



## ACADEMIC PROGRAMS - FALL 2006

Taylor University Fort Wayne offers programs leading to the master of business administration degree (MBA), bachelor of arts degree (BA), bachelor of science degree (BS), and the associate of arts degree (AA). Each student selects a major and meets the requirements for the chosen course of study. In addition, every student meets general requirements and may select from electives to complete his or her studies. The BA degree requires two years of one foreign language.

### GRADUATE MAJOR

**Masters in Business Administration**

### BACCALAUREATE MAJORS

**Bachelor of Arts Degree (BA) Majors** – Must demonstrate the equivalent of two years in one foreign language.

Biblical Studies  
 Christian Education  
 Criminal Justice  
 Counseling  
 Elementary Education  
 English Studies  
 Individual Goal Oriented  
 Intercultural Studies  
 Interdisciplinary Studies  
 Justice and Ministry  
 Law and Justice  
 Pastoral Ministries  
 Professional Writing  
 Social Work  
 Youth Ministries

**Bachelor of Science (BS) Majors** -- Generally requires more upper-division courses, fewer electives, and a practicum or internship.

Counseling  
 Criminal Justice  
 Elementary Education  
 Individual Goal Oriented  
 Interdisciplinary Studies  
 Justice and Ministry  
 Law and Justice  
 Marketing Communication  
 Organizational Management  
 Pastoral Ministries  
 Social Work  
 Vocational Ministry  
 Youth Ministries

**Bachelor of Business Administration (BBA) Major**

Business Administration

### ASSOCIATES MAJORS

**Associate of Arts (AA) Majors**-- Requires the completion of at least two academic years of college-level work or the equivalent in academic or occupationally specific field of study.

Associate Business Administration  
 Early Childhood Education  
 Liberal Arts

**Associate of Arts (AA) Online Majors** -- Requires the completion of at least two academic years of college-level work or the equivalent in academic or occupationally specific field of study.

Biblical Studies  
 Liberal Arts

*Selected concentrations:*

History  
 Interdisciplinary  
 Social Science

Justice Administration

*Selected concentrations:*

Ministry  
 Public Policy

**Two Plus Two Program** -- This new program permits students to complete the first two years on-line by completing an associate of arts degree. The student completes the baccalaureate degree, in residence, on the Fort Wayne campus.

Liberal Arts (first two years)

*Selected concentrations:*

Business  
 Christian Ministries  
 Christian Ministries-Intercultural Studies  
 Criminal Justice  
 Justice  
 Justice and Ministry  
 Discipleship (counseling)  
 Professional Writing  
 Social Work

## Baccalaureate Minors

Biblical Literature  
 Criminal Justice  
 English  
 Intercultural Studies/Missions  
 Justice and Ministry  
 Law and Justice  
 Management  
 Marketing  
 Music  
 Public Relations  
 Psychology  
 Spanish  
 Urban Studies

## DEPARTMENTAL CERTIFICATE PROGRAMS

Certificate programs are offered within specific baccalaureate programs.

English as a Second Language  
 Gerontology  
 Missions

## CENTER FOR LIFELONG LEARNING

### Certificates

Biblical Cultural Leadership  
 Biblical Studies  
 Missions Studies  
 Christian Worker  
 Justice and Ministry  
 Leadership Development  
 Professional Writing

## RETURN OF FINANCIAL AID FUNDS

Refund policies pertaining to tuition, room, board, and fees charges may be found in the Taylor University – Fort Wayne Catalog (<http://fw.taylor.edu/academics/registrar/catalog.html>). This policy statement refers to the return of federal and state aid funds disbursed for students who completely withdraw, stop-out, or are dismissed from the university during the first 60% of the semester and institutional funds for students who withdraw during the first six weeks of the semester.

### Length of Enrollment

The university must establish a date of withdrawal or determine the date on which the student has unofficially withdrawn (last day of attendance as documented by the university). This date will be used in conjunction with the official payment period start date (the first day of classes of the term) to determine how long the student was enrolled. For federal and state aid, the percentage of the period that the student remained enrolled is calculated by dividing the number of days the student attended by the number of days in the enrollment period. Calendar days are used, but breaks of at least 5 days are excluded from both the numerator and the denominator.

### Earned Aid versus Unearned Aid

During the first 60% of the semester, a student “earns” Title IV (federal) funds in direct proportion to the length of time he or she remains enrolled. The percentage of the semester for which the student is enrolled is the same percentage of Title IV aid that the student earned. A student who remains enrolled beyond the 60% point earns all aid for the semester.

