


# Admission Procedures and Policies



*A solid liberal arts education has long proven to be the best preparation for most professions and positions of leadership. Through a strong education in the arts and sciences, Samford University students develop intellectually and personally, acquiring the broad understanding and diverse skills that modern society requires.*

*Samford seeks students who have demonstrated high standards of scholarship, outstanding personal character, and serious educational aims. Admission to Samford involves a careful analysis of academic records, character references, clarity of educational purpose, and extracurricular activities which reflect the applicant's potential for involvement and leadership in the programs and services of the university.*

*Admission standards are competitive and selective. The Admission Committee selects the entering class from among those whose academic performance gives the strongest promise of success in college. It is Samford's intent to maintain an undergraduate student body with diverse backgrounds, interests, and abilities.*

*Students who wish to attend Samford University should complete an application for admission. Completed applications and related documents must be mailed to the address listed below.*

*Prospective students are encouraged to visit the campus. To schedule your visit, contact: Office of Admission, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229, or telephone (800) 888-7218 or (205) SAMFORD [726-3673].*

*The information that follows is general policy and pertains to undergraduate programs. Graduate and professional degree programs may have different policies. For information about these, contact the administrator with responsibility for the program in question.*

## Student Classifications

**Academic Renewal Student**—An undergraduate student who has dropped out, withdrawn, or has been suspended because of academic deficiencies but has demonstrated sufficient maturation to be considered for re-enrollment.

**Adult Evening Student**—A student who has been out of high school for at least three years and is unable to enroll in a day program.

**Audit Student**—A student who neither receives a grade nor participates in classroom examinations.

**Early Admission Freshman**—An exceptional high school student who meets specific qualifications to be admitted to Samford University prior to completing a traditional four-year high school diploma program.

**Freshman**—A student who is a high school graduate and has not enrolled in any accredited college or university.

**International Student**—A student who is not a U.S. citizen.

**International Baccalaureate Student**—A student who has been admitted to the International Baccalaureate (IB) Program that allows high school students to obtain college credit for coursework taken in the IB program.

**Readmission Student**—A student who previously attended Samford, left, and desires to return to Samford, including students who were required to withdraw.

**Special Status Student**—A student who is enrolled but is not seeking a degree.

**Transfer Student**—A student who has attended another accredited college or university and desires to attend Samford to pursue a degree.

**Transient Student**—A student who is regularly enrolled in another college or university but desires to take a course(s) at Samford.

## Admission Application Process

Although there is no formal admission deadline, applicants are encouraged to complete the process as soon as possible. Delays in the admission process could also adversely affect other processes important to eventual enrollment, including financial aid and residence life. Also, if transcripts are being sent to us from other institutions, please allow for the time it takes for us to receive them. See Admission Procedures below.

## Admission Notification for All Students

Once students have been notified of admission to Samford, a \$250 Enrollment Confirmation Deposit must be submitted to the Office of Admission to reserve a place in the entering class. The deposit is nonrefundable and is applied to first semester costs. The entering class must be limited to support an optimum living and learning environment. Deposits will be accepted until May 1 (the National Candidate Reply Date), after which eligible students will be placed on a wait list and selected as space becomes available.

## Orientation and Connections

**Orientation:** The Office of Orientation and Campus Visits coordinates four Orientation sessions for new students and their parents. Orientation provides parents and students the opportunity to learn more about the campus, faculty, and staff, and the opportunity to talk to current Samford students. New students will register for their fall classes. Orientation is required for all new students enrolling at Samford.

**Connections:** The Office of Orientation and Campus Visits is responsible for the implementation of Connections, a four day assimilation event for entering freshmen. First-year students are mentored by upperclassmen, faculty, and staff as they become integrated academically and socially. New students will gain valuable information from this process.

