. All such images, however stored, shall constitute Southern Adventist University property solely and completely. Students will not be entitled to compensation for the use of the image

## Robert H. Pierson Lecture Series

The Robert H. Pierson Lectureship is sponsored in November of every year by the School of Religion under the auspices of the Robert H. Pierson Institute of Evangelism and World Mission. The lectures are meant to facilitate the training of ministers and other religion majors in Biblical Studies, Theology, History, Adventist Studies, Homiletics, Church Leadership, and in other areas of preparation.

## Sanctions

Sanctions refer to any action taken by Southern Adventist University relative to a student's social standing. All student disciplinary procedures are under the direction of the Dean of Students. The Dean of Students may separate a student from the school, suspend a student, deny re-admission, or place a student on citizenship probation. For further details, please consult the Student Handbook.

## Social Activities and Organizations

The Director of Student Life and Activities plans social activities in consultation with the Student Activities Committee.

## Standards of Conduct

In harmony with the objectives of the University, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity appreciate standards that elevate and ennoble. Admission to Southern Adventist University is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the University and who willingly subscribe to the social program as ordered are welcomed. It therefore follows that since students at Southern Adventist University receive an education subsidized by the Seventh-day Adventist Church, those who engage in activities determined to be detrimental to the church on or off campus will not be knowingly accepted or retained.

A student who is out of harmony with the social policies of the University, who is uncooperative, and whose attitude gives evidence of an unresponsive nature may be advised to withdraw without specific charge.

Each student is expected to become acquainted with the standards of conduct published in the Southern Adventist University Student Handbook. The handbook includes levels of social discipline and the appeal route. A copy may be obtained from the office of the Vice-President for Student Development. Interim announcements of policies adopted by the administration are of equal force with those listed in official publications.

## Student Employment

Southern Adventist University encourages every student to balance work and study. If a student wants to work, is physically and emotionally able to work, and has arranged his/her class schedule to accommodate a reasonable work schedule, he/she may be able to obtain employment on campus. Students seeking employment should contact the Human Resources Office for information; however, students are responsible for securing their own employment. Students are encouraged to visit the Student Employment webpage: <http://www.southern.edu/administration/hr/forstudents/index.html> to learn about current openings, required documents prior to starting work, and other helpful resources.

## Student Labor International Regulations

International students on non-immigrant visas are required by law to secure permission before accepting any off-campus employment. Foreign students with student visas are allowed to work on campus up to 20 hours a week. Spouses may work only if they have student visas of their own or have immigrant visas.

## Student Labor Regulations

Although Southern Adventist University cannot guarantee a student employment, there are multiple work opportunities available in departments/schools and industries operated by the Southern Adventist University and at local private businesses. Students seeking employment should contact the Human Resources Office or visit [www.southern.edu/hr](http://www.southern.edu/hr) for a listing of available positions or to complete an employment application. Students are urged to arrange class schedules that allow blocks of time for work.

All hiring formalities are completed in the Human Resources Office. Students must bring documents, such as their Social Security card, passport, driver's license, or original birth certificate, in order to legally complete the hiring process. Students who are not American citizens must produce an unexpired employment authorization document such as a valid I-20 or other legal document before employment can be arranged.

Students are expected to maintain satisfactory job performance and meet all work appointments, including those during examination week. Work superintendents reserve the right to dismiss students if their service and work records are unsatisfactory. Should a student find it necessary to be absent from work, s/he must make arrangements with the work supervisor and, if ill, with the University Health Center.

A student accepting employment is expected to retain it for the entire semester except in cases where changes are recommended by the University Health Center or the Human Resources Office. Should a student receive opportunities for more favorable employment at another department on campus during the semester, the transfer must be made through the Human Resources Office and the two employing departments.

Students can work a maximum of 24 hours per week during the fall and winter semesters, including vacation periods. They can work a maximum of 38 hours per week during the summer sessions. The basic pay rate is no less than the current minimum wage. The rate varies depending on the skill and experience needed for the job.

Students who work more than 20 hours per individual week or who are enrolled for less than 12 credit hours may have Social Security taxes (FICA) withheld from their earnings.

## Student Life and Services

A university is not only classroom instruction, but also a mode of association. The effectiveness of the University program is enhanced if students develop their interests and meet their needs through participation in the nonacademic activities provided. Students are encouraged to take advantage of the facilities and opportunities planned for their cultural, social, and spiritual growth.

## Student Workers' Compensation Insurance

As provided by the laws of the State of Tennessee, Southern Adventist University carries workers' compensation insurance to protect all employees in case of work-related accidents.

## Tutoring Center

**McKee Library, 3rd floor, 423.236.2578, [southern.edu/tutoring](https://southern.edu/tutoring)**

The Tutoring Center offers free peer tutoring sessions to Southern students for multiple courses on campus including nursing, biology, chemistry, and math. In addition, we provide academic coaching and support for ACT test preparation. Schedule an appointment at [southern.mywconline.com](https://southern.mywconline.com).

## University Health Center

The University Health Center strives to provide high quality health care for the students of Southern Adventist University. Services are provided by a mid-level practitioner under the supervision of a physician. The Health Center is open during regular university working hours.

The Health Center is available to all students. We can also see student dependents if they are covered on the school insurance (United Health Care).

All charges incurred at the UHC will be charged to the student's account. The UHC will submit claims for students using the United Healthcare plan through Southern. The insurance reimbursement is posted to the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available upon request. For further details, consult the *Student Handbook*.

## William G. Dever Research Library

The William G. Dever Research Library located adjacent to the Lynn H. Wood Archaeological Museum in Hackman Hall contains three major collections that comprise nearly 3,000 volumes and 20 different journal titles in the areas of archaeology, biblical studies, ancient Near Eastern languages, and Egyptology. The collections are fully integrated with the university library system for searching and research.

## Writing Center

**McKee Library, main floor, 423.236.2014, [southern.edu/writingcenter](https://southern.edu/writingcenter)**

The Writing Center is your writing resource on campus. We offer free one-to-one, individualized tutoring sessions for Southern students. Wherever you are in the writing process, regardless of the paper, course, or discipline, we can help. Schedule an appointment at [southern.mywconline.com](https://southern.mywconline.com).

## WSMC FM90.5

Classical 90.5 WSMC is a 100,000 watt, noncommercial, radio station licensed to Southern Adventist University.

WSMC provides training for students in the field of broadcasting, marketing, and community engagement. The station regularly hires students as on-air announcers, producers, and public relations assistants. The station is an excellent way for the student to receive hands-on experience in the field of broadcasting and public radio/development.

WSMC represents the University to the Greater Chattanooga community, with a coverage area including a 94-mile radius of Chattanooga. Founded in 1961, it is the oldest noncommercial fine arts station in southeastern Tennessee. WSMC was the first radio station in a seven-state region to receive satellite capability. The station also exists as an outreach of the University-striving to enhance the quality of life in the community.

The station produces high-quality fine arts, informational, educational, and inspirational programs. WSMC broadcasts programs from NPR and American Public Media.

WSMC's broadcast studios are located on Colcord Drive across from Brock Hall. The facility includes a production room, music library, on-air studio, and is part of the School of Journalism and Communication.



# **GENERAL EDUCATION**





## General Education (ADC)

### About

#### The Mission

Southern Adventist University nurtures Christ-likeness, traditional Seventh-day Adventist values, academic excellence, and a life-long pursuit of truth, wholeness, and service.

#### Statement of Purpose

The general education program develops scholarship from a variety of perspectives to prepare students for leadership in their churches, families, and in society. In developing the whole person, it challenges students to achieve physical fitness, to model Christ-likeness, to reflect on beauty, and to value truth.