Unearned aid is the amount of disbursed financial aid that exceeds the amount of earned aid. Unearned Title IV funds, other than Federal Work-Study, must be returned.

For Indiana state aid funds, the student must be enrolled for four weeks before any of the state aid has been earned. If a student withdraws during the fifth and sixth weeks, the percentage of state aid earned will be equal to the percentage of tuition charged to the student. Dispersed financial aid that exceeds the amount of earned state aid must be returned to the State Assistance Commission of Indiana (SSACI).

During the first six weeks of the semester, a student “earns” institutional aid in proportion to the length of time he or she remains enrolled. The student will earn the same percentage of institutional aid as he/she is charged for tuition. If a student withdraws after the sixth week, he/she will receive no refund of tuition charges and thus will have “earned” all institutional aid for that semester.

### Late Disbursements – Title IV Aid

A student who earned more aid than was disbursed prior to withdrawal is owed a late disbursement. Late disbursements must be made from available grants before loans. The

institution may credit late disbursements towards unpaid institutional charges. Authorizations for current year charges remain valid for late disbursements; authorizations for prior year charges become invalid. Any portion of a late disbursement not credited to the student's account must be offered as a cash disbursement to the student (or parent in the case of a PLUS Loan).

#### Repayment of Unearned Aid – Title IV Aid

The responsibility to repay unearned aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution's share is the lesser of the total amount of unearned aid or the institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share. The institution's share is allocated among the Title IV programs, in an order specified by statute, before the student's share. Title IV funds are returned in this order: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, FSEOG. After the student's share is fully allocated among the Title IV programs, any amount owed to a grant program is reduced by half.

#### Timeframe for Returning Funds – Title IV Aid

The institution must return its share of unearned Title IV funds no later than 30 days after it determines that the student withdrew. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The institution may allow the student to repay unearned aid attributable to a grant (after the 50% reduction) under a payment arrangement satisfactory to the institution.

### WITHDRAWAL PROCEDURES

Withdrawal forms may be secured from the dean of students.

In cases of withdrawal by a student from the university, refunds of charges for tuition, room and board are based on the following schedule:

Basic fees are nonrefundable. There is no tuition refund for withdrawals after the end of the sixth week. There is no room fee refund after the end of the first week. The board fee refund is prorated.

Tuition, room, and board refunds follow the Refund Schedule below.

Refunds are based on the total term bill and on the date the official withdrawal form is completed. The matriculation fee and housing deposit will be forfeited for students who complete registration but must withdraw before attending classes. Any deviations from the refund policy are at the discretion of the vice president for academic affairs, dean of students, and the vice president for business and finance.

If a student is receiving financial aid, funds will be returned to the aid source(s) according to the Taylor University Return of Financial Aid Funds Policy (see above).

#### Refund Schedule

Withdrawals to the end of	Tuition	Room	Board
First week through Monday following the first week-end of the term	90%	Prorated	Prorated
Second week	90%	Nonrefundable	Prorated
Third week	75%	Nonrefundable	Prorated

**Refund Schedule**

<b>Withdrawals to the end of</b>	<b>Tuition</b>	<b>Room</b>	<b>Board</b>
Fourth week	60%	Nonrefundable	Prorated
Fifth week	45%	Nonrefundable	Prorated
Sixth week	20%	Nonrefundable	Prorated
Seventh week to end of semester	0%	Nonrefundable	Prorated

**TUITION & FEE SCHEDULES  
2006-07 ACADEMIC SCHOOL YEAR**

**FULL-TIME STUDENT RATES (12-17 HOUR)-- FALL, INTERTERM, SPRING SESSIONS****REGULAR RATES:**

	<b>Fall 2006</b>	<b>Interterm 2007</b>	<b>Spring 2007</b>	<b>Total</b>
Tuition	\$9,470	\$0	\$9,470	\$18,940
Room	1,150	0	1,150	2,300
Board	1,265	350	1,265	2,880
Health Service	32	0	32	64
Fees	26	0	26	52
<b>Total</b>	<b>\$11,943</b>	<b>\$350</b>	<b>\$11,943</b>	<b>\$24,236</b>

Student health insurance information is mailed to students.

