

Maranatha Baptist University

Academic Policies

For Academic Year 2017-18

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Table of Contents

Degree Policies.....	3
Academic Year and Credit.....	3
Degree Requirements	3
General Education Core	5
Liberal Arts Core.....	5
Biblical Studies Core.....	6
Grade Policies.....	7
Course Policies	9
Non-Traditional Coursework Policies.....	12
Advanced Placement	12
CLEP.....	12
Correspondence.....	13
Directed Study	14
Independent Study	15
Internship/Fieldwork	16
Lifetime Learning	17
Transfer of Credit Policies	18
Enrollment Policies	21
Classification	21
Withdrawal	21
Academic Standing.....	22
Academic Honors	22
Academic At Risk.....	22
Activities Eligibility	25
Attendance Policy	27
Miscellaneous Policies	29
FERPA	29
Satisfactory Academic Progress	30
Room Reservations	33
Departmental Academic Policies	34
School of Education	34
Music Department	35
School of Nursing	36

Degree Policies

Academic Year and Credit

The academic year at Maranatha consists of two semesters of 15 weeks or more each. A semester hour of credit represents 50 minutes weekly of classroom or direct faculty instruction for one semester and for an equivalent amount of time during summer sessions and other delivery formats. For example, a student who earns a satisfactory grade in a course that meets 50 minutes a day three times each week will receive three semester hours of credit. Students are expected to invest a minimum of two hours of work outside of class per class period.

Degree Requirements

Students pursuing a four-year baccalaureate degree must satisfactorily complete a minimum of 128 hours (or 256 quality points), including the Biblical Studies Core and the Liberal Arts Core. Students pursuing a two-year associate degree must satisfactorily complete a minimum of 64 hours, including the Biblical Studies Core and the Liberal Arts Core.

- Students pursuing the Bible Certificate must satisfactorily complete a minimum of 24 hours.
- Students pursuing a four-year degree must complete a minimum of 30 of the last 60 credits at Maranatha. Students pursuing a two-year degree must complete a minimum of 15 of the last 30 credits at Maranatha.
- Students must earn a minimum GPA of 2.0 to graduate with a bachelor's or associate's degree. Some programs require more hours and a higher GPA.
- Students must earn a minimum GPA of 1.7 to graduate with a Bible Certificate.
- A grade of C- or above is required in all courses applied toward any major, minor (18 to 28 semester hours), concentration (12 to 18 semester hours), program proficiencies, the Basic Skills Proficiency (for majors in Elementary Teacher Education), and English Composition 1 and 2. Other requirements for particular academic programs are stated in the department sections of the catalog and in department handbooks.
- At least one-half of the credit hours in the major field must be completed at Maranatha.
- To earn a bachelor's degree, 24 of the last 30 semester hours must be completed at Maranatha. To earn an associate's degree, 6 of the last 12 semester hours must be completed at Maranatha.
- At least 12 of the Maranatha credits must be from the last five years from the date of graduation.
- The completion of minimum academic requirements does not automatically qualify the student for a degree. A student is expected to demonstrate maturity of Christian character, adequacy in the student's chosen field, and commitment to the purpose and position of Maranatha Baptist University.

Degree Requirements and Re-Enrollment

Students who do not attend for more than two consecutive semesters at Maranatha must fulfill any changes to their program requirements according to the catalog current at the time of re-enrollment.

Students not completing graduation requirements within seven years of first-time enrollment must secure permission from the Academic Committee to graduate.

Change of Major

Students are responsible to complete the degree requirements for their academic program (major and/or minor) based on the catalog requirements at the time that the student enrolls in that academic program. Students may change their major by completing a Change of Major Form and interacting with both the previous and the new academic advisor. Students then become responsible for the degree requirements at the time of the change of major (rather than the time they began at MBU).

Double Major

Students may simultaneously earn two majors when at least 30 credits in each major are distinct to that major and not used in another major, minor, or concentration. In such a case, the student will earn one degree with two majors. In instances in which the two majors work toward different degrees, the student will declare the primary degree and will earn only that degree. The student's General Education coursework will meet requirements for both majors, except in instances in which specific courses are required in General Education for one of the majors. Those specified course requirements must be met. Distinct courses from one of the majors may be used to meet requirements of open electives in the other major.

Students who earn a degree will be eligible to return to earn a second degree. To do so, students must meet all requirements for completing a second major as noted above. Additionally, the student must have a minimum of two years between the completion dates of the two majors. Because of prerequisites and course sequence, it would be normal to expect a minimum of two years for the completion of the additional requirements. Students who are concurrently working on two majors will then be encouraged to schedule graduation to coincide with the completion of both majors.

Commencement Participation

Maranatha Baptist University conducts one Commencement ceremony annually, early in May. This ceremony serves graduates from all divisions with all degrees, including associate, bachelors, masters, and doctorate degrees. The following academic policies apply to participants in Commencement:

- Students eligible to participate in Commencement each May include students who have completed all graduation requirements in the previous fall semester, the concluding spring semester, or the adjoining summer semester.
- Students who will complete graduation requirements in the adjoining summer semester may participate in Commencement under the following circumstances, as long as all remaining courses are registered and paid for through Maranatha:
 - Undergraduate students who have 6 credits or fewer remaining
 - Undergraduate students who have no more than a 12-credit practicum remaining
 - Graduate students who have remaining only what can reasonably be completed
 - Students who complete their requirements during the summer but do not meet one of these three criteria are invited to participate in Commencement the following year.
- Students in campus classes during the spring are expected to march at Commencement.
- Students who finished all requirements in the fall semester, or who are in distance classes only during the spring are invited to march at Commencement.

General Education Core

The Liberal Arts Core and Biblical Studies Core that each student completes create the biblical and liberal arts foundation of every Maranatha program. Although the cores are designed to provide a standard set of requirements, some majors have a specified Liberal Arts Core or Biblical Studies Core. Students may test out of many of these courses, providing them with more flexibility to choose a course they are interested in. Students also have the option to declare a Bible minor. Courses in blue are required. Courses in black are electives. Check course descriptions to follow prerequisites. The registrar reserves the right to determine appropriateness of transfer credits.

Liberal Arts Core

Students pursuing a bachelor degree must complete a Liberal Arts Core of at least 31 hours:

Liberal Arts Core Objectives: Students should be able to:

- Understand the historical and cultural context of present society.
- Clearly articulate thoughts, ideas, and beliefs in a logical and organized manner through writing and speech.
- Think critically, making sound judgments regarding the worth and merit of various ideas, values, or artistic expressions.
- Understand people, their motives, interactions, and cultures.
- Utilize a systematic and disciplined approach toward examining nature and solving quantitative problems.
- Appreciate the order and design of creation.
- Make God-honoring moral and ethical choices.
- Appreciate biblical values such as diligence, integrity, humility, and purity, and acquire a care and concern for maintaining the health of the physical body.

Liberal Arts Core (31 credits)

Rhetoric and Communications (5-8 Credits)

CASP 111 Fundamentals of Public Speaking (2 credits)

¹HUEN 121 English Composition 1 (3 credits)

HUEN 122 English Composition 2 (3 credits)

¹Those who test out of HUEN 121 English Composition 1 will replace the credits with any additional credits from the Liberal Arts Core.

Literature and Music (5 Credits)

²Literature Requirement (3 credits)

³Music Elective (2 credits)

²Any literature course

³Any music course

Humanities (12 Credits)

HUHI 130 The Modern World (3 credits)

⁴American Studies (3 credits)

⁵Humanities & Social Sciences Electives (6 credits)

⁴Any course in the disciplines of history, political science, or government that focuses on the United States of America

⁵Any course in the disciplines of art, music, comparative religions, economics, foreign language (ancient or modern), geography, government, history, literature, philosophy, political science, psychology, and sociology

Quantitative and Scientific Reasoning (6 Credits)

⁶Quantitative Reasoning (3 credits)

⁷Scientific Reasoning (3 credits)

⁶Any math course. Elementary Teacher Education majors may use an ELED math course to meet the requirement.

⁷Any science course. Elementary Teacher Education majors may use an ELED science course to meet the requirement.

Biblical Studies Core

Students pursuing a Bachelor degree must complete the 24-hour Biblical Studies Core:

Biblical Studies Core Objectives: After completing the Biblical Studies Core, students should be able to:

- Comprehend a basic understanding of Bible knowledge and Christian doctrine, including an understanding of man's origin, purpose, and destiny from a biblical perspective.
- Develop proficiency in biblical studies methodology, in biblical interpretation, and in appropriate application to the issues of life.
- Recognize the Bible as the foundational resource for developing a personal set of values through the integration of biblical truth into life.
- Develop a close relationship with God through a greater knowledge and application of His written Word.
- Demonstrate the ability to communicate the Gospel clearly and credibly.
- Know and value the heritage, history, and distinctiveness of the Fundamental Baptist movement.
- Be able to articulate a biblical worldview that will tie all fields of study to the Scriptures and to the God of the Scriptures.