General education is key to achieving Southern Adventist University's mission since that part of the curriculum is common to the student body as a whole. Hence, it is designed to help all students develop those traits that mark a Southern Adventist University graduate. The Student Learning Goals articulated below are specific dimensions arising from the institution's mission, and vision. Southern Adventist University students will demonstrate competency in each of the student learning goals by completing the associated requirements.

#### Student Learning Goals

For each area the minimum number of credit hours are listed for bachelor's and associate degrees respectively. E.G. In area R, bachelor's degree candidates must complete 12 hours, while associate degree candidates must complete 6. Some courses may include more hours than required, but in every requirement there are options that meet the minimum number of hours.

### R. Spiritual Development

Bachelor

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**Student Learning Goal:** Students will grow in a vibrant relationship with the Lord Jesus Christ while integrating into their lives Bible-based beliefs and values as understood by the Seventh-day Adventist church.

**Rationale:** A graduate of Southern Adventist University has a knowledge of the Bible and a sense of Christian community based on the teachings, beliefs, and history of the Seventh-day Adventist Church.

A correct understanding of the human condition results from a knowledge of the Bible as God's word, a commitment that springs from that truth, and a system of values derived from such knowledge and insight.

**Requirements:** Bachelor's degree students must take a minimum of 12 hours of Religion courses, at least 3 hours of which must be upper division. These hours must be distributed as follows.

Adult degree completion students must take 3 hours at an accredited Seventh-day Adventist college or university for each year or part thereof in attendance at an SDA college or university, with a minimum of 6 hours.

- Students entering Southern with at least 48 semester credit hours are required to take only 6 credits in Religion at Southern. One course must be taken from Area R-2 and the remaining Religion course from Area R-1, R-3, or R-4.
- Students entering Southern with at least 24 semester credit hours are required to take only 9 credits or fewer in Religion at Southern. One course must be taken from Area R-2 and the remaining Religion courses from Area R-1, R-3, or R-4, but may not take more than one class from any single sub-area.

- |   |            |
|---|------------|
| <p>1) <b>Spiritual Development</b></p> <p>Students will</p> <ol style="list-style-type: none"> <li>1. assess their personal spiritual experience and evaluate areas of growth</li> <li>2. demonstrate that they know how to carefully study the Bible in a way that brings out the truth of the text and meaningfully applies it to their lives</li> <li>3. demonstrate what it means to have a personal devotional experience and to live out their faith</li> <li>4. show an understanding of Christ likeness and be able to reflect on practical ways in which they can make positive changes in their personal lives</li> </ol> <p>Complete: RELB 125 or RELT 177</p> | <p>0-3</p> |
| <p>2) <b>Seventh-day Adventist Teachings</b></p> <p>Students will demonstrate an understanding of the Seventh-day Adventist theological identity while integrating into their lives Bible-based beliefs and values as understood by the Seventh-day Adventist Church.</p> <p>Complete: RELT 138, RELT 225, or RELT 255</p>  | <p>3</p>   |
| <p>3) <b>Biblical Studies</b></p>   | <p>0-3</p> |

Students will grow in a vibrant relationship with the Lord Jesus Christ, while integrating into their lives Bible-based beliefs and values as understood by the Seventh-day Adventist Church. Complete: Any Biblical studies class (RELB) except RELB 125, RELB 255, RELB 455, and RELB 497

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| <p>4) <b>Required Elective:</b></p> <p>Students are required to complete one additional religion elective from the following options:</p> <ul style="list-style-type: none"> <li>• RELB classes</li> <li>• RELT classes</li> <li>• RELP 240/RELP 340, RELP 251, RELP 252, RELP 264, RELP 363, RELP 405, or RELP 467</li> </ul> | <p>0-3</p> |
|--|------------|

Associate degree students are required to take 6 credits, 3 of which must come from Area R-1 above and the other 3 credits which must come from either Area R-2 or Area R-3 above.

Transfer students must take 3 hours at an accredited Seventh-day Adventist college or university for each year or part thereof in attendance at an SDA college or university, with a minimum of 6 hours. Transfer students who are required to take only 9 credits or fewer in Religion at Southern may take their remaining Religion courses from either Area R-1, R-2, or R-3, but may not take more than one class from any single sub-area.

Bachelor

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### IN. Intellectual Development

**Student Learning Goal:** Students will demonstrate the cognitive skills of critical reasoning, independent thinking, reflective judgment, communication; and the socio-emotional maturity to confront issues, ideas, and values of contemporary and historical civilization; and to become effective leaders and contributing members of their churches, families, groups and communities.

**Rationale:** The ability to appreciate and understand problems, people, and circumstances using a variety of skills and perspectives from a breadth of disciplines is an attribute of both leadership and effective work in churches, families, groups, and communities. Christian leaders integrate their knowledge in service to God and to humanity. Southern Adventist University graduates will gain balanced perspectives, knowledge, and skills through intellectual study in the following areas: humanities/fine arts, social/behavioral science, science/mathematics.

The *humanities/fine arts* required in IN-2, IN-3, IN-6 and IN-10 develop communication skills, critical reasoning, independent thinking, and reflective judgment across English composition, oral communication, historical perspectives and aesthetic analysis.

The *social/behavioral sciences* required in IN-1, IN-5, IN-8 and IN-9 develop understanding and encourage reflection on human and emotional development, and societal issues including the inter-relationship of humans with technological, political and/or economic systems.

The *science/mathematics* required in IN-4 and IN-7 develop knowledge and understanding of the scientific perspective and the ability to understand and use statistical concepts.

**Requirements:** Bachelor's degree students must complete all requirements in area IN. Associate degree students must complete IN-1 to IN-8.

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|--|----------|
| <p>2) <b>Written Communication Skills</b></p> <p>Students will demonstrate critical, independent thinking, clearly communicate their ideas in written form, and demonstrate the ability to select appropriate evidence from quality sources.</p> <p>Complete: ENGL 101; ENGL 102 or ENGL 103 (Required for Southern Scholars).</p> <p>Students with an ACT English score &lt; 18 must register for ENGL 100 and achieve an ACT score of 18 or higher before entering ENGL 101.</p> | <p>6</p> |
|--|----------|

**Candidates for the Bachelor of Integrative Studies degree must complete three writing-emphasis classes.**

These classes are identified by a "(W)" following the course name, (e.g., History of the South (W)) in the departmental listings. Once such class must be in the student's major field and one must be outside the major field. The third may be chosen from any area. The writing done as a part of the program overseas completed by students majoring in International Studies, Spanish, or French will be accepted in place of a specially designated "W" course in the major.

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| <p>3) <b>Oral Communication Skills</b></p> <p>Students will demonstrate critical, independent thinking, clearly communicate their ideas in oral form, and demonstrate the ability to select appropriate evidence from quality sources.</p> <p>Complete: COMM 135 or COMM 145 (Required for Southern Scholars).</p> | <p>3</p> |
| <p>4) <b>Statistical Skills</b></p>  | <p>3</p> |

Students will understand basic statistics, correctly analyze statistical data, and interpret statistical conclusions on a substantial data set in a project.

Complete: MATH 215 or a major or minor from the department of Mathematics. Students with an ACT Mathematics score of 15 or below must complete MATH 081 with a grade of C or better before the student registers for any other mathematics course. Nursing majors with a MATH ACT score of 22 or higher, see the nursing program for additional information on Mathematics requirements.

\*AS degree seeking students may take either a math or a science to fulfill their general education

**5) Computing Concepts 1**

Students will demonstrate an understanding of computer concepts related to the effective, safe, and responsible use of computing technology and demonstrate skill in evaluating technology and information.

Complete: CPTe 100 or a Major from the School of Computing. Students that have not completed a course covering word processing and spreadsheets must complete CPTe 105 and CPTe 106.