**OTHER FALL/SPRING CHARGES:**

Over 17 Hours:	\$336.00	Per Hour
Audit Hours:	\$147.00	Per Hour

**OTHER INTERTERM CHARGES:**

Over 4 Hours:	\$336.00	Per Hour
Audit Hours:	\$147.00	Per Hour

**PART-TIME STUDENT RATES (1-11 HOURS) -- FALL, INTERTERM, SPRING****TUITION & FEES:**

1-8 Hours:	\$269.00	Per Hour
1-8 Hours:	\$538.00	Per Hour after first two consecutive terms

9-11 Hours: \$538.00 Per Hour, for all hours  
Audit Hours: \$147.00 Per Hour  
Board: See full-time  
Fees: \$ 26.00 Per semester for students registering for 7  
or more hours

**INTERTERM ONLY STUDENTS (1-4 HOURS)****TUITION & FEES:**

Tuition (First 4):	\$269.00 Per Hour
Tuition (Each add'l over 4):	\$336.00 Per Hour
Room (Dorm):	\$287.00
Room (Married Student Apts.):	N/A
Board:	\$350.00

**SERVICES FOR DISABLED STUDENTS**

Students who believe that they may need special assistance or accommodation because of disability should communicate with the Dean of Students, Randall Dodge, at 260-744-8776, or via email at [rndodge@taylor.edu](mailto:rndodge@taylor.edu).

**STUDY ABROAD PROGRAMS AND FINANCIAL AID**

Students enrolled in Taylor University's established study abroad programs will receive financial aid as though they were on campus. Students may receive institutional financial aid for their first study abroad program. Federal financial aid is available for additional study abroad programs. No financial aid (federal or institutional) will be awarded to students attending study abroad programs not offered through Taylor University.

## **AVAILABLE FINANCIAL ASSISTANCE**

Contact: Paul Johnston, Director of Financial Aid, Fort Wayne (260-744-8691), pljohnston@taylor.edu

## **FINANCIAL AID**

### **HOW TO APPLY, MERIT AND NEED-BASED AWARDS, OTHER AWARDS, ENDOWED ANNUAL SCHOLARSHIPS, AND OTHER INFORMATION**

The financial aid program at Taylor-Fort Wayne recognizes that it is the basic responsibility of students and their families to finance a college education. However, the rising cost of education has made it necessary for many students to enlist financial assistance outside their personal resources. Financial aid helps many qualified students attend Taylor regardless of financial circumstances.

The financial aid programs offer assistance to students in need in the form of scholarships, grants, loans, and employment. Financial aid is awarded primarily on the basis of financial need, except in the case of merit scholarships which require superior academic achievement and ability. If the student's aid package is based on financial need, the total package (including merit and outside scholarships) cannot exceed the student's financial need.

Financial need is defined as the difference between a family's resources and the total cost of attending college. If there is a difference between the total cost of attending Taylor (including all tuition, fees, room, board, books, supplies, and personal expenses) and the ability of the family to meet these educational costs, the student is determined to have financial need. An evaluation of financial need will include consideration of the parents' and student's income and assets, family size, and number of family members in college.

To determine the extent of the student's financial need and the family's ability to pay for educational expenses, Taylor uses the Free Application for Federal Student Aid (FAFSA) and the Taylor University FAFSA Supplement Form. An analysis of these statements yields the amount that the family is expected to contribute.

It should be noted that many aid programs require that a student be enrolled full-time (minimum of 12 credit hours per semester). Students who plan to enroll on a part-time basis should consult the Financial Aid Office about the availability of financial aid programs.

To continue to receive financial aid, a student must reapply each year. To maintain eligibility for financial aid, a student cannot be on extended academic probation and must meet the criteria established in the Taylor University Satisfactory Academic Progress Policy. Copies of this policy are available upon request from the Financial Aid Office.

#### **How to Apply for Financial Aid**

Students should begin the application process for financial aid as soon as possible after January 1. Those only interested in merit-based programs need not submit any financial aid forms. The Financial Aid Office automatically awards merit-based scholarships after receiving the students' high school cumulative gpa, SAT/ACT scores, and class rank information from the Admissions Office.

In order to receive need-based financial aid, these steps must be followed:

1. Be accepted for admission to Taylor University. Students may apply for financial aid prior to their acceptance at Taylor, but financial aid will not be awarded until acceptance is finalized. Please note: Transfer students must indicate Taylor University Fort Wayne as a recipient of their FAFSA information. Indiana students must file their FAFSA form no later than March 10.

2. Complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1, and mail or transmit (if filing on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)) it to the processor. Also complete the Taylor University FAFSA Supplement Form electronically at (<https://myfa.taylor.edu/>). Log in as instructed on the first screen you will see. FAFSAs for Indiana students must be **received by the federal processor not later than March 10** for that student to be eligible for aid from the State of Indiana. When completing the FAFSA on-line we recommend that the applicant print out the transmission confirmation.

a. In order to avoid unnecessary delays in processing, the Financial Aid Office strongly recommends that a family complete income tax returns before completing the FAFSA. However, if this is not possible, the FAFSA must be completed using estimated tax information in order to meet the deadline.

b. The release of information to Taylor University Fort Wayne should be clearly indicated on the FAFSA. (The Taylor University Fort Wayne campus institutional code is E00624.)

c. Students desiring scholarships or grants from the states of Indiana, Pennsylvania, Rhode Island, Alaska, Vermont, or Massachusetts must complete the FAFSA. There may be additional forms required in order to receive state aid. Please check with your high school guidance office regarding which forms are required by your state.

d. In order for Indiana residents to be considered for state aid, the FAFSA must be received by the federal processor by March 10. No other form is required.

In order to receive timely consideration in the awarding of financial aid, please submit these forms and respond promptly to requests for any additional information or documentation.

## Specific Funds Available

### Institutional Scholarships

Academic Merit scholarships from \$900 to \$8,600 per year, renewable if required college GPA is maintained, based on SAT/ACT, class rank and GPA.

Endowed scholarships from \$300 up to full tuition per year (averages about \$1,500).

Ramseyer Leadership scholarships, \$2,000 per year (ten awards issued per year).

Allen County scholarships, \$500 or \$1,000 depending on housing.

Alumni scholarships, up to \$1,000

Athletic scholarships - amounts vary

21st Century Matching scholarships, matches Indiana's 21<sup>st</sup> Century award to a maximum of \$3,000

Pastor/Missionary Dependent scholarships, up to \$1,500 depending on need.

### Endowed Scholarships

There are a number of scholarships available that are made possible through the generous contributions of friends of Taylor. Students applying for financial aid are automatically considered for these.

### Institutional Grants

Taylor University General Grants, based on financial need, up to \$10,000 per year.

Church Matching Grants, up to \$1,200 per year, half from your church and half from Taylor.

Dollars for Scholars, up to \$1,000, half from Taylor

### Federal Aid

Anyone may apply for federal aid by completing the FAFSA.

### Grants

Federal Pell Grant

-is based on financial need as determined by the FAFSA.

-offers a maximum \$4,050/year (amount subject to change on yearly basis).

**Federal Supplemental Educational Opportunity Grant**

- is based on financial need as determined by the FAFSA; replaces Taylor General Grant.
- provides a maximum \$4,000/year.

**Loans****Federal Perkins Loan**

- is based on financial need as determined by the FAFSA.
- loans a maximum of \$1,500/year according to financial need.
- offered to freshmen and sophomore students only.
- requires beginning repayment nine months after student leaves school.
- charges a 5% interest rate.
- is awarded through Taylor University; must be signed for every year it is received.

**Subsidized Federal Stafford**

- is a bank loan and a separate request must be completed.
- is based on financial need as determined by the FAFSA.
- loans a maximum of \$2,625/year for freshmen, \$3,500/year for sophomores, and \$5,500/year for juniors and seniors depending on financial need.
- requires beginning repayment six months after student leaves school.
- has a fixed interest rate of 6.8%.
- is available through on-line request forms.
- must be applied for in the Financial Aid Office by July 1 to insure disbursement for the August payment.

**Unsubsidized Federal Stafford Loan**

- is not based on financial need.
- requires interest payment from the student from the date of disbursement.
- operates otherwise same as subsidized loan.
- cannot exceed maximum loan limits when combined with a subsidized loan.

**Federal PLUS (Parent Loan)**

- is a bank loan and a separate application must be completed on-line at <http://fw.taylor.edu/enrollment/financialaid/loans/plus.html>
- is not based on financial need.
- may not exceed cost of attendance minus other aid.
- parent is required to begin repaying within 60 days after the loan is fully disbursed.
- has a fixed interest rate of 8.25%.
- form must be completed by June 1 to ensure disbursement for August payment.

**Work****Federal Work Study**

- is based on financial need as determined by the FAFSA.
- allows up to \$2,000 earning per year.