Biblical Studies Core (24 credits)

Requirements (18 Credits)

BIBI 111	Old Testament Survey	3
BIBI 112	New Testament Survey	3
BIBC 230	Christian Life and Leadership	3
BIBI315	Bible Doctrine 1	3
BIBI316	Bible Doctrine 2	3
BIBC 321	Baptist Heritage	3

Bible Course Electives (3-6 Credits)

BIBI300	Hebrew History	3
BIBI305	Genesis	3
BIBI330	Proverbs and Ecclesiastes	3
BIBI338	Matthew	3
BIBI341	Luke	3
BIBI345	John	3
BIBI351	Acts	3
BIBI358	Romans	3
BIBI361	1 and 2 Corinthians	3
BIBI371	Galatians	3
BIBI384	James & 1 Peter	3
BIBI386	Johannine Epistles	3
BIBI390	Daniel & Revelation	3

BIBI396	Pauline Epistles	3
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Bible Application Electives (0-3 Credits)

BIBC 233	Modern Creationary Thought	3
BICO 241	Intro to Biblical Counseling	3
BIPA 472	Fundamentalism	3

Grade Policies

Grading Rubric

Grades are issued after mid-semester and final semester examinations, but only the final semester grade is entered on the permanent record. The following grading system and grading points are used. Quality points are divided by the semester hours attempted in order to determine a student's GPA.

Grade Points

A	4.0	B	3.0	C	2.0	D-	0.7
A-	3.7	B-	2.7	C-	1.7	F	0.0
B+	3.3	C+	2.3	D	1.0		

Grade Definitions

A	Superior	P	Passing	AU	Audit
B	Above Average	W	Withdrew	I	Incomplete
C	Satisfactory	WA	Withdrew from audit	NC	No credit
D	Passing	WF	Withdrew failing	NR	Not reported
F	Failure	WP	Withdrew passing	OC	Overcut

Grade Point Average (GPA)

A four-point system is used, and the grade point average is calculated on the semester hours attempted. Incompletes and WF (Withdrew Failing) will have the same effect as an F (Failure) on the student's GPA.

Grade Change

Students can appeal for a change of grade in a course up to one semester after the grade was reported.

The appeal may be made to the Registrar's Office, but the instructor of the course will have final authority in the decision of the grade.

Audits

Auditing a course allows you to enjoy a class without taking exams. However, you will not receive credit for the course, and the course cannot count toward your GPA.

- An audited course counts as part of the student academic load, but does not apply toward activities eligibility or financial aid.
- A course cannot be changed to audit during the last six weeks of classes unless the student is earning a C- or above.
- Private lessons, band, choirs, and orchestra cannot be taken as audit.
- Skill courses (such as computer information systems, word processing, sign language, etc.) are available for audit only when space is available.

Pass/Fail Courses

Students may choose a pass/fail credit evaluation option in selected classes. The purpose of this policy is to encourage a student to take life-enriching electives. Such courses include, but are not limited to: keyboarding, music lessons, and word processing. Courses applied to a student's major, track, minor, proficiency, concentration, Biblical Studies Core, and Liberal Arts Core are not allowed for the pass/fail option. The student must choose the pass/fail credit option and notify the Registrar's Office in writing by

the date that midterm grades are due. Standard tuition rates apply. Credit for these classes will apply toward graduation and the student must earn at least a grade of C- to earn the grade of P (Passing). A grade of P is not included when computing a student's grade point average. Students who earn less than C- competency will receive a grade of F. Failure will count as a grade and will affect the student's grade point average.

Incompletes

The semester ends with the final exam period for residential courses. The faculty must receive course work during the semester for it to apply for credit toward a course.

At their discretion, faculty may give an incomplete at the end of a semester only to students who have serious extenuating circumstances, such as hospitalization, a death in the immediate family, or prolonged serious illness. Busy student schedules caused by extracurricular activities, a heavy course load, or employment do not form a basis for an incomplete.

An incomplete affects the GPA the same as a failure and automatically disqualifies the student for the President's List or Dean's List.

Students must have all course work to the faculty for an incomplete course by the end of the third week after the semester. Only the Academic Committee can extend this deadline, and they extend it only for extraordinary, extenuating circumstances.

A grade of F will be recorded in any course for which the faculty member has not received the work by the deadline.

Exceptions to this policy will be granted only by the Academic Committee.

Grade Amnesty

Grade amnesty may be granted to students in certain uncommon situations. A few years after a difficult start to college coursework, a student may be ready to make a more focused, concerted effort. Grade amnesty provides a way for students to make this second attempt without continuing to bear the academic results of an earlier attempt. This does not remove poor grades from a transcript, but rather grants forgiveness so that those grades no longer affect a student's cumulative GPA. This process grants forgiveness for all D's and F's during previous terms of enrollment. Grade amnesty does not apply to A's, B's, or C's. The grade amnesty process carries the following restrictions:

- Must not be enrolled in college for three years to become eligible
- Must apply for grade amnesty before any consideration will be made
- Must not have earned an associate or baccalaureate degree
- May receive grade amnesty on only one occasion
- Must reenter through normal admissions processes for returning former students
- Will be processed at the end of the student's first full time semester back
- Student will be activities-ineligible in his or her first semester back

Course Policies

Maranatha Student Honor Code

The following Student Honor Code was developed by Maranatha's students, faculty, and administration:

The principles of *honesty* and *integrity* govern all academic work at Maranatha. (Romans 12:17, 2 Corinthians 8:21) In addition, principles of *kindness* and *charity* govern conduct toward fellow students. (2 Peter 1:5-8) Violation of these principles by *academic dishonesty*, *plagiarism* or other forms of *unfaithfulness* will result in severe academic penalties and/or dismissal from the institution.

The following are specific applications of this honor code to the new Open Finals format:

- I will not accept or offer any unauthorized assistance to/from anyone in preparing for or taking this examination.
- I promise to keep the content of my exams confidential (including sharing information about the content, format or difficulty of an exam in person or on social media) until after final grades are entered by the instructor.
- I hereby acknowledge and agree to abide by this policy.

Rationale: *Open finals greatly benefits students yet it gives more opportunities to cheat by gaining advance information about the content, format or difficulty. To protect the opportunity to continue the Open finals concept, great diligence and demonstration of Christian character is required.*

- I will not place pressure on another student to take a final or finals before he or she feels prepared to do so in order to speed up travel/get-away plans—either *before* or *during* the final exam period.

Rationale: *The second greatest threat/concern to the open finals concept cited by faculty members was the possibility that students would foolishly risk a semester's worth of grades and credits in order to leave a day early. It is impossible to govern the individual choices and decisions of others. But one intolerable and unrighteous action would be to put pressure on another student to short-change their study time in order to accommodate the travel wishes of others. This kind of bullying works at cross purposes with the educational value that the open finals concept was meant to engender. Examples of direct or indirect pressure:*

- **Questioning:** "Can't you study a little faster?" "Couldn't you take all your exams Monday so we can leave early?"
- **Statements:** "You always take so long." "I can schedule an earlier flight if you will hurry."
- **Discrimination against diligent students:** "Don't offer Mike a ride he has a ton of exams and we will be the last to leave."
- **Pressuring humor** such as "kidding" a student about being a slow studier or test taker.

The following 5 questions are recommended to the faculty for inclusion as the first five (0 point value) questions of online format final exams. Use the "check all that apply" multiple choice format.

Q: The principles of *honesty* and *integrity* govern all academic work at Maranatha. (Romans 12:17, 2 Corinthians 8:21) In addition, principles of *kindness* and *charity* govern conduct toward fellow students. (2 Peter 1:5-8)

- I understand and agree to abide by the Maranatha Student Honor Code.

Q: Violation of these principles by *academic dishonesty*, *plagiarism* or other forms of *unfaithfulness* will result in severe academic penalties and potentially dismissal from the institution.

- I understand that academic dishonesty, plagiarism, and other forms of unfaithfulness will result in serious academic and other potential disciplinary penalties.

Q: I will not accept or offer any unauthorized assistance to/from anyone in preparing for or taking this examination.

- I agree not to offer any unauthorized assistance to anyone related to this exam.
- I have not received any unauthorized assistance from anyone related to this exam.