# Undergraduate Admission Procedures

## First-Time Applicants

Samford University seeks to enroll students capable of success in a challenging academic environment. Every applicant is evaluated individually on the basis of academic preparedness and potential, as well as personal fit with the mission and purpose of the university. The Admission Committee considers factors such as the rigor of the high school curriculum, grade point average, standardized test scores, and recommendations. The **2010** Freshman Class possessed an ACT composite middle 50 percent range of 23-29; their SAT-Total middle 50 percent range was 1060-1250. The average high school grade point average of the entering class was 3.71. These statistics continue to demonstrate the competitive environment of Samford University.

## Freshman Applicant

### Prerequisites

#### Transcripts and Curriculum

An official high school transcript of your academic work should reflect a strong scholastic history. Successful admission candidates are expected to have four units of English, algebra I and II, geometry, two laboratory sciences, two units of history (not including state history), and two units of a foreign language. Successful scholarship applicants typically present a curriculum that includes outstanding performance in four units of English, four units of math, three laboratory sciences, three units of history, and two units of a foreign language.

#### College Entrance Examinations

Official test scores, sent to Samford directly from the American College Testing Program (ACT) and/or the College Board Scholastic Aptitude Test (SAT I: Reasoning Test, or SAT) are required. Samford's institutional codes are: 0016 (ACT) and 1302 (SAT). Scores received via other means will not be accepted as official. The writing components are required for data analysis purposes only.

#### High School Equivalency (GED)

Applicants who have the GED (General Educational Developmental) diploma may present an official score report in place of the high school diploma. The ACT or SAT will be required unless the applicant has been out of high school for at least five years. Nursing applicants are required to submit standardized test scores.

#### Freshman Applicant Procedures for Admission

A freshman applicant who desires to attend Samford University should:

1. Complete an application form and include a \$35 nonrefundable application fee.
2. Request two official transcripts from your high school to be sent to the Office of Admission. One should be sent at the time of application. The second one should be sent at the completion of the senior year certifying graduation. Transcripts must be mailed by the school to the Office of Admission in order to be considered official.
3. Have official scores on the ACT or SAT sent to the Office of Admission by the respective agency.
4. Arrange for submission of the School Recommendation Form provided in the application packet.
5. Write an essay of approximately 500 words. In your own words, respond to one of the essay questions in the Admission Application Packet.
6. Include a leadership résumé of high school, church, and community activities.
7. Mail the completed application and related documents to:

Office of Admission  
Samford University  
800 Lakeshore Drive  
Birmingham, AL 35229

8. Applications may be submitted online by visiting [www.samford.edu](http://www.samford.edu).

## Early Admission Freshman Applicant

Samford welcomes applications from exceptional students prior to their high school graduation when, in the opinion of the applicant, the applicant's parents, and school officials, enrollment at Samford University will enhance the educational experience beyond that available in high school.

### Categories

There are two categories for early admission:

1. Admission to Samford after the junior year in high school.  
OR
2. Concurrent enrollment at Samford and at the high school during the senior year.

### Qualifications and Requirements

1. A grade point average of 3.50 or higher.
2. An ACT score of 25 or an SAT score of 1150.
3. A written statement of support from parents and from a school official.

## Evening Student Applicant

It is expected that students who enter this program have been out of high school for at least three years and are unable to enroll in the day program due to work schedules, family concerns, or other reasons. Adult Degree Program is the administrative office that serves evening students. (See the Adult Degree Program section of this catalog.) Adult Degree Program staff can assist you with academic advising, admission, and other areas of concern. Contact them at (205) 726-2898.

## International Student Applicant

International students should allow a minimum of six months to complete all the necessary paperwork prior to admission and enrollment.