**State Aid****Frank O'Bannon Grant Program**

- is based on financial need as determined by the FAFSA.
- provides a maximum \$3,698/year (amount subject to change on yearly basis).

**Freedom of Choice Grant**

- is based on financial need as determined by the FAFSA.
- offers a maximum \$6,574/year (amount subject to change on yearly basis).

**Other States****Pennsylvania, Massachusetts, Rhode Island, Alaska and Vermont state grants**

- are awarded to students even if they attend out-of-state colleges.
- are based on financial need as determined by the FAFSA.

**Deferment of Loan Payments**

Students who borrow money through the Federal Family Education Loan (FFEL) Program or the William D. Ford Federal Direct Loan Program may be eligible for deferment of their loan repayments after they leave Taylor if they serve in the Peace Corps, or other comparable volunteer service.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Contact: LaGatha Adkison, Registrar, Upland (765-998-5330), [lgadkison@taylor.edu](mailto:lgadkison@taylor.edu)

Contact: Gladys Smith, Associate Registrar, Fort Wayne (260-744-8765), [gsmith@taylor.edu](mailto:gsmith@taylor.edu)

The Family Educational Rights & Privacy Act, 34 CFR Part 99, also known as FERPA or the “Buckley Amendment” was enacted on August 21, 1974. Congress passed it in response to a growing public awareness about government record keeping and the dissemination of information commonly considered private in nature. It provides rights of inspection and prohibitions against unauthorized dissemination of education information. The act applies to all public and private institutions of higher education that receive funds made available under programs administered by the Department of Education, including federal grant monies, Pell grants, Guaranteed Student Loan Programs and other such funds. Taylor University receives funds under one or more such programs; therefore, the regulations apply to the university as a whole, including each component or department within the institution. Taylor University annually informs students in attendance of their rights under FERPA. Included in the annual announcement of rights, is the list of items which the institution has designated as directory information, and the right of students for nondisclosure. These announcements are included in the schedule of classes and the student life handbook, and are also available on the University’s websites (Internet: <http://www.taylor.edu/> or Intranet: <http://www.online.Taylor.edu>)

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.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University 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) 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 the university in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University 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. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Taylor University 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  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The University may release without written consent the following items which have been specified as public or directory information for students who are currently enrolled: name, addresses, e-mail address, telephone listings, date and place of birth, major field(s) of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, dean's list, most previous educational agency or institution attended.

A student can request, while still enrolled, that the University not release any directory information about him/her. This designation must be furnished in writing to the Registrar by the end of the first week of classes in the semester. Requests for nondisclosure will be honored for one academic year.

At the postsecondary level, the right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: 1) through the written consent of the student, 2) in compliance with a subpoena, and 3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form.

## GRADUATION RATE INFORMATION

Contact: LaGatha Adkison, Registrar, Upland (765-998-5330), lgadkison@taylor.edu

Contact: Gladys Smith, Associate Registrar, Fort Wayne (260-744-8765), glsmith@taylor.edu

The University tracks graduation rates for those first-time, full-time students who enter the University during the Fall Term of each year. The rates represent the percentage of such students who finish within a time equivalent to 150% of the standard length of their program (i.e.- 6 years for a 4 year program). Cohorts of entering groups have been formed each year. The graduation rates of these groups by gender and racial/ethnic background are presented in the following table:

GRADUATION RATES – TAYLOR UNIVERSITY – FORT WAYNE CAMPUS																
	Cohort	Non-Resident Alien		Black, Non-Hispanic		American Indian / Alaskan Native		Asian / Pacific Islander		Hispanic		White, Non-Hispanic		Race / Ethnicity Unknown		Total
		M	W	M	W	M	W	M	W	M	W	M	W	M	W	
Total Cohort	1999			50%	0%						33%	38%	57%		50%	48%
	4-Year Avg.	0%	67%	27%	27%					33%	40%	47%	44%		33%	44%
Football	1999															
	4-Year Avg.															
Basketball	1999															
	4-Year Avg.															
Baseball	1999															
	4-Year Avg.															
Cross-Country & Track	1999															
	4-Year Avg.															
All Other Sports	1999															
	4-Year Avg.															
All Sports	1999															
	4-Year Avg.															

Note: No athletically-related aid was offered to students in the following academic cohorts: 1996, 1997, 1998 and 1999.

The 4-Year Average is for the cohort years 1996, 1997, 1998, and 1999.