Q: I promise to keep the content of my exams confidential (including sharing information about the content, format or difficulty of an exam in person or on social media) until after final grades are submitted by the instructor.

- I will not share the content of my exams in any form until after final grades are submitted.

Q: I will not place pressure on another student to take a final or finals before he or she feels prepared to do so in order to speed up travel/get-away plans—either *before* or *during* the final exam period.

- I hereby acknowledge and agree to abide by this policy.

Academic Dishonesty

Maranatha views cheating or its toleration as morally reprehensible. To encourage the highest standards of personal integrity, we will not tolerate cheating in any form. This view is consistent with the clear, biblical condemnation of dishonesty in its many forms and emphasizes the scriptural call for honesty, not only in the sight of the Lord but also in the sight of men (2 Corinthians 8:21).

Because cheating is a serious offense, its occurrence will bring severe academic and disciplinary action, which may include failure of the course involved and possible expulsion from the University, as specific circumstances warrant.

Make-Up Exams

A student needing to take any tests or examinations at a time other than the regularly scheduled time (because of illness or some other extenuating circumstance) may for a fee take the examination through the testing service in the library during regular posted times. A student who has missed classes because of traveling with an official University group or being hospitalized will not be charged for the testing service. All examinations must be completed one week after returning to classes.

Any exceptions to this policy must be granted by the Vice President for Academic Affairs.

Students are expected to take their final exams during the time when they are scheduled. Exceptions to the final exam policy are rare and must be approved by the Vice President for Academic Affairs.

Cancelling Courses

Maranatha reserves the right to cancel any course for which the enrollment is fewer than six students.

Change of Schedule

Drop-Add Week ends on the first Friday of class each semester. This provides an opportunity for students to evaluate their academic work load and adjust their schedules as needed. Beginning on Tuesday of Drop-Add Week, a fee of \$15.00 will be charged for each schedule adjustment. There is no drop-add fee charged during the completion of registration on or before the first Monday of each semester. No classes may be added after Drop-Add Week except by special permission.

A course dropped before the final six weeks of class will be recorded as W (Withdrew). Any course dropped during the final six weeks of class when a student is earning a C- or above will be recorded as a WP (Withdrew Passing). A course with a W or WP is not included when computing a student's grade

point average. Any course dropped during the final six weeks of class when a student is earning a D, F, or Incomplete will be recorded as a WF (Withdrew Failing). WF will have the same effect as an F on the student's grade point average and may result in the student's becoming ineligible. The student will remain responsible for all tuition and fees according to the published refund policy.

Repeated Courses

When any course is repeated, only the last grade earned will be used to calculate the student's cumulative GPA. The original grade is forgiven. That is, the grade earned will remain on the transcript, and both the credits earned/not earned, and the GPA hours will apply to the student's term GPA. They will also apply to the student's cumulative GPA from the semester of the original grade until the semester in which the course is retaken. At that point, the original grade earned will no longer be used to calculate the student's cumulative GPA. The most recent enrollment in the course will be indicated by an R (Course Repeated).

Courses Used in Multiple Programs (Double Counting Courses)

One course cannot meet requirements in more than one academic program for a student (major, minor, or concentration). In instances in which one course could be eligible to meet a requirement for more than one program for a student (whether specifically required or as a required elective), determination will be made by the academic unit leader and the Registrar. Generally, the credits of the requirement in the other program will not need to be replaced with an additional course, except that a minor must always have a minimum of 18 credits of courses that are not being used in the major. A concentration must always have a minimum of 12 credits of courses that are not being used in the major or minor. When a replacement course is needed to reach the minimum number of credits, a determination of that replacement course will be made by the academic unit leader and the Registrar. 4/6/2017

Test-Out Options

All courses that a student tests out of (except English Composition 1) must be replaced by credits within the course's category in the Liberal Arts Core. English Composition 1 credits may be replaced by any Liberal Arts Core credits.

Some test-out options are not available in some majors because of program requirements. Biology, Nursing, and Education majors may not use the math or science test-out options. Business majors may not use the math test-out option.

HUEN 100 English Grammar	20+ on English ACT
HUEN 121 English Composition 1	26+ on English ACT

Placement Options

ASMA 131 College Algebra	22+ on Math ACT or 70% on MBU Placement Test
ASMA 136 Pre-Calculus	22+ on Math ACT or 80% on MBU Placement Test
ASMA 143 Calculus 1	24+ on Math ACT or score of 24 on MBU Placement Test
ASMA 228 Probability & Statistics	22+ on Math ACT or 80% on MBU Placement Test
ELED 228 Math for El. Ed. Teacher 1&2	21+ on Math ACT

Non-Traditional Coursework

While some non-traditional educational experiences are allowed, this type of coursework cannot replicate the advantages of a classroom setting; therefore, the following policies limit the amount of non-traditional coursework a student may apply to a degree:

- No more than 50 semester hours to a degree
- Non-traditional credit formats include correspondence, Advanced Placement, CLEP, directed study, independent study, and other arrangements considered to be non-traditional by the Academic Committee.

Advanced Placement

Maranatha grants Advanced Placement credits under the following policies:

- Entering freshmen who have completed Advanced Placement examinations and have scored 3 or above will receive credit.
- Application for credit must be made before registration.
- Students may receive credit for a maximum of 40 semester hours.
- Up to 12 hours in any one field will be accepted.
- Maranatha's Advanced Placement code is 2732.
- Other questions may be directed to apstudent.collegeboard.org.

See chart below for which AP examinations meet the requirements of specific courses at Maranatha.

Maranatha Course			Credits	AP Examination
BUMI	165	Computer Applications	3	Computer Science (A, AB)
HUPS	131	General Psychology	3	Psychology
ASMA	143	Calculus 1	5	Calculus (AB)
ASMA	232	Calculus 2	5	Calculus (BC)
ASMA	238	Probability and Statistics	3	Statistics
HUHI	141	US History 1	3	US History
HUSO	233	National Government	3	Government and Politics
HUHI	352	Modern European History	3	European History
HUEN	121	English Composition 1	3	Language and Composition
HUEN	236	Composition and Literature	3	Literature and Composition
ASSC	151, 152	General Physics 1 & 2	8	Physics (BC)
ASSC	105	Concepts in Environmental Science	3	Environmental Science
ASSC	141, 142	General Chemistry 1 & 2	8	Chemistry
ASSC	120, 121	General Biology 1 & 2	8	Biology
FIMU	114	Harmony 1	2	Music Theory (Score 3)
FIMU	115	Harmony 2	2	Music Theory (Score 4-5)

College Level Examination Program (CLEP)

Maranatha grants CLEP credit under the following policies:

- Students who have completed CLEP examinations and have scored 50 or above recommended by the American Council on Education (ACE) will receive credit.
- Students may receive credit for a maximum of 30 semester hours.
- Up to 12 hours in any one field will be accepted.

- CLEP examinations must be completed prior to completing 24 semester hours of residential or online college credit (following high school graduation).
- CLEP examinations may not be used to raise grades or remove failures in courses already taken.
- The passing scores are those recommended by the American Council on Education (ACE).
- Maranatha's CLEP score code is 2732.
- Other questions may be directed to clep.collegeboard.org.

See chart below for the CLEP exams approved for credit at Maranatha.

Maranatha Course

HUEN	121	English Composition 1	3	College Composition Modular (no essay required)
HUEN	232	American Masterpieces	3	American Literature
HUEN	233	British Literature Survey to 1789	3	English Literature
HUHI	220	Ancient Civilizations	3	Western Civilization 1: Ancient Near East to 1648
HUHI	130	The Modern World	3	Western Civilization 2: 1648 to the Present
HUHI	141	US History 1	3	History of the US 1
HUHI	142	US History 2	3	History of the US 2
HUSO	141	Introduction to Sociology	3	Introductory Sociology
BUMG	222	Macroeconomics	3	Principles of Macroeconomics
BUMG	223	Microeconomics	3	Principles of Microeconomics
HUPS	131	General Psychology	3	Introductory Psychology
HUPS	233	Developmental Psychology	3	Human Growth and Development
ASMA	103	College Mathematics	3	College Mathematics
ASMA	131	College Algebra	3	College Algebra
ASMA	136	Pre-calculus	3	Pre-calculus
ASMA	143	Calculus 1	5	Calculus
ASMA		Math Elective	3	Trigonometry
ASSC	120	General Biology 1	4	Biology
BUMI	165	Computer Applications	3	Information Systems and Computer Applications
BUAC	241	Principles of Accounting 1	4	Financial Accounting

Correspondence Credit

- Correspondence courses are courses in which students have very few due dates (usually 1 or 2) and which extend beyond the time of a regularly scheduled semester. Courses with these characteristics are correspondence courses, regardless of the mode of delivery (electronic or paper).
- The maximum number of correspondence credits accepted for transfer is 12 semester hours with only 6 semester hours accepted in any one field of study. Bible Doctrine, Human Relations, Curriculum and Methods in Reading, and Greek may not be taken by correspondence.
- The grade for each course must be C- or better.
- The course must satisfy the regular University policies regarding the acceptance of transfer credit.
- Correspondence credits must be from institutions that also have resident programs at a local campus with full-time resident faculty.
- Courses that fit the student's schedule and are offered at Maranatha during a student's anticipated graduation year (including summer school) may not be taken by correspondence.