**6) Historical Perspectives 3**

Students will  
 1. recognize and articulate the interrelations between political, social, economic, religious, and/or intellectual developments within a particular historical era or across a range of historical periods  
 2. demonstrate their ability to think critically when they analyze the arguments of primary and secondary texts while considering the historical and/or cultural assumptions of these arguments

Complete 3 hours from: HIST 130, HIST 140, HIST 154, HIST 155, HIST 174, HIST 175, HIST 250, HIST 260, HIST 280, HIST 345, HIST 351, HIST 352, HIST 353, HIST 356, HIST 357, HIST 363, HIST 364, HIST 365, HIST 366, HIST 374, HIST 375, HIST 380, HIST 386, HIST 387, or HIST 388.

**7) Natural Science 3**

Students will be able to apply the scientific process correctly and demonstrate an understanding of the concepts and limitations of natural science in classroom and laboratory experiences within a Seventh-day Adventist world view.

Complete 3 hours from: BIOL 101, BIOL 103, BIOL 151, CHEM 107, CHEM 119, CHEM 151, ERSC 105, PHYS 137, PHYS 155, PHYS 211 and PHYS 213, or PHYS 221 and PHYS 223.

\*AS degree seeking students may take either a math or a science to fulfill their general education

**8) Human Development 3**

Students will understand and reflect on a range of cognitive, emotional, social, and societal issues and developmental concepts across the human lifespan from a Seventh-day Adventist worldview.

Complete: PSYC 101, PSYC 128, PSYC 234, or SOCI 125.

**10) Aesthetic Analysis 3**

Apply critical thinking and reflective judgment to creative works of literature, music, or art from a Seventh-day Adventist world view.

Bachelor's degree candidates must complete 3 hours from: ARTH 218, ARTH 225, ARTH 235, ARTH 245, ARTH 318, ARTH 335, ARTH 325, ARTH 345, COMM 326, ELIT 175, ELIT 214, ELIT 215, ELIT 216, ELIT 323, ELIT 332, ELIT 333, ELIT 335, ELIT 337, ELIT 338, ELIT 340, ELIT 342, ELIT 346, ELIT 417, ELIT 425, ELIT 444, ELIT 445, ELIT 468, ENGL 220, HMNT 205, MUCH 216, MUHL 115, MUHL 120, or MUHL 218.

Students will participate in courses that introduce them to physical activities that promote healthy living for the present and future. PEAC 125 is a prerequisite for all PEAC and ADAC courses.

Bachelor's degree candidates must complete 2 hours from: ADAC 141, ADAC 142, ADAC 145, ADAC 146, ADAC 148, ADAC 151, ADAC 152, ADAC 155, ADAC 156, ADAC 160, ADAC 161, ADAC 162, ADAC 200, ADAC 212, ADAC 214, ADAC 215, ADAC 248, ADAC 262; PEAC 121, PEAC 123, PEAC 130, PEAC 131, PEAC 133, PEAC 134, PEAC 136, PEAC 137, PEAC 140, PEAC 143, PEAC 153, PEAC 215, PEAC 223, PEAC 230, PEAC 231, PEAC 232, PEAC 235, PEAC 241, PEAC 243, PEAC 247, PEAC 257, PEAC 261, PEAC 254/RECR 254, PEAC 325.

## General Electives

The number of general electives depends on the degree and program of choice. All students must meet the minimum number of hour requirement for their degree. Those hours remaining after fulfilling the requirements of their major/minor program(s) and general education are general elective hours and may be taken from any courses offered at the undergraduate level at Southern Adventist University.

Summary of General Education Hours	Bachelor's
Area R - Spiritual Development	6-9
Area IN - Intellectual Development	25
Area P- Physical Development	2
Totals	33-36

### Bachelor

## P. Physical Development

### 4

**Student Learning Goal:** Students will take responsibility for their own well-being through participating in physical activities that promote a healthy lifestyle and prepare for a healthy life in their career.

**Rationale:** Physical fitness impacts success in all areas of life. Hence, optimal success in life rests on a foundation of a balanced life that includes fitness. Southern Adventist University students participate in fitness as part of the whole-person education that comes from the Seventh-day Adventist philosophy of education.

**Requirements:** Bachelor's degree students must complete all requirements in area P. Associate degree students must complete P-1a and a single course from P-1b.

**1-a) Fitness for Collegiate Life 1**

Students will demonstrate responsibility for the psycho motor component of their well-being by participating in appropriate health-promoting physical activities appropriate for college students. Must be completed before admission to any subsequent PEAC/ADAC courses.

Complete: PEAC 125.

**1-b) Physical Activity 2**



# **ACADEMIC PROGRAMS**



## BIS Integrative Studies

### Requirements

#### REQUIRED COURSES (30 Total Credits)

- Select 12 credits from the following types of courses: Area of Study and Supporting Area
- Select 18 credits from the following types of courses: Upper-division courses in Area of Study and Supporting Area

#### WRITING-EMPHASIS COURSES (0 Total Credits)

- Select 3 courses of the following types: Writing-Emphasis Courses. These classes are identified by a "(W)" following the course name, (e.g., History of the South (W)) in the departmental listings.

#### GENERAL EDUCATION (33 - 36 Total Credits)

- General Education (ADC) requirements
- Complete at least 33-36 credits in this area

#### ELECTIVES TO = 124 (61 - 58 Total Credits)

- Complete at least 61-58 credits in this area

Grand Total Credits: 124

## BS Business Management

### Requirements

#### REQUIRED COURSES (39 Total Credits)

- Course(s):
  - BUFN351 - Accounting Fundamentals (3)
  - BUFN352 - Business Analytics Fundamentals (3)
  - BUFN353 - Business Ethics and Law (3)
  - BUFN354 - Economics Fundamentals (3)
  - BUFN355 - Business Finance Fundamentals (3)
  - BUFN356 - Management Fundamentals (3)
  - BUFN357 - Marketing Fundamentals (3)
  - BUFN480 - Strategic Decision-making (3)
  - BUFN490 - Missional Business (3)
  - BMMG451 - Human Resource Management (3)
  - BMMG452 - Multi-Cultural Management (3)
  - BMMG453 - Operations Management (3)
  - BMMG454 - Organizational Behavior (3)
  - BUFN200 - Orientation to Business (0)

#### REQUIRED COGNATES (2 Total Credits)

- Course(s):
  - CPTE105 - Introduction to Word Processing (1)
  - CPTE106 - Introduction to Spreadsheets (1)

#### GENERAL EDUCATION (33 - 36 Total Credits)

- Complete at least 33-36 credits in this area
- General Education (ADC) requirements

#### ELECTIVES TO = 124 (50 - 47 Total Credits)

- Complete at least 50-47 credits in this area

Grand Total Credits: 124

## BS Communication

### Requirements

#### REQUIRED COURSES (39 Total Credits)

- Select 1 course(s):
  - COMM240 - Communication Theory (3)
  - PREL235 - Public Relations Principles and Theory (3)
- Course(s):
  - COMM312 - Professional Communication and Leadership (3)
  - COMM330 - Intercultural Communication (W) (3)
  - COMM397 - Communication Research (W) (3)
  - COMM427 - Mass Media Law and Ethics (3)
  - COMM488 - Mass Communication and Society (W) (3)
  - JOUR105 - Writing for the Media (3)
  - PREL310 - Social Media Strategies (3)
- Select 15 credit(s):
  - BRDC127 - Introduction to Digital Storytelling (3)
  - BRDC201 - Introduction to Digital Media (3)
  - BRDC417 - Media Management and Ministry (3)
  - COMM242 - Introduction to Web Design (3)

