



## MISSION

Taylor University is an interdenominational Christian Liberal Arts university where faith, living and learning are integrated. Our mission is to develop servant leaders marked with a passion to minister Christ's redemptive love and truth to a world in need.

## HISTORY

Founded in 1846, Taylor University is one of the oldest evangelical Christian colleges in America. Conceptualized with the conviction that women as well as men should have an opportunity for higher education, Taylor University began as Fort Wayne Female College in Fort Wayne, Indiana, and then became Fort Wayne College.

In 1890, the school merged with the Fort Wayne College of Medicine and changed its name to Taylor University in honor of Bishop William Taylor. Three years later, Taylor University moved to Upland, Indiana, because of a population boom in the central part of the state.

As a branch of Taylor University, the first distance learning course was offered in 1938 by way of correspondence. Seventy years later, Taylor University Online has grown to offer over 110 courses online, enabling over 1,000 students to achieve educational and personal goals each year.

## STATEMENT OF FAITH

Taylor University is firmly committed to the lordship of Jesus Christ and to evangelical Christianity. To assure the central place of Christian principles in the philosophy and life of the University, the trustees, administration, faculty, and staff believe that:

- There is one God, eternally existent in three persons – Father, Son, and Holy Spirit – the ultimate Creator and Sustainer of all things in heaven and on earth.
- The Holy Bible is the only inspired, authoritative written word of God, progressively revealing God's will for humankind.
- Jesus Christ is the living word of God who made known and carried out God's plan of redemption through His virgin birth, sinless life, atoning death, bodily resurrection, and ascension, and who will return in power and glory.
- The Holy Spirit is present in the life of the believer, testifying to the lordship of Christ and enabling the believer to live a godly life.
- Humankind, though uniquely created in God's image, rebelled and stands in need of redemption.
- God graciously extends salvation to anyone who comes to Christ by faith.
- The Church is the community of believers who express their unity in Christ by loving and serving Him, each other, and all people.

## ACADEMIC PROCEDURES

TU Online utilizes a unique delivery format that features an open enrollment policy. A student can enroll in a course any day of the year because there are no pre-set start dates. The courses are independent studies in which the learner has four months to complete the coursework at their own pace – there are no due dates for assignments.

Courses are facilitated through Blackboard, an online management system which stores all of the course information including the syllabus, instructor information, assignments, etc. Blackboard fosters an interactive environment in which student and instructor can communicate.

### **Enrollment Procedure**

To register for courses, students start the enrollment process with their local Christian school's coordinator for Sevenstar. If their school has no connection to Sevenstar, students may read about the options and register by going to [www.sevenstar.org](http://www.sevenstar.org).

### **Registration Date**

TU Online has an open enrollment policy. This means a student can register, submit payment, and begin a course on any day of the year. Within three business days, the student will receive login information via email enabling access to the course in Blackboard. The registration date is the date tuition is paid. The student will have four months from that date to complete the course.

### **Extensions**

Students are eligible for a one-time 4-month extension per course. The new due date will be 4 months from the current due date, not the date when you pay for the extension. The fee for a four-month extension is \$250. Extension requests need to go through Sevenstar Admissions and payment of the fee must be received prior to the expiration date of the course. Please contact [admissions@sevenstar.org](mailto:admissions@sevenstar.org) to request an extension.

If a course is not completed within the original enrollment period and the student does not request an extension, or if a student cannot complete the course by the end of the extension period, a grade of "F" is issued. Students have the option of re-enrolling in the course and, while the old course and grade remains on the transcript, only the new grade from the repeated course will be counted in the cumulative GPA. Please contact Sevenstar Admissions for more information.

### **Dropping or Withdrawing from a Course**

Courses purchased through Sevenstar are nonrefundable. Please contact Sevenstar to discuss your situation.

### **Requesting a Syllabus for Review**

Please contact Sevenstar's enrollment team at [enrollments@sevenstar.org](mailto:enrollments@sevenstar.org) for further information on course syllabi.