- Students enrolling in a correspondence course during the year of their anticipated graduation are required to secure approval from the Registrar by Thanksgiving break. Students must complete the paperwork from the Registrar's Office.
- All correspondence work must be mailed to the institution offering the credit by the Monday before spring break. Transcripts must reach the Registrar's Office by April 15 in the year of anticipated graduation to apply towards a degree or the Wednesday before Commencement to participate in Commencement activities. A late fee of \$200 will be assessed for transcripts received after April 15.

Philosophy of Educational Delivery Methods

It is the policy of Maranatha to structure the educational environment to maximize the academic and spiritual development of its students for the purpose of developing leaders for the local church and the world.

Proven success has been demonstrated by combining the main campus spiritual environment (which includes administrative and faculty mentors and the dynamics of residential living), and quality instruction taught from a Christian world view.

The University has accepted that the ideal environment for mission impact is not always possible. Therefore, the purpose of Maranatha's Distance Education opportunities is as follows.

- To provide quality collegiate education from a biblical world view to those who could not reasonably come to campus
- To provide a gateway to the main campus educational opportunities
- To project Maranatha's ethos and message to regions beyond the reach of the main campus
- To augment and enhance resources for the advancement of educational and spiritual impact in all Maranatha programs.

While these are all sound reasons, the University seeks to place the primacy on the tried and proved main campus-intensive experience.

Directed Study

General Information

Directed Studies may be campus based or conducted via the LMS. The faculty director is to determine in the written syllabus the specific requirements for the successful completion of the directed study. Students are expected to demonstrate mastery through the production of a significant written project, a comprehensive final exam, or both. Final responsibility for evaluation and grading rests with the faculty director. The Directed Study is guided by the following policies:

- Directed studies will not be permitted when the course is offered during the semester, either as an online offering or as a classroom opportunity that works for the student's schedule.
- Directed studies are not authorized for convenience, for work enablement, to enable graduation in fewer than 8 semesters, to enable avoidance of the residential living requirement, or to facilitate the avoidance of main campus classes during the final semester of academic work.
- Directed studies shall be given only to students who are enrolled in courses at the Watertown campus, except by special written permission given by the administration based upon

endorsement of the Registrar, Academic Unit Leader, and (if related to personal hardship) the Dean of Students.

- Generally, only one directed study project may be in process at a time.
- Only juniors or seniors are eligible for directed study. In rare cases a sophomore may petition the Academic Committee for special permission.
- The academic unit, faculty, or Academic Committee has the right to deny the student permission for the directed study for any appropriate reason. See the process below.
- Approximately 35 to 45 hours of academic work are expected per directed study hour.
- Credit for the directed study may not exceed four semester hours.
- Credit for a directed study project may not exceed the credit for the standard classroom course.
- No more than six semester hours of directed study will be granted in any one field of study and no more than 12 hours total may be applied to a student's graduation requirements.
- Students are expected to demonstrate mastery through the production of a significant written project or a comprehensive final exam.
- Final responsibility for evaluation and grading rests with the Faculty Director.
- Faculty Directors should be included in the syllabus and instructions that accompany the proposal.
- Students are responsible to purchase textbooks.
- The non-refundable directed study fee is \$100.00 per hour. Tuition is the same as a traditional class.
- If a student withdraws from a directed study, tuition for the directed study will be prorated, based on the date of the Registrar's approval, according to the following schedule.

During weeks 1 through 3:	25%
During weeks 4 through 6:	50%
During weeks 7 through 9:	75%
During weeks 10 and after:	100%

Independent Study

General Information

Students may wish to independently investigate and research topics not normally offered in the curriculum or beyond the scope or limitations of a course. The independent study should not duplicate too closely existing courses and should be comparable in breadth, depth, and intellectual content to similar courses in its discipline. Independent studies are designed to be campus-based and include frequent consultation with the Faculty Director.

Please note the following policies:

- Students must secure academic unit, faculty, and administrative approval for the course criteria (reading, projects, evaluation standards, assignment due dates, and credit weight).
- The academic unit, faculty, or Academic Committee has the right to deny the student permission for the independent study for any appropriate reason. (See the process below.) Generally, only one independent study project may be in process at a time.
- Only juniors or seniors are eligible for independent study.
- Credit for the project may not exceed three semester hours.

- At least 12 hours of acceptable academic credit in the field of study is prerequisite to an independent study course.
- No more than six semester hours of independent study will be granted in any one field of study and no more than 12 hours total may be applied to a student's graduation requirements.
- Approximately 35 to 45 hours of academic work are expected for every semester hour of the independent study.
- Students are expected to demonstrate mastery through the production of a significant written project or a comprehensive final exam. Final responsibility for evaluation and grading rests with the Faculty Director.
- Faculty Directors should be included in the syllabus and instructions that accompany the proposal.
- Students are responsible to purchase textbooks.
- The non-refundable independent study fee is \$100.00 per hour. Tuition is the same as a traditional class.
- If a student withdraws from an independent study, tuition for the independent study will be prorated, based on the date of the Registrar's approval, according to the following schedule:

During weeks 1 through 3:	25%
During weeks 4 through 6:	50%
During weeks 7 through 9:	75%
During weeks 10 and after:	100%

Tutorial Course

Full-time students may not take directed study in load from a non-residential or part-time faculty member.

If a full-time student is otherwise permitted/approved to take a directed study from a non-residential or part-time faculty member, the charge will be the full online tuition rate per credit as an additional charge and cannot be taken "in load."

Internship/Fieldwork

Internships, fieldworks, and other practica are purposefully-designed college learning experiences which take place in a "going concern" (school, hospital, business, Christian camp, etc.) The guidelines for academic credit:

- One credit may be awarded for not less than 45 hours of work experience.
- Departments may make modest adjustments based upon additional papers, projects, write-ups, etc. that are connected with the internship requirements.
- Guidelines for work expectations and credit to be received need to be explicitly outlined in the syllabus for the internship.
- Students must work with their academic department and the Registrar's Office to complete the internship application and register for the internship prior to beginning the work related to the internship. The internship must be registered for the term in which the work of the internship begins.

Because students are to be followers of Jesus Christ and representative of Him at all times, the University expects student deportment and conduct to be reflective of Christ at all times. During an internship, students will likely face situations and decisions in which their faith will be tested and character challenged. The University expects students to make those decisions in a manner which reflects careful consideration of their personal testimony. If a student's choices do not reflect alignment with the word of God and violate Biblical standards of life and testimony, the University will impose both academic and disciplinary penalties in proportion to the offense. Penalties may include loss of credit, failing grade, disciplinary probation, loss of eligibility for subsequent extracurricular participation, and/or dismissal from the University. Penalties as a consequence of violations of the policy occurring during the internship's full term and all related service, from inception to final grade and award of credit, may be applied retroactively.

Learning Experience

In order to receive credit, students must complete the application and registration process for credit-bearing learning experiences (internships, fieldwork, language immersion, study abroad) before the first week of continuous work/participation experience.

Lifetime Learning

Maranatha Baptist University will grant up to 18 credit hours to students in any undergrad online program. In order for any credits to be awarded for lifetime learning, a student must apply for the credit and meet the following criteria for awarding viable academic credit.

Credit will be awarded for college-level learning, not for work experience. The equivalent college-level learning need not be equivalent to current Maranatha courses. The college-level learning must meet the academic standards of Maranatha Baptist University and the Higher Learning Commission.

Determination of the number of credits will be at the discretion of the University. Validation of learning may be provided through one of several methods:

- CLEP exam
- DSST credit by exams (formerly DANES)
- Military transcript
- Directed portfolio
- Professional certification
- Occupational training (college equivalent)
- ACE approvals

As appropriate, awarded credit will be determined by subject matter experts. Lifetime learning credits must not be awarded for subject matter credits already earned. Fees for lifetime learning credits will be based on assessment, not on the credits earned. Assessors of lifetime learning should pursue PLA training.