- COMM336 - Interpersonal Communication (3)
- COMM406 - Persuasion and Propaganda (W) (3)
- COMM420 - Professional and Technical Writing (3)
- JOUR205 - News Reporting (3)
- JOUR316 - Magazine and Feature Article Writing (W) (3)
- PHTO320 - Digital Photography (3)
- PREL235 - Public Relations Principles and Theory (3)
- PREL355 - Advertising Copywriting (3)
- PREL455 - Public Relations Strategy and Management (3)
- PREL485 - Public Relations Techniques (3)

#### GENERAL EDUCATION (33 - 36 Total Credits)

- General Education (ADC) requirements
- Complete at least 33-36 credits in this area

#### ELECTIVES TO = 124 (52 - 49 Total Credits)

- Complete at least 52-49 credits in this area

Grand Total Credits: 124

## BS General Psychology

### Requirements

#### REQUIRED COURSES (37 Total Credits)

- Course(s):
  - PSYA121 - Introduction to Psychology (1)
  - PSYA122 - General Psychology (3)
  - PSYA128 - Developmental Psychology (IN-8) (3)
  - PSYA224 - Social Psychology (3)
  - PSYA227 - Cognitive Psychology (3)
  - PSYA315 - Abnormal Psychology (3)
  - PSYA320 - Statistics for the Social Sciences (3)
  - PSYA346 - Introduction to Personality Theories (3)
  - PSYA357 - Psychological Testing (3)
  - PSYA390 - Health Psychology (3)
  - PSYA418 - History and Systems of Psychology (3)
  - PSYA420 - Research Methods in the Social Sciences (3)
  - PSYA426 - Issues in Psychology and Religion (3)

#### GENERAL EDUCATION (30 Total Credits)

- Minimum 30 credits
- General Education (ADC) requirements

#### ELECTIVES TO = 124 (57 Total Credits)

- Minimum 57 credits

Grand Total Credits: 124



# **COURSE DESCRIPTIONS**

## Business Management (ADC)

### BMMG451 Human Resource Management — 3 hours

An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.

#### Prerequisites

- Course(s):
  - BUFN353 - Business Ethics and Law (3)
  - BUFN356 - Management Fundamentals (3)

### BMMG452 Multi-Cultural Management — 3 hours

Develops an understanding of the role and impact of cultural diversity in the workplace. The course focuses on how multiculturalism influences the local and international environments within which organizations operate, including economic, legal, and political aspects; markets and business customs; dealing with foreign governments and nationals; formulating, implementing, and evaluating cross-functional and cross-cultural decision processes that enable an organization to achieve its objectives.

#### Prerequisites

- Completed or concurrently enrolled in: BUFN356 - Management Fundamentals (3)

### BMMG453 Operations Management — 3 hours

This course covers the conceptual models, decision making tools, and information systems used by managers and strategists to integrate operations, supply chain, and information systems toward increased productivity and competitive advantage.

#### Prerequisites

- Completed or concurrently enrolled in:
  - BUFN356 - Management Fundamentals (3)
  - MATH215 - Statistics (IN-4) (3)

### BMMG454 Organizational Behavior — 3 hours

Investigates the impact that individuals and groups have on values, attitudes, job satisfaction, motivation, and how the resultant organizational structure and culture are affected. The purpose of the course is the application of this knowledge toward improving an organization's effectiveness. Students learn the dynamics of leadership and management as they influence organizational behavior.

#### Prerequisites

- Course(s): BUFN356 - Management Fundamentals (3)

## Broadcasting

### BRDC127 Introduction to Digital Storytelling — 3 hours

Presents the fundamentals of shooting and editing video and still photographs, as well as recording audio. Students will learn basic principles and aesthetics of using digital cameras and sound equipment purposefully to tell stories that inform, promote, or inspire, laying a foundation for later coursework refining and applying these skills. Students supply their own digital SLR camera with HD video shooting capabilities and a tripod with a pan fluid head. A limited supply of digital SLRs and tripods is available for \$150 rental fee. Lab Fee 12 (\$300). FALL | WINTER

### BRDC417 Media Management and Ministry — 3 hours

An analysis of the challenges and management practices involved in planning and operating a media organization. Special emphasis is given to media ministry, content production, business ethics, community relations, sales, FCC policies, promotion and content distribution. Students interact with media managers from different platforms, visit network stations, and develop a project proposal for a specific media market. Lab Fee 06 (\$90). WINTER ODD YEARS

#### Prerequisites

- Course(s): BRDC201 - Introduction to Digital Media (3)

## Business (ADC)

### BUFN200 Orientation to Business — 0 hours

This course provides an orientation to the school of business; business concepts and terminology; and business and learning technology. Ideally this course should be completed prior to beginning any courses offered by the school of business, however, with permission of instructor may be completed during the first eight-week session of business courses. This course is Pass/Fail. ALL SEMESTERS

### BUFN351 Accounting Fundamentals — 3 hours

An introduction to financial accounting. Emphasis is on uses of information contained in financial statements. Students are also introduced to the principles of managerial accounting. For students pursuing a MBA, an additional three hours of accounting will be required.

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)

### BUFN352 Business Analytics Fundamentals — 3 hours

The course is an introduction to exploring and modeling large amounts of data to uncover previously unknown patterns. It includes the process of formulating, developing, analyzing and interpreting models

for the purpose of visualizing and communicating information for problem-solving and decision making in areas such as finance, operations, marketing, retail, health care, insurance, supply chain networks, etc. Topics include: regression scenario analysis; project management; and others. Lab Fee 06 (\$90).

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)
- Course(s): MATH215 - Statistics (IN-4) (3)

### BUFN353 Business Ethics and Law — 3 hours

A study of how business should operate within the ethical, social, legal, and political environment, and how individuals in leadership should relate to various social and ethical problems. Lab Fee 05 (\$60).

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)

### BUFN354 Economics Fundamentals — 3 hours

An introductory study of macroeconomics and microeconomics. Macroeconomic topics include total employment, output and income, inflation and recession, and the variables that influence these conditions. Microeconomic topics include scarcity and choice, individual goods and markets, and the price mechanism showing how it automatically directs the society's resources into the most desirable uses.

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)

### BUFN355 Business Finance Fundamentals — 3 hours

A study of the fundamental principles of financial organization. Emphasis is on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.

#### Prerequisites

- Completed or concurrently enrolled in:
  - BUFN351 - Accounting Fundamentals (3)
  - BUFN200 - Orientation to Business (0)

### BUFN356 Management Fundamentals — 3 hours

A study of basic business management including an analysis of business policies viewed from the standpoint of the functional characteristics of the management process and current ethics.

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)

### BUFN357 Marketing Fundamentals — 3 hours

A study of customer relationship management and the functions of marketing, including product, price, place, and promotion as they relate to consumers.

#### Prerequisites

- Completed or concurrently enrolled in: BUFN200 - Orientation to Business (0)

### BUFN480 Strategic Decision-making — 3 hours

This course integrates the functional business areas. It is designed to give the student experience in strategic analysis and decision-making. Attention is given to matching organizational resources to the external environment to achieve a strategic competitive advantage.

#### Prerequisites

- Course(s):
  - BUFN351 - Accounting Fundamentals (3)
  - BUFN352 - Business Analytics Fundamentals (3)
  - BUFN353 - Business Ethics and Law (3)
  - BUFN354 - Economics Fundamentals (3)
  - BUFN355 - Business Finance Fundamentals (3)
  - BUFN356 - Management Fundamentals (3)
  - BUFN357 - Marketing Fundamentals (3)

### BUFN490 Missional Business — 3 hours

A study and integration of the biblical foundations of calling and vocation in business professions. The concepts of individual and community reconciliation and transformation along the four dimensions of economic, environmental, social, and spiritual are explored within an organizational and professional context.