### International Student Applicant Procedures

An international student who desires to attend Samford University should:

1. Complete an application form and attach a \$35 (U. S. dollars) nonrefundable application fee.
2. Have official scores on the ACT or the SAT sent directly from the testing agency to the Office of Admission if attending high school in the United States.
3. Have official scores on the TOEFL (Test of English as a Foreign Language) sent directly from the Educational Testing Service directly to the Office of Admission. A minimum score of 550 (paper), 213 (computer), or 80 (Internet) is expected.
4. Have an official transcript of all academic work, including mark sheets, examination results, certificates, diplomas, etc., sent to the Office of Admission. If college credit has been earned in a university other than an American university, submit certified copies of all academic work to the World Evaluation Service (WES), requesting a Course by Course Evaluation. Information regarding WES is available from the Office of Admission.
5. Submit a financial affidavit of support, supplied by Samford, showing that there are adequate funds to support your educational experience.

## Dual Enrollment

College courses taken in a high school setting without external testing (e.g. AP, CLEP, IB) or fulfilling a high school requirement will be treated as dual enrollment credit. Beginning in the 2009-2010 academic year, entering freshmen may have limited dual enrollment courses considered for transfer credit. Students may transfer up to 12 semester credits of dual enrollment credit in which the student has earned a grade of B- or higher. The aggregate of credit earned in dual enrollment, AP (Advanced Placement), CLEP, and International Baccalaureate may not exceed 30 credits, none of which counts toward the 50 percent residency requirement. With the sole exception of UCCA 101, core curriculum courses (as listed on pp. 24 and 64) cannot be met with dual enrollment credit.

## Transfer Student Applicant

### Academic Record

Transfer students generally receive favorable admission review when they present a minimum cumulative 2.50 grade point average on all college-level coursework, provided they have attempted at least 24 credits, or 36 quarter credits, at institutions accredited by one of the regional accrediting agencies.

### Transferring Core and General Education Courses

Samford University strives to offer a distinctive curriculum that challenges students to their fullest potential and employs innovative teaching techniques. All students should complete their General Education Requirements in residence whenever possible. Transfer students with 18 or more semester credits earned at another institution may be able to substitute some general education courses taken elsewhere for the interdisciplinary courses of the University Core and General Education Curriculum that meet 75 percent of the required credits in each course. Only one Core Curriculum course (UCCA 101) may be applied as a core course for transfer students who have earned less than 18 transfer credits from accredited institutions and credit by examination. Students will only receive the credit they earned (not the credit of the course being replaced) and must meet the total number of credits required for their degree program (128 credits minimum). Natural and computational science courses must have a laboratory component.

### Transfer Credits

Samford University accepts for transfer credits earned at institutions that have regional accreditation and in which the student has earned a grade of C- or higher. Credit for coursework with a grade of C- or higher from institutions that are not regionally accredited will be considered for transfer credit where such credit represents coursework relevant to the degree sought, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled at Samford.

Transfer students are required to earn at least 50 percent of the credit for a first undergraduate degree in each degree program from Samford. Also, a minimum of 15 credits in the major field (with nine at the 300–400 level) must be earned at Samford. For a minor, a minimum of nine credits in the minor field (with six at the 300–400 level) must be earned at Samford.

Students may transfer up to 12 semester credits of dual enrollment credit in which the student has earned a grade of B- or higher. Transferred coursework must be comparable to Samford courses offered at the 100 and 200 level. **Only one Core Curriculum course (UCCA 101) may be transferred as dual enrollment credit.**

Students may transfer up to 64 semester credits or 96 quarter credits of work completed at two-year institutions, where such coursework is comparable to Samford courses offered at the 100 and 200 level. The aggregate of credit earned in dual enrollment, extension, correspondence, portfolio (available through the Adult Degree Program only), AP (Advanced Placement), and CLEP may not exceed 30 credits, none of which counts toward the 50 percent residency requirement.

## Transfer Student Applicant Procedures for Admission

Samford University welcomes transfer students at the beginning of any term. Transfer students must present academic records that reflect serious academic aims and mature progress toward those aims.