Transfer Courses

Transfer Students

Transfer students should follow the regular admissions process (mbu.edu/admissions). When evaluating transferability of credit, the decision of the Academic Committee at Maranatha is final.

Students wanting to transfer 30 semester hours or more to Maranatha Baptist University must enroll in and successfully complete 12 semester hours in residence at Maranatha before transferability of the courses can be confirmed. If a student withdraws, is expelled, or earns poor grades during his or her first semester at Maranatha, credit for courses earned at other institutions may not transfer.

All undergraduate transfer students must complete at least 30 undergraduate hours of credit from Maranatha regardless of the number of hours transferred. At least one half of the credit hours in the major field and 24 of the final 30 semester hours of work must be completed from Maranatha.

Transcripts for coursework done elsewhere must reach the Registrar's Office by April 15 in the year of anticipated graduation to apply towards a degree or the Wednesday before Commencement to participate in Commencement activities. A late fee of \$200.00 will be assessed for transcripts received after April 15.

Activities eligibility for the first semester is based on the student's completed courses at the prior institution, using Maranatha's eligibility standards. Transfer students who have a cumulative GPA below 1.75 following their most recent grading period will be activities ineligible. After the first semester, only grades on their Maranatha transcript will affect a student's activities eligibility. (*See Academic Standing*)

A student's cumulative grade point average for all courses found on his or her Maranatha transcript will affect a student's activities eligibility. For transfer students, this will begin after the first semester at Maranatha.

Acceptance of Transfer Credit

Maranatha Baptist University believes that biblical principles and philosophy are foundational to all classes it offers. Maranatha degrees consist of more than a collection of credits in required classes. The ethos, values, philosophy and atmosphere of Maranatha are integral to the education of each Maranatha student. Because of this, Maranatha will consider transfer of credits based upon the following guidelines:

- Have at least C grades.
- Be substantially equivalent to Maranatha courses' content and credit.
- Quarter units are evaluated at the ratio of three to two: 3 quarter hours = 2 semester hours.
- Maranatha will transfer the number of credits per class awarded by the transfer college.
- Maranatha will transfer credits that will meet requirements in the student's Maranatha program or that will meet a need for open electives.

Specific Courses

- Orientation, traveling ensembles, personal enrichment courses (e.g. prayer), developmental courses, and adult continuing education courses do not transfer.
- Military service may result in academic credit on the following bases:

- Military credits are generally transferred according to American Council on Education (ACE) recommendation from the Joint Service Transcript (JST), depending on alignment with the student's Maranatha program requirements.
- Generally military credits earned will receive a grade of P (Passing) and will not affect a student's GPA either positively or negatively.
- Military credits may be labeled as either lower division or upper division, depending on the recommendation from ACE.
- Basic training may qualify a student for academic credit, as long as the enlistment was for at least six months, results in an honorable discharge, and have a DD214 form.
- Credit available is (1) two semester hours for physical education and (2) two semester hours for first aid.
- Some courses will not be considered for transfer. These courses are identified in the academic program descriptions in the catalog and in department publications.

Community College Credits

- Community college credits will be considered for transfer with the same criteria that is used for transfer of credit from any other colleges or universities. 4/6/2017

Correspondence Credits (See Non-Traditional Coursework)

Bible Institute Credits

- In order for work to be transferred from a Bible school, Bible institute, Bible college or similar institution, the institution in question must
 - offer college-level work
 - offer courses taught by qualified faculty
 - offer courses and programs that are described in a current catalog
 - have an equivalent length of classroom instruction with a minimum 80% attendance requirement
- Maranatha will transfer a maximum of 12 semester hours from a local church Bible institute offering college level course work.
- Courses listed in the Maranatha catalog with a number of 300 or higher will not be accepted for transfer.

Criteria for Transferability of Credits

- The courses must be clearly indicated as "college level" in contrast to institute type courses where the primary goal is adult continuing education. "College level" usually includes the following:
 - Only high school graduates are admitted.
 - Courses contain significant academic rigor including note taking, testing, research work, and grading.
 - All courses should be described in an official catalog of the institution.
 - The catalog should include a description of the academic programs offered by the institution, program purposes, and a listing of all requirements for each academic program.

- The courses must be taught by qualified faculty.
 - The catalog or website of the institution should include the name and subject area of each faculty member. It should list every earned degree the faculty hold and provide the name, city, and state of the college conferring the degree.
 - The majority of college level faculty should have master's degrees in their teaching field.
 - On the freshman level, part-time teachers could include teachers with only a bachelor's degree from a reputable college. If few teachers have graduate degrees, an alternative might be to have a bachelor's degree plus some graduate work in the field being taught.
 - When some faculty do not hold graduate degrees in their teaching fields, the faculty roster should include the names of specific courses taught by each faculty member.
 - Training of faculty should have been secured at reputable colleges. To be avoided are degrees from correspondence schools or diploma mills.
- Admissions information and requirements should also be contained in the printed catalog.
- Class contact hours should be equivalent to what Maranatha requires. A semester hour of credit represents a minimum contact time of 15 sessions of 50 minutes each. Attendance requirement should be a minimum of 80% for credit.
- The catalog should contain an academic calendar that includes significant institutional dates, such as the beginning of classes and the final semester examinations.
- When evaluating transferability of credit, the decision of the Academic Committee of Maranatha Baptist University is final.

Enrollment Policies

Student Classification

Students are classified based on the following semester hours earned.

<u>Classification</u>	<u>Minimum Credits</u>	<u>Maximum Credits</u>
Freshman	0	26.9
Sophomore	27	58.9
Junior	59	91.9
Senior	92	128+
Special	Anyone not pursuing a degree	

Student Course Load

The average load for a full-time undergraduate student is about 16 hours per semester. The minimum full-time load is 12 semester hours. An appropriate course load will be determined with the help of an advisor based on the student's academic performance.

Off Campus Six Hour Policy¹

The Registrar's Office can grant this exception to the Off Campus policy if a student must sit out a semester due to finances. The student will be allowed to take up to 6 credit hours of classes that are essential to the completion of his or her major that would otherwise be missed due to the course sequencing.

- Students may take only required classes that would be missed due to course sequencing.
- You must have lived on campus for at least one semester.
- This approval is valid for one semester only.

The student needs the following:

- Registrar's Office approval
- Written parental approval submitted to the Student Life Office
- An Off Campus Application from the Student Life Office
- The prior semester's outstanding balance paid and one-third of the new semester paid as a minimum down payment

Watertown Area Online Students

Students under age 22 desiring to take only online classes while living within 30-mile perimeter from the Watertown campus must live at their home of record or with an approved relative.

Withdrawing from MBU ²

To withdraw from the University, a student must first visit the Student Life Office. Personnel there will guide the student through the process. A student who leaves the University without properly withdrawing is subject to suspension and may incur other charges.

¹ <http://www.mbu.edu/slh/student-life/policies-by-audience/offcampus/off-campus-six-hour-policy/>

² <http://www.mbu.edu/slh/student-life/withdrawal/>

Academic Standing

Academic Honors

President's List

Students who complete at least 12 credits and earn an A- or above in every course during the semester, with no incompletes or overcuts, are honored by being placed on the President's List.

Dean's List

Students who complete at least 12 credits and attain a 3.0 averaged or better during a semester, with no Cs, Ds, Fs, incompletes, or overcuts are recognized by being placed on the Dean's List.

Commencement Awards

Candidates for the four-year degrees are honored upon graduation for scholastic achievement based on all credits recorded on their Maranatha transcript. Honors are awarded as follows:

- Cum laude – 3.50 – 3.749
- Magna cum laude – 3.75 – 3.90
- Summa cum laude – 3.91 – 4.00

Associate degree candidates earning a 3.50-4.00 GPA graduate with honors.

Graduate degree candidates earning a 3.95-4.00 GPA are awarded graduate honors.

Good Academic Standing

Students must earn a GPA of 1.75 or higher at the end of their first semester to be in Good Academic Standing and be Activities Eligible. After that, students must earn a cumulative GPA of 2.00 or higher at the end of each semester in order to be eligible for the next semester.

Academically at Risk Classification

Academic Alert

Students whose cumulative GPA is adequate but whose semester grade point average falls below the standard for Good Academic Standing will be placed on Academic Alert. These students will be contacted by their academic advisor at the beginning of the semester in which they were placed on Academic Alert to provide guidance and accountability.