#### Prerequisites

- Course(s):
  - BUFN351 - Accounting Fundamentals (3)
  - BUFN352 - Business Analytics Fundamentals (3)
  - BUFN353 - Business Ethics and Law (3)
  - BUFN354 - Economics Fundamentals (3)
  - BUFN355 - Business Finance Fundamentals (3)
  - BUFN356 - Management Fundamentals (3)
  - BUFN357 - Marketing Fundamentals (3)

## Communication

### COMM240 Communication Theory — 3 hours

This course offers the conceptual foundation for studying human communication. It offers a survey of the



major theories of communication and rhetoric. FALL

### COMM242 Introduction to Web Design — 3 hours

This course introduces the student to Web design and content creation in both theory and technique. Students will learn how to use this medium effectively as well as learn how it differs from other more traditional media. In addition to learning basic design elements and Web writing, students will be introduced to HTML and CSS Web page creation utilizing industry standard design and coding tools. Lab Fee 08 (\$150). FALL

#### Prerequisites

- Completed at least 1 of the following:
  - ARTG115 - Introduction to Graphic Design (3)
  - CPTR108 - #EssenceOfComputing (3)

### COMM312 Professional Communication and Leadership — 3 hours

This course develops proficiency in written and oral communication that creates clear understanding in professional contexts with attention to developing and delivering strong presentations; the theory and practice of group dynamics and processes and effective leadership skills. This course is cross-listed with BUAD 312. A student may receive credit for this course from only one program. FALL | WINTER

#### Prerequisites

- Course(s):
  - COMM135 - Communication and Public Speaking (IN-3) (3)
  - ENGL102 - Critical Thinking in Academic Reading and Writing II (IN-2) (3)

### COMM326 Film Evaluation (IN-10) (W) — 3 hours

The primary goal of this class is to help each student develop a set of criteria for critically evaluating films. Besides regular assigned reading, class activities include discussion of the contributions films make to our culture, studying how films are made, and how to write about films. Films are screened as a part of the class and weekly evaluation papers based on the screened film are expected. ALL SEMESTERS

### COMM330 Intercultural Communication (W) — 3 hours

This course deals with communication and culture as they relate to perception and values, language, nonverbal communication, ethics, intercultural relationships, as well as sociocultural, psychocultural, and environmental influences on the processes of communication. FALL | WINTER

### COMM336 Interpersonal Communication — 3 hours

Introduces students to the theory, research, and practice of communication in personal relationships. Topics include listening, verbal and nonverbal communication, emotions, conflict management, and the development and maintenance of effective personal relationships. This course utilizes readings and out-of-class activities to help students understand and apply interpersonal communication principles. WINTER

### COMM397 Communication Research (W) — 3 hours

Introduces students to scientific inquiry and the basic research techniques of advertising, communication, journalism, and public relations. Uses interdisciplinary approach to explain quantitative and qualitative research methodology and to evaluate different research designs. Emphasizes the importance of the development and exchange of scholarly information as students conduct primary research. This class should be completed before taking 400 level classes in the School of Journalism and Communication. This course is cross-listed with BUAD 497. A student may receive credit for this course from only one program. FALL

### COMM406 Persuasion and Propaganda (W) — 3 hours

This course focuses on the historical origin and contemporary uses of persuasion and propaganda, the concept of public opinion, motivational tools and techniques to achieve public response, characteristics of publics, and how publics are influenced. We will examine artifacts of popular culture, politics, advertising, and mass media through the lens of persuasion and propaganda theories. WINTER

### COMM420 Professional and Technical Writing — 3 hours

This course teaches students to design and produce documents that communicate professional and technical information effectively and efficiently. The course emphasizes the clarity, accuracy, and precision demanded by writing in various workplace genres. Students write documentation like memos, reports, definitions, procedures, and explanations. Students learn to analyze audience needs and modify their communications accordingly. Lab Fee 04 (\$30). FALL

### COMM427 Mass Media Law and Ethics — 3 hours

This course provides an overview of the U.S. legal system, the press as The Fourth Estate, and The First Amendment's role in American law. The class focuses on issues, both legal and ethical, currently faced by communication professionals. Topics studied in the class include freedom of the press, the American legal system, defamation, invasion of privacy, information gathering, records and open meetings, free press and fair trial, obscenity, copyright, advertising and media regulation. The class will discuss issues affecting Seventh-day Adventists, such as intellectual property, church identity, and the church's stance on Separation of Church and State. Students present legal cases, write legal briefs, and conduct legal research, culminating in a final paper and presentation at the end of the class. WINTER

### COMM488 Mass Communication and Society (W) — 3 hours

This course provides for informed student participation in the examination of the role and function of the mass media system in the United States. Among the topics considered are: the concept of social responsibility as a constraint upon the media; and ethical, social, economic and political issues involved in the function of newspapers, magazines, radio, television, new media advertising, and public relations. Emphasis on reading, writing media critiques, and on analysis of concepts and ideas. WINTER

## Journalism

### JOUR105 Writing for the Media — 3 hours

Basic writing skills for newspaper, magazines, advertising, public relations, online and broadcasting, with emphasis on learning the Associated Press Stylebook. FALL | WINTER

#### Prerequisites

- Complete 1 of the following:
  - Completed with a minimum grade of C or higher: ENGL101 - Critical Thinking in Academic Reading and Writing I (IN-2) (3)
  - ACT English minimum score of 18, SAT score of 430, or R-SAT score of 25

### JOUR205 News Reporting — 3 hours

News gathering and research techniques; development of news writing skills and style. Emphasis on clarity of writing, accuracy, balance and fairness, and on meeting deadlines. Students are required to contribute bi-weekly stories to the University's newspaper, The Southern Accent. Oral communication emphasis: Interviewing. FALL | WINTER

#### Prerequisites

- Course(s): JOUR105 - Writing for the Media (3)

### JOUR316 Magazine and Feature Article Writing (W) — 3 hours

The study and practice of researching, writing, and marketing non-fiction feature stories for magazines, newspapers, and other periodicals. Discusses the writing process from idea development and story focus through final revision and marketing of articles via query letters to editors. FALL

#### Prerequisites

- Course(s): JOUR205 - News Reporting (3)

## Photography

### PHTO320 Digital Photography — 3 hours

Students will learn image-capture processing and outputting of digitized photographic images utilizing Adobe Photoshop and Lightroom. Emphasis is on studio, wedding, and event photography. Topics include environmental and group portraits, illustrative techniques, industrial and commercial photography. Students supply their own digital SLR cameras. A limited supply of digital SLRs are available for \$100 rental fee. Lab Fee 12 (\$300). FALL

## Public Relations

### PREL235 Public Relations Principles and Theory — 3 hours

Basic public relations principles, philosophy, and theory as they relate to the historical development and contemporary practice of public relations; analysis of the role of public relations in business, industry, and nonprofit organizations, and of the functions and responsibilities of the public relations practitioner. WINTER

### PREL310 Social Media Strategies — 3 hours

This class examines the strategic use of digital and social media platforms and tools for professional purposes with an emphasis on hands-on experience and skills. Students will plan, execute, and evaluate social media campaigns. Special focus will be given to the measures, mechanisms, and necessary considerations for evaluating outcomes and communication effectiveness. Students will discover content management strategies and learn how to gather and analyze data and present results and recommendation in multiple ways including written, oral, visual, and digital. Drawing on theoretical and cultural perspectives, the course will also examine the pervasive impact social media is having on the relationship between individuals, organizations, and society. FALL

#### Prerequisites

- Complete 1 of the following:
  - Course(s): JOUR105 - Writing for the Media (3)
  - Permission of instructor.