A transfer student who desires to attend Samford University should:

1. Have one official transcript from each college attended mailed directly from your former institution's records office to the Office of Admission at Samford. If you earned fewer than 24 semester credits or 36 quarter credits in total at other institutions, you must also meet the requirements of an entering freshman.
2. Complete an application form and attach a \$35 nonrefundable application fee.
3. Include one letter of recommendation, typically from a professor or advisor.
4. Write an essay of 250–500 words. In your own words, respond to one of the essay questions in the Admission Application Packet.
5. Mail the completed application and related documents to:
 

Office of Admission  
Samford University  
800 Lakeshore Drive  
Birmingham, AL 35229

All transfer students are required to attend new student orientation before registering for classes.

## Special Category Applicants

### Academic Renewal Applicant

Undergraduate students who have dropped out, withdrawn, or have been suspended because of academic deficiencies but have demonstrated sufficient maturation may request readmission as an academic renewal applicant.

The following conditions apply:

1. At least three years must have elapsed since the end of the semester(s) for which the student is seeking the provisions of academic renewal. **If academic renewal is sought for more than one semester, the semesters must be contiguous.** The cumulative GPA for the previous work being considered for forgiveness under the academic renewal policy must have been lower than 2.00.
2. After admission as a candidate for academic renewal, the student must submit a written application for academic renewal to the Office of the Dean of Academic Services and Registrar within twelve (12) months following entry (or re-entry) to Samford University. This application should be supported by at least one semester of recent coursework at Samford that indicates a reasonable expectation of the candidate's continued academic success. Written approval of the student's Academic Dean is required for admission as a candidate for academic renewal and to invoke the academic renewal policy.
3. If granted, a statement of academic renewal is entered after the appropriate semester(s) for which coursework is being forgiven. Also, the declaration of academic renewal will include a statement prohibiting use of the designated previously earned credits and quality points to meet degree requirements, to compute the grade point average leading toward undergraduate certificates or degrees, or to determine graduation status.
4. No academic credit (whatever the grade) earned during the semester(s) being forgiven under academic renewal may be used as a part of a degree program, nor will it be calculated into the cumulative grade point average. However, the portion of the academic record being forgiven will remain a visible part of the student's transcript.
5. Academic renewal may be granted to a person only once, regardless of the number of institutions attended.
6. Students are cautioned that many undergraduate professional curricula, graduate, and professional schools compute the undergraduate GPA over all credits attempted when considering applications for admission.
7. Also, academic renewal does not pertain to accumulated financial aid history. Accumulated semester and award limits include all semesters of enrollment.

## Audit Student Applicant

As an alternative to full participation in a credit course, students may audit the course. Audit students do not receive grades and do not usually participate in examinations; however, instructors have the option of establishing requirements for a satisfactory audit. Students are not permitted to audit courses numbered above 400.

### Guidelines

1. **Audit as Credit Student**—Students choosing this option must be admitted to Samford either as a Regular or Special Status Student. Students should enroll in the course to be audited using registration procedures and paying the same tuition as regular enrollees. Provided the instructor's requirements are met, the course will appear on the credit transcript with the notation AU and zero credits. If these requirements are not met, a W will be entered on the transcript.
2. **From a Grading/Credit Basis to an Audit Basis**—A student can change from a grading basis to an audit basis any time prior to the deadline for withdrawing from a class without academic penalty. There will be no financial refunds made as a result of change in grading basis.
3. **From an Audit Basis to a Grading/Credit Basis**—An audit student may not receive regular credit for a course begun as an audit, unless the change is made by the last day to add a course for the semester or term.

## Readmission Student Applicant

### Former Samford Students in Good Standing

Former students desiring to return to Samford University after attending another college must file a readmission transfer application. An official transcript from each college attended is required. The \$35 application fee is not required.

Former students who have been out of the university for more than one year and have not attended another institution in that year must file a readmission application. The \$35 application fee is waived.