Academic Warning

A student who earns a cumulative GPA below Good Academic Standing is placed on Academic Warning for one semester. This is to help the student evaluate his or her position and take corrective action to improve his or her academic status. These students are strongly encouraged to work with a tutor (see Academic Success Program) during that semester. Any student on Academic Warning will be limited to an academic load of 12 to 14 semester hours. Academic Warning includes automatic activities ineligibility as defined in this catalog.

Academic Probation

A student who has been placed on Academic Warning for one semester and during that semester continues to earn a cumulative GPA below Good Academic Standing will be placed on Academic Probation for one semester. A student who fails every course in which he or she is enrolled for one

semester will also be placed on Academic Probation for one semester. These students are strongly encouraged to work with a tutor (see Academic Success Program) during the semester. Any student on Academic Probation will be limited to 12 semester hours. Academic Probation includes automatic activities ineligibility for the entire semester.

Academic Suspension

A student who has been placed on Academic Probation for one semester and during that semester continues to earn a cumulative GPA below Good Academic Standing will be placed on Academic Suspension by the Academic Committee. If a full-time student (enrolled in 12 or more semester hours) fails to complete 10 or more semester hours toward graduation in any two semesters, that student will be placed on Academic Suspension for one semester. The student will not be allowed to enroll for one semester but may reapply to the University through the Admissions Office after that semester. If the student is readmitted, he or she will be placed on Academic Probation for one semester. The suspension period is to provide a time away from University for students to analyze their academic problems, examine their goals, and determine appropriate action.

Academic Dismissal

A student who has been placed on Academic Suspension and then has been readmitted on Academic Probation and continues to earn a cumulative GPA below the academic standard will be subject to academic dismissal by the Academic Committee. A student who has been academically dismissed may not re-enroll in the University as a degree candidate. He or she may, however, be allowed to enroll in some courses as a special student with the approval of the Academic Committee.

Online Probation

A student who takes only online courses and earns a less than a 2.00 GPA either for the current term or cumulatively will be allowed to take only one course per online session.

Exceptions

Any appeals for exceptions to the policy for academically at-risk students because of extenuating circumstances should be submitted in writing to the Academic Committee through the Registrar or the Vice President for Academic Affairs.

Academic Success Program

Purpose

This program is designed to assist students who have exhibited difficulty in previous academic achievement. Students who are struggling with time management, test taking, written assignments, or sense a general need for academic assistance will benefit from this program. The assistance provided includes specialized help from a tutor, and supplemental instruction in selected courses. Tutors are trained to assist with various learning styles and course expectations. Many types of assistance are available to any student upon request.

Candidates for the Program

Applicants who are described by the following are strongly encouraged to participate in the Academic Success Program and show academic progress and potential for success as a University student as a condition of enrollment: students who have earned a GED, low grades in high school, a low ACT composite score, low scores on Maranatha placements tests, low grades for university work at other institutions, or who apply from a non-English speaking country. The application itself, the autobiography

of the applicant, and references are also used as indicators when an applicant is being considered for the Student Support status.

Academic Support

Incoming students (based on high school transcripts and ACT scores) are limited to 13 semester hours of classes and one extracurricular activity (choirs, athletics, play, etc.) for the first semester. Standard university and athletic conference eligibility standards will apply.

Activities Eligibility

General Information

Students who wish to participate in co-curricular activities must be activities eligible and enrolled in at least 12 semester hours, at least 6 of which are from main campus courses. (Maranatha grads who are enrolled full time in Maranatha grad programs and are otherwise eligible are not required to be in main campus classes. 4/18/2017) Only Maranatha courses are to be considered toward this full time academic load of 12 semester hours. Co-curricular activities include participating in any Gospel team, traveling with music groups (including the choirs or bands), holding an office in any student organization, and participating in intercollegiate or intramural athletics or drama. Part-time students enrolled in at least 6 credits from the main campus may participate in Christian service and drama if they are otherwise activities eligible.

Students must earn a GPA of 1.75 or higher at the end of their first semester to be in Good Academic Standing and be Activities Eligible. After that, students must earn a cumulative GPA of 2.00 or higher at the end of each semester in order to be eligible for the next semester. Incompletes and Withdrew Failing (WF), will have the same effect as a Failure (F) on the student's GPA. Grades for all courses found on a student's Maranatha transcript will affect that student's activities eligibility. For transfer students, this will begin after the first semester at Maranatha.

Studying is a student's primary responsibility while at the University. Preparation for lifelong, vocational ministry involves the rigorous work of developing and sustaining vital study habits. Active involvement in Christian service enables you to apply the principles learned in the classroom in outreach ministries. In order to promote the understanding, accurate interpretation, and application of biblical truth, diligent study must be a priority.

Activities Ineligibility Restrictions

The following restrictions apply to activities ineligible students.

- Permitted one week of absences for all causes for the semester. See Class Attendance and Absences for more information.
- May not hold any office in any student organization.
- May not enroll in distance education courses when enrolled as a Main Campus student.
- May not participate in intramural or intercollegiate sports.
- May not participate in or attend practices for extracurricular events such as bands, choirs, traveling groups, plays, concerts, contests, sports events, recitals of other students, or any on-campus individual or group performances.
- May not attend away University or Academy athletic contests.

Any appeals for exceptions to this policy because of extenuating circumstances should be submitted in writing to the Academic Committee through the Registrar or the Vice President for Academic Affairs.

Student-Athlete Eligibility

Besides the activities eligibility standards listed above, student-athletes must meet the following standards to maintain NCAA eligibility at Maranatha:

- Student-athletes must earn at least 9 credits in their first full-time semester and at least 12 credits each full-time semester thereafter.
- Student-athletes must have earned a total of at least 24 credits in the previous two full-time semesters.
- Credits earned during an interim term (e.g., summer semester, or a fall or spring part-time semester) may be added to a previous or following full-time semester for the purpose of meeting the 12 credit and 24 credit standards in the two policies listed above.
- Student-athletes may participate in a maximum of four seasons of any intercollegiate sport.
- Student-athletes must use their eligibility by the end of their tenth (10th) full-time semester including full-time semesters at any post-secondary institution.
- For answers to other questions, see the Athletic Office or the NCAA Compliance Coordinator.

Attendance Policy

At Maranatha, we value education and class attendance. Regular class attendance is required of every student enrolled in the University. Every day, students should come to class prepared, listen intently, actively interact with the ideas as they take class notes, and engage in class discussion. The number of total absences that students are permitted without losing credit is dependent upon their academic standing as follows:

- Good Academic Standing - two weeks of class absences for all causes.
- Activities Ineligible - one week of class absences for all causes.
- Students on the Dean's or President's List and have earned more than 15 semester hours in residence at Maranatha - three weeks of class absences for all causes.

There are no "excused absences" or "unexcused absences," just absences. Students must carefully track their absences. Students do not get two weeks' worth of cuts and choir tour, illness, and a baseball trip. Students should reserve absences for legitimate causes. These limits are firm, and the consequence for exceeding them is loss of credit for the course. Also students who arrive at class late, but miss 15 minutes or less will be counted as tardy. Every three occurrences of tardy will count as one absence in determining whether a student overcuts a course.

Students must track their own absences and reserve absences for legitimate causes. The student is responsible for all assignments and class lectures. Faculty determine their own policies regarding late course work.

Students who are absent more than their attendance status permits, including both official University activities and personal absences in any given course, will not be granted credit for the course, except by special permission from the Academic Committee. A grade of WF, OC or NC will be given for exceeding absence limits depending upon timing and the grade earned in the course at the point of dismissal from class.

Confirm the record of your attendance: Faculty record class absences in the Learning Management System (LMS) online. This is the official and authoritative record of attendance for each course. Students are responsible for checking their attendance record in the LMS and should regularly examine the record for accuracy. Students should contact the instructor to appeal what they believe to be a recording error in the LMS within two weeks of the date the absence was recorded. No appeals after this date will be considered.

No Cuts Days

Dates on which no absences are permitted: The Maranatha Calendar identifies days on which no absences are allowed. Students will be assessed a \$75.00 fine for each class missed on days when absences are not permitted, other than for illness, injury, or serious family emergency. No absences are allowed during:

- Thursday and Friday before and Monday and Tuesday after Thanksgiving
- Thursday and Friday before and Monday and Tuesday after Spring Break
- Note: All students must also take Final Exams on campus during the dates of Open Final Exams.

Foreign Students

Allowances for Foreign Students: Maranatha understands that students living outside the lower 48 states in the US face significant challenges and expenses concerning travel that limit their ability to visit their family. Therefore, the restrictions concerning No Cut Days will not apply to these students who are visiting family outside the lower 48 states. These students must abide by the standard cut policy and may not exceed their allowed class absences without incurring the academic and/or financial penalty that may be associated. These students must also take Final Exams on campus during the dates of Open Final Exams.