## ACADEMIC POLICIES

TU Online upholds the following policies to ensure students are treated fairly and consistently.

### **Guest Students**

Students are considered guests when they are not seeking a degree from Taylor University and fall into one of the following categories:

- Students who desire to take courses at Taylor for the specific purpose of transferring the credit earned to another institution.
- High school students who wish to take college courses and apply these hours as dual credits.
- Individuals who wish to take courses for the purpose of self-improvement.

### **Communication**

The university communicates to students most often via e-mail. Professors will also respond to students via the e-mail address listed in Blackboard. Students must be sure to notify the Taylor University Online office when an email address changes in order for it to be updated in the system.

Taylor University Online has established a general email address ([online@taylor.edu](mailto:online@taylor.edu)) to facilitate contact with the appropriate staff or department to assist students with course and program enrollment, financial matters, academic concerns and advisement, etc. As such, the department fields literally hundreds of emails each week from students and inquirers. It is requested that students do not include any staff or department email address for the purpose of sending or forwarding personal newsletters, pictures, humor, or virus warnings. If a student sends a personal prayer request of an urgent nature the Online office staff will, of course, count it a privilege to receive it and pray over it. The University is protected by a system-wide antivirus program that is updated daily so there is no need to warn them of any new virus.

### **Course Numbers**

The three letters (e.g. BIB) indicate the discipline or category in which a course is placed. The set of three numbers (e.g.110) indicate the level of the course:

- 000 Level Courses – Remedial courses; generally not transferable to other institutions
- 100-200 Level Courses – First and second year college courses

### **Examinations**

The majority of examinations are completed online through Blackboard and do not require a proctor. However, if a proctor is required, the student is expected to choose a proctor. The proctor must be a pastor, librarian, or an educator and cannot be a relative.

### **Grading System**

Evaluation and grading are an integral part of the learning process at Taylor University Online. Grades are a means of validating learning and are used to quantify the extent to which course competencies have been met. They also serve as a validating measure to third parties such as employers, other academic institutions, scholarship programs, etc.

The unit of credit is the semester hour. Grade point average is calculated by dividing quality points by GPA hours. Grade point hours include only Taylor University and Taylor University Online courses taken for a grade as outlined herein.

The following grades and quality points are assigned to Taylor University Online students when calculating the grade point average (GPA):

<b>Grade</b>	<b>Meaning</b>	<b>Quality Points</b>	<b>Calculated in GPA</b>
A	Superior	4.00	Yes
A-		3.67	Yes
B+		3.33	Yes
B	Good	3.00	Yes
B-		2.67	Yes
C+		2.33	Yes
C	Satisfactory	2.00	Yes
C-		1.67	Yes
D+		1.33	Yes
D	Minimally acceptable	1.00	Yes
D-		.67	Yes
F	Failing	0	Yes
P	Pass (C- or above)	0	No
W <sup>1</sup>	Withdrawn	0	No
WF	Withdrawn- Failing	0	Yes
EXT	Course extended	0	No

<sup>1</sup> W shows up on transcript if student withdraws between 8 days and original due date.

### **Final Grades**

Instructors have one week to grade each assignment. It is recommended to submit assignments periodically throughout the four months, not in bulk near the final due date of the course. If a grade is needed in a shorter timeframe than one week per assignment, contact the Taylor University Online office prior to enrolling in the course to make arrangements.

A course is completed when 1) a student completes all requirements in the course syllabus, 2) all outstanding fees have been paid, and 3) the final grade has been posted. Final grades are maintained as a permanent record by Taylor University and are reported on transcripts.

### **Transcript Requests**

In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts may not be released without the written consent of the student. To request a transcript, a student should go to the Taylor Online website and click on "Transcript". The student will be directed to a webpage that provides all the information for requesting a transcript. Contact the Registrar's Office for more information at 765.998.5129. Students may view an unofficial copy of their academic transcript via their TOWER account.