### Former Samford Students on Academic Dismissal

Former students on academic dismissal may be considered for readmission after an absence of at least one semester. If a student attends another institution during that absence, Samford will not accept those transfer credits. An application for readmission is available in the Office of Admission and should be completed six weeks prior to the beginning of the semester/term the student would like to return. The application fee is waived. The completed application and a letter requesting consideration are required. The letter should contain:

1. Student's evaluation of previous academic performance, including an analysis of what factors led to his/her dismissal.
2. Reassessment of career and educational goals.
3. Explanation of readiness to resume a college program, including specific steps taken to improve chances for doing well academically.
4. Description of activities during absence from Samford, such as work, marriage, military service, etc.
5. Written essay on what the student has learned about him/herself.

The Admission Office will submit the student's application and letter to the Readmission Committee for review and decision. Notification of readmittance will be sent by mail.

If the student is approved for readmittance, the student must contact the Office of the Dean of Academic Services and Registrar (205-726-2732) to make an appointment to review issues discussed in the reapplication petition. This must be done prior to registering for classes. Once the student has met with the dean of academic services and registrar, the registration hold will be cleared so that the student can register for courses.

### Former Samford Student on Indefinite Academic Dismissal

Former students on indefinite academic dismissal may appeal for readmission consideration after an absence of one year. The process is the same as for the first academic dismissal mentioned above.

## Special Status Student Applicant

See Adult Degree Program, Admission Procedures.

## Transient Student Applicant

Transient students are students who are regularly enrolled in other colleges and universities yet desire to take courses at Samford. A transient student must submit a transient application and have all coursework authorized by the student's primary institution. The application form is available in the Office of Admission.

For courses taught at schools participating in the Birmingham area Inter-Campus Exchange Program—BACHE—see the University-Wide Academic Opportunities section of this catalog.

Currently enrolled Samford students who take one or more classes at another institution are considered transient students at that college/university. See the Transfer Policies section on p. 29 for more information.

## Credit by Examination Policies

### Advanced Placement

Subject	Samford Course Title (if applicable)	Min Score	Credit
Art History	Elective credit	3	3
Art, Studio: Drawing	ART 221 Drawing I	3	3
Art, Studio: 2D	Elective credit	3	3
Art, Studio: 3D	Elective credit	3	3
Biology	BIOL 105 Principles of Biology	3	4
Chemistry	CHEM 205 Foundations of Chem AND CHEM 206 Foundations of Chem Lab	4	5
Computer Science A	COSC 110 Intro to Programming	4	4
Computer Science AB	COSC 110 Intro to Programming	3	4
Computer Science AB	COSC 110 Intro to Programming AND COSC 210 Data Structures/Algorithms	4	8
Economics: Macro	ECON 201 Principles-Macroeconomics	3	4
Economics: Micro	ECON 202 Principles-Microeconomics	3	3
English Lang/Comp*	UCCA 101 Communication Arts I	4	4
English Lit/Comp*	UCCA 101 Communication Arts I	4	4
Environmental Science	BIOL 107 Contemporary Biology	3	4
French Language	FREN 102 Elementary French II	3	4
French Language**	FREN 201 Intermediate French I AND FREN 202 Intermediate French II	4	8
French Literature	FREN 302 Conv/Comp/Reading (Fren)	4	4
German Language	GER 102 Elementary German II	3	4
German Language**	GER 201 Intermediate German I AND GER 202 Intermediate German II	4	8
German Literature	GER 302 Conv/Comp/Reading (Ger)	4	4
Govt/Pol (American)	POLS 205 Intro to American Politics	4	4
Govt/Pol (Comp)	Elective credit	4	4
History: European	HIST 200 The West-Global Perspective	4	4
History: U.S.	HIST 218 Modern America since 1865	4	4
History: World	HIST 200 The West-Global Perspective	5	4
Human Geography	GEOG 101 Global Geography	4	4
Latin: Vergil	LATN 102 Elementary Latin II	3	4
Latin: Vergil**	LATN 201 Intermediate Latin I AND LATN 202 Intermediate Latin II	4	8
Latin Literature	LATN 202 Intermediate Latin II	3	4
Math: Calculus AB	MATH 240 Calculus I	3	4
Math: Calculus BC	MATH 240 Calculus I AND MATH 260 Calculus II	3	8
Math: Calculus BC AB Subgrade***	MATH 240 Calculus I	3	4
Math, Statistics	MATH 210 Elementary Statistics	3	4
Music, Listening/Lit †	MUSC 200 Music Appreciation	3	2
Music, Theory ††	MUSC 1510 Theory I	3	3
Physics B	PHYS 100 Physics for Society OR PHYS 101 General Physics I	3	4
Physics C	no credit	-	-
Psychology	PSYC 101 General Psychology	4	4
Spanish Language	SPAN 102 Elementary Spanish II	3	4
Spanish Language**	SPAN 201 Intermediate Spanish I AND SPAN 202 Intermediate Spanish II	4	8
Spanish Literature	SPAN 302 Conv/Comp/Reading (Span)	4	4