Restoration of Credits

Appeal for restoration of credit: At the close of the semester, students who are absent more than their status permits may apply for restoration of credit. These appeals are reserved for those whose excessive absences were caused by serious family emergencies (documented by the Student Life Office), medical necessity (documented by the Student Health Center), or University-sanctioned activities (University has documentation). The Restoration of Credit Form can be downloaded from mbu.edu on the Academics page under Academic Handouts or picked up in the Registrar's Office.

Students must complete every item on the Restoration of Credit Form, including the date and reason for every absence. In the normal course of business, various offices record events and activities that cause student absences and who was involved. It is the students' responsibility to document causes for their absences. A faculty member or student may request an earlier evaluation of credit status if there is reason to believe that credit will not be granted. This will save both the student and faculty member from expending additional effort needlessly.

Miscellaneous Policies

FERPA Notification (Right to Privacy)³

Directory Information

Directory information includes a student's name, address, telephone number, electronic mail address, dates of enrollment, major fields of study, class (year in college), full-time or part-time status, most recent prior educational institution attended, degrees conferred (including dates), awards and honors received, past and present participation in officially recognized activities and sports, weight and height of athletic team members, photograph, date and place of birth.

The items supplied above are designated as "Directory Information" and may be released for any purpose at the discretion of the University. Under the provisions of FERPA, you have the right to withhold the disclosure of any or all of the "Directory Information" given above. If you wish to prevent disclosure of Directory Information, please contact the Registrar's Office to obtain the form. Read it carefully, fill it in, sign it and deliver it to the Registrar's Office by the end of the second week of the semester (by end of second day of classes for summer school). See [FERPA website](#).

Note: Student lists, telephone directories, and other lists of directory information published by Maranatha are for the use of the Maranatha family and are not to be shared with other individuals or institutions without the explicit authorization of the Administration.

Annual FERPA Notification to Students

This notification of minimum standards as required under FERPA regulations will not limit or reduce the access to your academic records that you presently enjoy. Please understand that if you appear as a dependent on your parent's tax return, you cannot limit your parent's legal access to your personal information.

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

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) he or she wishes to inspect. The registrar's office will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student may ask the University to amend a record that he or she believes is inaccurate or misleading. The student should write the registrar, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading.

If Maranatha decides not to amend the record as requested by the student, Maranatha will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

³ <http://www.mbu.edu/academics/registrar>

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Maranatha in an administrative, supervisory, academic or research, or support staff position (including security personnel and health staff); a person or company with whom Maranatha has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Access to a student's education records may be granted to a third party, provided that the third party does not convey that information to others without the written consent of the student. Any third party who violates this provision will not be granted access to that student's educational records for a period of not less than 5 years.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Maranatha to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Satisfactory Academic Progress

In accordance with federal regulations, Maranatha Baptist University (MBU) requires that a student maintain satisfactory academic progress toward a degree to be eligible for State and Federal Student Aid. Satisfactory academic progress is monitored both by a qualitative standard (GPA) and a quantitative standard (pace of completion). Students' satisfactory academic progress will be reviewed at the end of each term of attendance (the end of every semester and at the end of summer courses).

Qualitative Standard (GPA)

A student must have a minimum GPA (Grade Point Average) at the end of each term of attendance:

- First term at Maranatha: minimum GPA of 1.75
- All other terms: minimum cumulative GPA of 2.0

Students who do not meet this requirement will be placed on Financial Aid Warning for the next term of attendance.

The following courses are considered when determining a student's GPA:

- Successfully completed credits (grades A-D)
- Failed courses (grade of F)
- Incompletes (I)
- Replaced grades for repeated courses

The following courses are not considered when determining a student's GPA:

- Audit (AU)
- Passing (P)
- Withdrawals (W)
- Withdrawn Passing (WP)

Quantitative Standard (Pace of Completion)

The pace of completion includes two components:

1. Completion Rate
2. Maximum Timeframe for completion

Completion Rate

A student MUST earn 67% of credits attempted to maintain satisfactory academic progress. Completion rate is measured by dividing the number of attempted credit hours into the earned credit hours (completed hours ÷ attempted hours).

Students who do not meet this requirement will be placed on Financial Aid Warning for the next term of attendance.

The following are considered when evaluating a student's completion rate:

- All courses in which a student remains enrolled past the Drop/Add period
- All attempted courses regardless of whether state or federal student aid was received for the courses
- All attempted courses, regardless of their treatment in a student's current MBU degree requirements
- All transfer credits accepted by MBU toward the current degree
- Withdrawals (W's and WF's), incompletes (I), and failures (grade of F) are considered attempted but not earned hours
- Pass/fail courses
 - Pass is considered attempted and earned credits
 - Fail is considered attempted but not earned
- Repeated courses
 - A previously passed course may be repeated only once in order to improve the grade
 - A failed course may be repeated as often as necessary in order to pass
- A course is considered passed even if the grade is not considered acceptable for a specific program (e.g. receiving a D in a major course)

Audited courses are not considered when evaluating a student's completion rate.

Maximum Timeframe for completion

Federal regulations determine the maximum time frame to complete a degree is 150% of the published length of the degree program (credits required for a degree program).

Further Details

A student's enrollment level is determined by the courses in which he or she is registered as of the end of the drop/add period.

Remedial courses are not offered at MBU.

Students who change majors or are seeking second undergraduate degrees are subject to the maximum timeframe component for undergraduate study. All previous credits remain part of the 150% equation.

Students who do not maintain Satisfactory Academic Progress will be placed on Financial Aid Warning for one term. Students who fail to make Satisfactory Academic Progress after the warning period will lose their eligibility for state and federal student aid unless they successfully appeal and are placed on probation.

Financial Aid Warning

A student on Financial Aid Warning is eligible for state and federal student aid during that term of enrollment. The student must meet both the Qualitative (GPA) and Quantitative (Pace of Completion) requirements by the end of the term. A student who does not meet the requirements will be subject to a denial of state and federal student aid.

Appeals

Students may appeal the denial of their financial aid eligibility.

- Students may file an appeal due to extenuating circumstances such as health reasons, injuries, death of a relative, family emergency or other documented extenuating circumstances.
- Appeals should be addressed to the Financial Aid Director and submitted in writing to the Financial Aid Office.
- Appeals must include why the student failed to make satisfactory progress and what has changed in the student's situation that will allow them to meet the requirements by the end of the term.

Financial Aid Probation

A student whose appeal has been approved will be placed on financial aid probation for the next term of attendance. While on financial aid probation, the student must reestablish a minimum cumulative GPA of 2.0 and complete at least 67% of cumulative credits attempted. Failure to do so will result in denial of state and federal student aid for the next term of attendance and any future terms until SAP standards are met.

Academic Plan

A student on financial aid probation will be required to develop an Academic Plan. Plans are developed and monitored by the Academic Success Center in conjunction with the Financial Aid Office and Registrar's Office. An Academic Plan may include (but is not limited to):

- Certain performance requirements
- Limited credit load
- Restrictions regarding enrollment in certain courses
- Required meetings with an academic advisor and/or tutor

Failure to meet the Academic Plan requirements will result in denial of financial aid for the next term of attendance.

Re-establishing Aid Eligibility

A student who has been denied state and federal student aid after being placed on Financial Aid Warning and/or Financial Aid Probation will have their eligibility restored when they meet the Qualitative Standard (GPA) and Quantitative Standard (Pace of Completion) outlined above.

Reserving a Classroom, Lab, or Hall⁴

Normal Hours Reservations

Students can reserve classrooms or Burckart Hall when the buildings are open through the Registrar's Office. Leave the facilities you use in good order – clean, chairs set up, blackboards clean, windows closed, lights out, and piano keyboards covered.

After Hours Reservations

To reserve a classroom, lab, or hall after buildings are closed to practice for a recital, work on group class projects, or complete a class project that requires lab use:

- The class instructor will make a request to the Student Life Office regarding student(s) who desire to use a classroom or computer lab for academic reasons after Dorm Lock. The request must be made at least 24 hours in advance and include:
 - Date & Time
 - Classroom needed
 - All students and non-students involved (individuals *not* listed on the request may not be in the building after dorm lock unless otherwise authorized).
- Requirements for using classrooms after dorm lock:
 - Classrooms may be reserved from 10:00 pm up to midnight (Students working after midnight must have a faculty member present. Security will inspect and lock the room at midnight).
 - ALH or OM Conference 101 may not be used after 10:00 p.m. Burckart Hall is reserved through the Fine Arts Department and limited to conducting students and recitalists.
 - Furniture, equipment or wiring may not be removed from, disconnected, or added to the classroom.
 - If the request is for a lady student only, at least one other lady must be present.
 - Mixed gender groups need a minimum of three students present.
 - The group must clean the room of all trash and re-set the room as outlined by the room diagram. Failure to comply will result in fines added to the students' accounts.
- The Student Life Office will reserve the room with the Registrar's Office.
- The Student Life Office will communicate the request by email to Security, Custodial, the instructor, and Residence Supervisors.