### PREL355 Advertising Copywriting — 3 hours

Principles and practices in writing and preparing advertising messages for the mass media. Analysis of successful advertising copy as well as opportunity for students to develop their own copywriting skills are part of the course. Social responsibility and ethics of the advertiser and copywriter are an integral part of instruction. FALL EVEN YEARS

### PREL455 Public Relations Strategy and Management — 3 hours

This capstone course analyzes the changing public relations environment from a managerial perspective. Topics include the growing need for strategic planning, measurement of return on investment, credibility management, crisis communication, and management of social media. Senior communication professionals will be invited to present "real life" challenges they have confronted. Through case review, discussion of reputation issues in the news, and class presentations, students will focus on strategic thinking and creative approaches to management responsibilities in public relations. WINTER

### PREL485 Public Relations Techniques — 3 hours

Communication techniques used in public relations to identify and reach specified audiences through mass media channels and through controlled media. Preparation of press releases, brochures, newsletters, reports, audio-visuals, speeches, and media campaigns; planning and conducting special events. FALL

## Psychology (ADC)

### PSYA121 Introduction to Psychology — 1 hours

An introductory course to the study of psychology as a science and a profession. This course provides basic instruction on how the scientific method is employed in the study of behavior and mental processes and how psychologists utilize this science in service to others. Required as a corequisite for all courses in the B.S. in General Psychology. ALL SEMESTERS

**PSYA122 General Psychology — 3 hours**

A beginning course in the basic principles and concepts of psychology. This course provides an exposure to a wide variety of human behaviors, which may include but are not limited to: sensation, perception, learning, memory, thinking, development motivation and personality. Hours of active learning are included in this course. FALL, MODULE 1

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA128 Developmental Psychology (IN-8) — 3 hours**

This general education course is a study of human development from a lifespan perspective. Emphasis is placed on the scientific study of growth and change in the areas of physical, cognitive, socioemotional, and spiritual development of the individual. FALL, MODULE 2

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA224 Social Psychology — 3 hours**

A study of human behavior as affected in the context of the social world. Dynamics of groups, social roles, communication, and mass behavior are focuses of consideration. WINTER, MODULE 1

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA227 Cognitive Psychology — 3 hours**

This course is an introduction to the area of psychology which deals with how human beings process information about the world. The course focuses on how individuals attend to and obtain information about the world, how the brain stores and processes that information, and how individuals think, solve problems and use language. Specific topics such as attention, perception, memory and problem solving are addressed. WINTER, MODULE 2

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA315 Abnormal Psychology — 3 hours**

A study of the etiology of pathological behavior and the factors relating to good adjustment and mental health. Attention is paid to several continuing or recent controversial issues in the field of psychopathology. FALL, MODULE 1

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA320 Statistics for the Social Sciences — 3 hours**

This course presents an introduction to statistical concepts and tools for understanding and analyzing data from studies in the social and behavioral sciences. Topics include measures of central tendency and variability, probability theory, sampling, frequency distributions, significance testing and statistical inference. SUMMER

*Prerequisites*

- Completed with a minimum grade of C or higher: ENGL102 - Critical Thinking in Academic Reading and Writing II (IN-2) (3)
- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA346 Introduction to Personality Theories — 3 hours**

This course is an exploration of the major paradigms of personality theory from a Christian perspective. Psychoanalysis, behaviorism, humanism, existentialism, and others will be covered. It will focus on the modern theorists, including White, Rogers, Skinner, May, Bandura, Mischel, Wilson, and Barash. A study of human motivation and an exploration of individual personality perspective will provide useful personal information. FALL, MODULE 2

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA357 Psychological Testing — 3 hours**

This course is designed to introduce the student to the principles of testing, particularly as it relates to the practice of psychology. Specifically, the course examines the purpose of individual assessment of ability, aptitude, achievement, interest, and personality. Theory and basic concepts underlying the individually administered and group tests will be evaluated. Non-standardized tests and other techniques for psychological assessment will also be addressed. WINTER, MODULE 1

*Prerequisites*

- Course(s): MATH215 - Statistics (IN-4) (3)
- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA390 Health Psychology — 3 hours**

A study of the principles of human behavior in understanding how the mind and body interact in health and disease. The course examines topics such as alcohol, other drugs and behavior, health promotion, psychosomatic illness, stress and coping, pain management, and health damaging behaviors. WINTER, MODULE 2

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA418 History and Systems of Psychology — 3 hours**

The course examines the beginnings of modern psychology from its origins in theology, philosophy, and the natural sciences, to its contemporary schools and theoretical systems that comprise psychology today. FALL, MODULE 1

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA420 Research Methods in the Social Sciences — 3 hours**

This course presents an introduction to the basic research methods in the social and behavioral sciences. Topics include reviewing the literature, ethical practices, correlational/descriptive and laboratory/experimental design methodology, dependent and independent variables, principles of measurement, and reading and writing scientific research reports. SUMMER

*Prerequisites*

- Completed with a minimum grade of C or higher: ENGL102 - Critical Thinking in Academic Reading and Writing II (IN-2) (3)
- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)

**PSYA426 Issues in Psychology and Religion — 3 hours**

This course will explore issues of importance in the relationship between Psychology and Religion from a Seventh-day Adventist Christian perspective. Cultural and historical factors, models of integration, and critical issues in psychology are examined in light of Scripture, inspired writings, and modern thinkers in Christian psychology. FALL, MODULE 2

*Prerequisites*

- Completed or concurrently enrolled in: PSYA121 - Introduction to Psychology (1)



# **UNIVERSITY REGISTRY**



## University Registry: Board of Trustees

### BOARD OF TRUSTEES

*Ron Smith, Chair	S. Jack McClarty
Tim Bainum	Scott McClure
Wendi Barber	Barbara McKinney
Jeff Bromme	Nathan McKee
Murray Cooper	Julio Narvaez
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Jim Davidson	Calvin Preston
Eric Dunkel	Gary Rustad
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David Ferguson	Ken Shaw
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John Henson	Ron Smith
A. David Jiménez	Bob Vaughn
Benjamin Jones	Christine Waldrop
Mark Kroll	Jennifer Wenzel
Ruth Liu	Heidi Zinke
Leslie Louis	
Allan Machado	

#### **Board Emeriti**

Ellsworth McKee	Bill McGhinni
Ken DeFoor	

## University Registry: University Administration

### PRESIDENT

Ken Shaw, Ed.D. (2021) President

### INFORMATION SYSTEMS

Gary Sewell, B.S. (2012) Associate Vice President, Information Technology  
 Herdy Moniyung, M.S. (1999) Director, Integration and Development  
 Derek Sherbondy, B.S. (2007) Associate Director, Infrastructure  
 Mike McClung, B.A. (1996) Associate Director, Workstation Support  
 Brielle Bange, (2018) Systems Analyst  
 Randi Buhl, A.A. (2001) Network Analyst  
 Eli Courey, B.S. (2004) Network Analyst  
 Paul Irwin, B.S. (2011) Software Developer  
 Shaina Mercer, B.A. (2017) Systems Analyst  
 Ron Miller, B.S. (1995) Systems Administrator  
 Miguel Rivas, M.S. (2012) Software Developer  
 Tim Cwodzinski, M.B.A. (2007) Network Analyst  
 Jacob Knecht, B.S. (2021) Network Analyst

### INSTITUTIONAL RESEARCH AND PLANNING

Chris Hansen, Ph.D. (1996) Executive Director, Institutional Research and Planning  
 Michele McFarlane, M.S.I.S. (2011) Business Intelligence Analyst

### ACADEMIC ADMINISTRATION

Robert Young, Ph.D. (2007) Senior Vice President, Academic Administration  
 Dionne Felix, Ph.D. (2018) Associate Vice President, Academic Administration and Dean of Student Success and Retention