⁴ <http://www.mbu.edu/slh/collegepolicies/campus-property/buildings-and-offices/>

Departmental Academic Policies

School of Education

The following courses are required to be taken in residence at Maranatha:

- Elementary Education Majors: at least 12 hours in the Education Core
- Secondary Education Majors
 - At least 12 hours of coursework in the secondary subject field
 - The secondary subject field methods course
- EDUC 225 Human Relations
- EDUC 303 Educational Psychology

To ensure readiness to enter the classroom, students must pass the following checkpoints before student teaching:

Admission to Upper Level Status (ULS)

Students normally apply for Upper Level Status at the end of their sophomore year. Achieving ULS is required before students are eligible to take and 300- or 400-level education courses (EDUC, ELED, SEED prefixes).

Students must pass the following courses with a grade of C- or better:

- CASP 111 Fundamentals of Public Speaking
- HUEN 121 English Composition 1
- HUEN 122 English Composition 2
- EDUC 144 Foundations of Education
- HUSO 141 Introduction to Sociology
- SEED 241 Secondary & Middle School Teaching Methods

Additionally, students must meet the following requirements before receiving ULS:

- Students must obtain a minimum cumulative GPA of 2.5.
- Students must complete the Freshman and Sophomore Fieldwork Programs.
- Students must have passing scores on the ACT, SAT, or CORE tests.
- Students must receive a favorable recommendation from the director of field experiences.

Application for Student Teaching

Students must meet the following requirements before being scheduled for student teaching:

- Students must achieve a minimum cumulative GPA of 2.75 to achieve licensure.
- Students must successfully complete Education Seminar.
- Students must complete at least 100 hours of fieldwork, including Freshman Fieldwork, Sophomore Fieldwork, and Junior Practicum, one full semester before student teaching.
- Students must receive satisfactory ratings from both fieldworks and practicum.
- Students must obtain admission to ULS before taking 300- and 400-level education classes (EDUC, ELED, SEED) and student teaching.
- Students must receive a favorable recommendation from the director of field experiences.
- Students must pass required Praxis 2 content test(s) and Foundations of Reading Test (Early Childhood & Elementary Education Majors and Learning Disability Minors) to achieve licensure.

- Students must receive a passing score on the edTPA Assessment in order to achieve licensure. All student teachers must complete this assessment.
- Students must complete all coursework prior to student teaching.

Music Department

Music majors are required to be in a performing group and take lessons each semester.

Transfer Students

- Transfer students with a secondary piano proficiency must pass a functional piano exam, regardless of whether they have fulfilled the secondary piano proficiency requirements at another university.
- Transfer students must complete an equivalent number of semesters of collegiate ensemble participation. Students may participate in 2 groups simultaneously to make this up.
- Sophomores and above must perform a proficiency jury to confirm competency.
- A minimum of two years of an on-campus residency is required. A student must be on-campus for classes, lessons, and group participation, not necessarily on-campus living in the dorms.
- Transfer students must take an advanced theory exam and an aural skills exam to confirm competency.

Primary Proficiencies

- Majors and minors must choose a primary instrument.
- Majors are required to complete 8 uninterrupted semesters of lessons.
- Minors are required to complete 6 uninterrupted semesters of lessons.

Secondary Proficiencies

- Majors and minors are required a minimum of 2 credits in their secondary proficiency, with a continuation of lessons/classes uninterrupted until passing the proficiency exam.
- Students may be able to waive a semester or two or required secondary lessons if they pass their secondary proficiency jury by the end of the first week of classes as a residential student.
- Students must pass all of the skills specified in the handbook including the requirements for Keyboard Skills 1 and 2.
- Students may not be a secondary proficiency as a beginning instrumentalist on any instrument other than piano, organ, or voice, without special permission from the Music Department.

Repertoire

- Music majors and minors must take instrument-specific repertoire classes. If there is no repertoire class for a specific instrument, the student should register for the next most appropriate repertoire.
- Arranging majors and minors must take Arranging Repertoire until their senior recital. Arranging majors must take an instrument-specific repertoire class in addition to Arranging Repertoire.
- Repertoire class must be taken concurrently with private lessons until the recital is complete.

Misc. Policies

- Music Majors must be in a performing group every semester for at least 8 semesters. Students completing residential requirements in less than 4 years may count percussion ensemble as a second performing group for one or two semesters.
- Lessons before one's first semester of on-campus residency as a Music Major cannot count as a replacement for a semester of lessons.

- Summer Lessons for MBU credit (after the first year on-campus residency) are only options in the following situations:
 - Those graduating in 3½ years of campus residency are allowed 1 semester.
 - Those graduating in 3 years of campus residency are allowed 2 semesters.

Test Out Options

Students may test out of the following courses. Times by which test outs must be completed are listed in the Music Department Handbook.

- Accompanying
- Aural Skills Foundations
- Intermediate Aural Skills
- Foundations of Music Theory
- Harmony 1
- Harmony 2
- Hymnplaying
- Keyboard Skills
- Intro to Vocal Studies

School of Nursing

Students must complete the first four semesters before being considered for placement in the junior level nursing courses.

Entrance requirements for admission to Maranatha's Nursing program:

- Human Biology: C+
- Anatomy & Physiology 1 & 2: C+
- College Algebra: C+
- Chemistry for the Allied Health Professions: C-
- Pathophysiology: 76%
- Medical Terms and Calculations: 76%
- Introduction to the Profession of Nursing: 76%
- ATI TEAS: Proficient level or above
- General Psychology: completed
- Developmental Psychology: completed

Students transferring credits to apply for admission to Maranatha's Nursing program:

- Students must meet all requirements for admission to the Nursing program.
- Students must have successfully completed on the first attempt any transferred science, math, or nursing courses.
- Students must have earned a C+ or better in any transferred science or math courses.
- Students must have earned a B or better in Nursing Pathophysiology, if transferring that course.
- Students must have earned a cumulative GPA of 2.75 or better.

Index

Academic Alert.....	22	Course Policies.....	9
Academic dishonesty	10	Courses used in multiple programs.....	11
Academic Dismissal.....	23	Credit hour definition	3
Academic honors	22	Criteria for transferability of credits.....	19
Academic standing.....	22	Dean’s list.....	22
Academic Probation	22	Degree requirements.....	3
Academic Success Program.....	23	Directed study.....	14
Academic Support.....	24	Directory information	29
Academic Suspension	23	Double counting courses	11
Academic Warning.....	22	Double major	4
Academic year.....	3	Enrollment policies	21
Activities Eligibility	25	FERPA notification	29
Advanced Placement	12	Fieldwork	16
Attendance policy	27	Financial Aid warning.....	32
Audits	7	Foreign students attendance.....	28
Bible institute credits	19	General Education Core	5
Biblical Studies Core.....	6	Good Academic Standing.....	22
Cancelling courses.....	10	Grade Amnesty	8
Change of major.....	4	Grade changes	7
Change of schedule.....	10	Grade point average	7
Classification	21	Grading rubric.....	7
CLEP.....	12	Honor Code.....	9
Commencement awards.....	22	Incompletes	8
Commencement participation.....	4	Independent study	15
Community college credits	19	Internships.....	16
Correspondence courses	13	Liberal Arts Core	5
Course Load	21	Lifetime learning credits	17

Make-up exams.....	10	Reserving a classroom	33
Music Department academic policies.....	35	Restoration of credits	28
No cuts days.....	27	Satisfactory Academic Progress.....	30
Non-traditional courses	12	School of Education academic policies.....	34
Online Probation.....	23	School of Nursing academic policies	36
Off campus six-hour policy.....	21	Student-Athlete eligibility.....	25
Pass/Fail courses.....	7	Test-Out Options	11
Philosophy of educational delivery methods.	14	Transfer credit policies	18
Placement Options.....	11	Transfer students.....	18
President’s list.....	22	Tutorial course.....	16
Re-enrollment	3	Watertown area online students.....	21
Repeated courses.....	11	Withdrawing from MBU	21