### CENTER OF TEACHING EXCELLENCE AND THE INTEGRATION OF FAITH AND LEARNING

Robert Overstreet, Ph.D. (2019) Director, Center for Teaching Excellence and Biblical Foundations of Faith and Learning

### GRADUATE AND PROFESSIONAL STUDIES

Frances Johnson, D.N.P. (2008) Interim Associate Vice President, Academic Administration and Interim Dean of Graduate Studies and Professional Studies  
 Laurie Gauthier, M.B.A. (2008) Director, Graduate Marketing  
 Cynthia Wright, M.S. (2021) Director, Adult Degree Completion Program  
 Michelle Younkin, M.B.A. (2016) Director, Graduate Admissions and Academic Progress  
 Ben Thompson, M.B.A. (2016) System Specialist

### LIBRARY

Deyse Bravo, M.L.S. (2011) Director, Library  
 Sonja Fordham, Ph.D. (2014) Director, Writing/Tutorial Center  
 Stanley Cottrell II, M.L.S. (2004) Technical Services Librarian  
 Bethany Howard, M.S. (2021) Public Services Librarian  
 Donald Martin, M.S.L.S. (2014) Digital Resources Librarian  
 Periodicals Librarian  
 Jessica Spears, M.Ed. (2013) Research Services Librarian

### ONLINE CAMPUS

Gus Martin, Ph.D. (2019) Director, Academic Technology and Online Learning  
 Greg Merchant, B.S. (2012) Technology Manager

Deanna Walker, M.S. (2020) Course Development/Online Coach Manager

### RECORDS AND ADVISEMENT

Karon Powell, J.D. (2015) Director, Records and Advisement  
 Sharon Rogers, M.Ed. (1977) Assistant Director, Records and Advisement  
 Sandy Tucker, B.S. (1997) Assistant Director, Records and Advisement  
 Lisa Hess, B.S. (2010) Manager, Transcripts  
 Omar Mendez (2017) Data Analyst  
 Tami Wery, A.S. (2009) Manager, Registration

### ADVANCEMENT

Ellen Hostetler, M.S. (2021) Vice President, Advancement  
 Robert Bovell, B.S. (2013) Associate Director, Advancement  
 Sandra James, M.A. (2017) Associate Director, Community Events and Guest Lodging  
 Matthew Mooreland, B.S. (2023) Associate Director, Major Gifts  
 Lucas Patterson, M.S. (2011) Associate Director, Strategic Partnerships  
 Sandra Delgado, B.S. (2019) Annual Giving Manager

### ALUMNI RELATIONS

Cheryl Torres, B.A. (2022) Director, Alumni Relations  
 John Boone, B.S. (2022) Assistant Director, Alumni Relations

### PLANNED GIVING

Kimberly Bobenhausen, B.A. (2017) Director, Planned Giving

### WSMC FM90.5

Robby Raney, B.Mus. (2023) Director, WSMC  
 Thaddeus Lozensky, B.B.A. (2017) Account Manager

### FINANCIAL ADMINISTRATION

Tom Verrill, M.S. (2008) Senior Vice President, Financial Administration  
 Doug Froot, M.S. (2001) Associate Vice President, Budgeting and Financial Analysis  
 Martin Hamilton, B.A. (1998) Associate Vice President, Financial Administration  
 Justin Brooks, B.A. (2006) Director, Purchasing, QuickPrint and Mail Services

### ACCOUNTING AND FINANCIAL SERVICES

David Huisman, B.S., C.P.A. (1993) Controller  
 Angela Teague, B.A. (2009) Senior Accountant

### CAMPUS SAFETY

Kevin Penrod, B.S. (2007) Director, Campus Safety  
 Shawn Haas, B.S. (2013) Associate Director, Campus Safety

### HUMAN RESOURCES

Brenda Flores-Lopez, B.S. (2011) Associate Vice President, Human Resources  
 Amy Steele, A.S. (2005) Director, Human Resources  
 Sarah Shelburne, A.S. (2005) Assistant Director, Manager Payroll  
 Allison Maitland, A.S. (2017) Senior H.R. Generalist, Human Resources

### INDUSTRIES

Danita Payne (1986) Manager, Campus Shop

### MARKETING AND UNIVERSITY RELATIONS

Ingrid Skantz, M.S.A. (1990) Vice President, Marketing and University Relations  
 Director, Marketing and University Relations  
 Janell Hullquist, B.S. (2016) Associate Director  
 Isaac Braun, B.S. (2022) Manager, Website Development  
 Emily Harding, B.A. (2022) Manager, Graphic Design  
 Kroania Huskins, B.S. (2021) Manager, Website Development

Joseph Hyde, B.S. (2023)	Manager, Digital Engagement
Tina Smith, B.A. (2011)	Manager, Communications

## RISK MANAGEMENT

Justin Moore, B.S. (2022)	Executive Director, Risk Management
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## SERVICES

Mark Antone, A.S. (1984)	Director, Landscape Services
Barry Becker (1993)	Director, Transportation Services
Dennis Clifford, B.S.EE (2016)	Director, Building Systems Plant Services
Bill Cruttenden (2011)	Director, Plant Maintenance and Construction Director, Food Services
Donnie Lighthall, B.S. (2000)	Director, Service
Fred Turner, B.ARCH. (1996)	Corporate Architect

## UNIVERSITY HEALTH CENTER

Candace Wing, B.S. (2007)	Director, University Health Center
Casey Kepner, M.S.N. (2022)	Mid-Level Nurse Practitioner
Michelle Mix, M.S. (2017)	Nurse Practitioner

## ENROLLMENT MANAGEMENT

Jason Merryman, M.A. (2020)	Vice President, Enrollment Management
Ryan Harrell, M.S. (2012)	Manager, Website and Analytics

## ADMISSIONS

Ryan Herman, M.S.A. (2003)	Director, Admissions
Christina Zaiback, M.A. (2019)	Associate Director, Admissions
Stahl Comete, M.A. (2018)	Associate Director, Recruitment
Jahnil Ancheta, B.S.W. (2021)	Transfer Admissions Counselor
Tyra Castle, B.S. (2022)	Admissions Counselor
Leticia Chaparro, M.A. (2022)	Admissions Counselor/Ministry Coordinator
Christalee Crary, B.A. (2015)	Campus Experience Manager
Kayla Diaz, M.B.A. (2019)	Senior Admissions Counselor (Non-Academy)
Christina Donesky, B.S. (2020)	International Student Services Coordinator
Miguel Esparra, B.S. (2022)	Admissions Counselor
Jessica Williams, M.A. (2018)	Senior Admissions Counselor

## STUDENT FINANCE

Paula Walters, B.S. (2005)	Director, Student Finance
Michael Rumsey, B.S. (2013)	Associate Director, Student Finance
Xenia Figueroa, B.B.A. (2015)	Assistant Director, Student Finance
Jana Dietsche, B.B.A. (2001)	Systems Manager
Ginger Cheney, B.S. (2004)	Senior Graduate Finance Counselor
Elizabeth Helton, M.S.W. (2021)	Student Finance Counselor
Daniel Johns, A.S. (2017)	Student Finance Counselor
Elias Martinez, B.S. (2017)	Student Finance Counselor
Fred McClanahan, B.A./B.S. (2004)	Senior Prospective Student Finance Counselor

## STUDENT DEVELOPMENT ADMINISTRATION

Dennis Negron, M.A. (1993)	Vice President, Student Development and Title IX Coordinator
Lisa Hall, M.A. (2004)	Dean of Students and Director of Residence Life Director, Student Life and Activities

## OFFICE OF MINISTRY AND MISSIONS

Joseph Khabbaz, Ph.D. (2019)	Vice President, Spiritual Life/Chaplain
Cheryl Craven, M.S. (2010)	Director, Humanitarian Engagement and Christian Service
Steven Manoukian, M.S. (2021)	Director, Student Missions
Anna Bennett, B.A. (2014)	Associate Chaplain

## RESIDENCE HALLS

Carl Patterson, M.A. (2004)	Associate Dean of Men
John Sager, B.A. (2001)	Associate Dean of Men
John Willis, B.S. (2012)	Associate Dean of Men
Brandon Dorn, B.B.A. (2019)	Assistant Dean of Men
Chamra Anthony, M.A. (2007)	Associate Dean of Women
Donere Braithwaite, M.A. (2022)	Associate Dean of Women
Susan Pennington, B.S. (2012)	Associate Dean of Women
	Associate Dean of Women
Irene Royo, B.A. (2014)	Assistant Dean, Non-traditional Housing
Lisa Patterson, B.A. (2014)	Administrative Dean

## STUDENT SUCCESS CENTER

Jim Wampler, Psy.D. (1993)	Director, Student Success Center/Testing Services
Cheri Durst, M.S. (2013)	Retention Services Coordinator
Renita Moore, M.S. (2003)	First Year Experience Coordinator
Nova Munselle, M.A. (2021)	Career Services Coordinator
Daniel Olson, M.S. (2022)	Employer Relations & Internship Coordinator
Mariella Pechero, J.D., M.Ed. (2014)	Disability Services Coordinator
Brandon Grentz, M.S. (2021)	Counselor
Amy Ortiz-Moretta, M.S. (2022)	Counselor
Loni Romero, M.S. (2021)	Counselor

## CHURCH PASTORS

	Senior Pastor
	Associate Senior Pastor
Tim Cross, M.Div. (2002)	Group Life
Jay Cole, B.S. (2017)	Church Administrator
Jim Moon, M.Div. (2015)	Pastor of Worship
Kircio Mota, M.Div. (2019)	Youth Pastor
Carole Verrill, M.A. (2008)	Children's Ministries/Worship Coordinator

## FACULTY EMERITI

Bruce Ashton, D.M.A., Professor Emeritus of Music
Ronald M. Barrow, Ph.D., Vice President Emeritus for Admissions and College Relations
Peggy Bennett, M.S.L.S., Associate Professor Emerita of Library Science
Gordon Bietz, D.Min., President, Emeritus
Jack Blanco, Ph.D., Professor Emeritus of Religion
Mary Elam, M.A., Associate Vice President Emerita of Academic Administration
Richard Erickson, M.B.A., Professor Emeritus of Business
Phil Garver, Ed.D., Professor Emeritus of Physical Education, Health and Wellness
Loranne Grace, M.S.L.S., Associate Professor Emerita of Library Science
Leona Gullely, Ed.D., Professor Emerita of Psychology
Carole Haynes, Ed.D., Professor Emerita of Education
Shirley Howard, M.S., Associate Professor Emerita of Nursing
Barbara James, D.S.N., Professor Emerita of Nursing
Henry Kuhlman, Ph.D., Professor Emeritus of Physics
Ed Lamb, M.S.S.W., Professor Emeritus of Social Work and Family Studies
Katie Lamb, Ph.D., Associate Vice President Emerita of Academic Administration
Callie McArthur, M.S.N., Professor Emerita of Nursing
Louesa Peters, B.A., Associate Treasurer Emerita
Art Richert, Ph.D., Professor Emeritus of Mathematics



Philip G. Samaan, D.Min., Professor Emeritus of Religion

Richard Schwarz, M.S., Associate Professor Emeritus of Health and Kinesiology

David Smith, Ph.D., President Emeritus

Shirley Spears, M.S., Associate Professor Emerita of Nursing

Carleton Swafford, Ph.D., Graduate Dean Emeritus

Thelma Wearer, M.A., Associate Professor Emerita of Home Economics

Jon Wentworth, M.Tx., Professor of Emeritus of Business

Bill Wohlers, Ph.D., Vice President Emeritus of Student Development

Joni Zier, M.S.Ed., Director of Records and Advisement Emerita

# University Registry: Instructional Faculty

*(Dates in parentheses indicate the beginning year of employment at Southern Adventist University.)*

**Harvey Alf3rez-Ph.D., Professor of Computing**

B.S. Universidad EAFIT; M.S. Assumption University; Ph.D. Universitat Polit3cnica de Val3ncia. (2022)

**Kerry Allen-M.S.N., Associate Professor of Nursing**

B.S. and M.S.N., Southern Adventist University. (2010)

**Tonya Ameredes-M.S.N., Assistant Professor of Nursing**

A.S., M.S.N., Southern Adventist University. (2021)

**Patricia Anderson-Ph.D., Professor of Mathematics**

B.S., Southwestern Adventist University; Ph.D., University of Texas at Arlington. (2007)

**Scot Anderson-Ph.D., Professor of Computing**

B.S., Southwestern Adventist University; M.S. and Ph.D., University of Nebraska, Lincoln. (2007)

**Vola Andrianarijaona-Ph.D., Professor of Physics and Engineering**

B.A., Universit3 Paris XIII; M.A., Universit3 Paris VII, M.A., Universit3 Paris VIII; Ph.D., Universit3 Catholique de Louvain. (2020)

**Joyce Azevedo-Ph.D., Professor of Biology**

B.S., Union College; M.A. and Ph.D., University of California, Riverside. (1992)

**Evie Nogales Baker-M.S.W., Associate Professor of Social Work**

B.A., Southern Adventist University; M.S.W., University of Tennessee, Knoxville. (2005)

**Lorraine Ball-M.S., Associate Professor of Journalism and Communication**

B.A., Atlantic Union College; M.S., Clark University. (2001)

**Stephen Bauer-Ph.D., Professor of Religion**

B.A., Atlantic Union College; M.Div. and Ph.D., Andrews University. (1999)

**Nicholas Beaumonte, Jr.-M.S., Associate Professor of Nursing**

A.S., Waukesha County Technical College; B.S., Andrews University; M.S., University of Phoenix. (2018)

**John Beckett-D.B.A., Professor of Computing**

B.S. and M.B.A., Southern Adventist University; D.B.A., Nova Southeastern University. (1975)

**Lunelle Bertresse-M.S.N., Assistant Professor of Social Work**

B.S.W. and M.S.W., Southern Adventist University. (2019)

**Krystal Bishop-Ed.D., Professor of Education**

B.S., Southern Adventist University; M.A. and Ed.D., University of South Florida, Tampa. (1996)

**Randy Bishop-M.P.T., Associate Professor of Biology/Allied Health**

B.B.A., Southern Adventist University; M.P.T., Andrews University. (2010)

**Mike Boyd-M.S.S., Associate Professor of Health and Kinesiology**

B.S., Atlantic Union College; M.S.S., United States Sports Academy. (2007)

**Marc Boyson-M.F.A., Associate Professor of Visual Arts and Design**

B.A. and M.A.T., Andrews University; M.F.A., University of the Arts. (2011)

**Gary Bradley, Jr.,-Ph.D., Professor of Education**

B.A., Southern Adventist University; M.A.Ed., Western Carolina University; Ph.D., Andrews University. (2018)

**Deyse Bravo-M.L.S., Director and Associate Professor of Library Science**

B.A., University of California, Berkeley; M.L.S., Queens College. (2011)

**Kevin Brown-Ph.D., Chair and Professor of Mathematics**

B.S., Southern Adventist University; M.S. and Ph.D., University of Central Florida. (1999)

**Gennevieve Brown-Kibble-D.M.A., Professor of Music**

B.A., Andrews University; M.Mus., Indiana University; D.M.A., University of Arizona. (2005)

**Jill Buchholz-D.N.P., Professor of Nursing**

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