\* Students who successfully meet the minimum score for both Advanced Placement English Literature & Comp and English Language & Comp can receive credit for UCCA 101 plus 4 credit hours of general elective credit.

\*\* Students who successfully meet the minimum score (4) for French, German, Latin, or Spanish language at the **intermediate** level, receive a maximum of 8 credits for 201-202 and do not receive an additional 4 credits for exceeding the expectations of the 102 **elementary** level.

\*\*\* A score of 3 or higher on the BC exam earns credit in MATH 240 and 260, regardless of the AB subgrade.

† MUSC 200 for a nonmajor and MUSC 3400 for a major.

†† The Division of Music will allow Music Theory as AP credit **after** the student has been evaluated regarding that subject at Samford University.

## College-Level Examination Program (CLEP)

College-level credit is awarded for scores of 50 or higher in most subject areas; however, students should consult with their advisors or the Office of Student Records before scheduling any CLEP examinations. With the sole exception of UCCA 101, CLEP credit is not acceptable for University Core Curriculum courses.

CLEP Examination	Samford Course Title (if applicable)	Min Score	Credit
Accounting/Principles	ACCT 211 Accounting Concepts I	50	3
Biology	BIOL 105 Principles of Biology	50	4
Business Law, Intro	BUSA 252 Legal Environmt of Business	50	3
Chemistry	CHEM 205 Foundations of Chem AND CHEM 206 Foundations of Chem Lab	50	5
Econ: Macro/Prin	ECON 201 Principles-Macroeconomics	50	4
Econ: Micro/Prin	ECON 202 Principles-Microeconomics	50	3
Engl: American Lit	no credit	-	-
Engl: Analysis/Inter Lit	no credit	-	-
Engl: College Comp	UCCA 101 Communication Arts I	50	4
Engl: Comp (opt essay)	no credit	-	-
Engl: Comp, Freshmen	no credit	-	-
Engl: English Lit	no credit	-	-
French, Level 1*	FREN 102 Elementary French II	50	4
French, Level 2*	FREN 201 Intermediate French I AND FREN 202 Intermediate French II	62	8
German, Level 1*	GER 102 Elementary German II	50	4
German, Level 2*	GER 201 Intermediate German I AND GER 202 Intermediate German II	63	8
Govt: American	no credit	-	-
Hist: US I (to 1877)	no credit	-	-
Hist: US II (1865-Pres)	no credit	-	-
Hist: Western Civ I	no credit	-	-
Hist: Western Civ II	no credit	-	-
Human Growth/Dev	no credit	-	-
Humanities	Elective credit	50	4
Info Syst/Comp Appl	no credit	-	-
Mangmnt/Principles	no credit	-	-
Marketing/Principles	no credit	-	-
Math: Algebra	Elective credit	50	4
Math: Precalculus	MATH 150 Precalculus	50	4
Math: Calc/Elem Func	MATH 240 Calculus I	50	4
Math: College Math	MATH 110 Contemporary Mathematics	50	4
Math: Trigonometry	Elective credit	50	4
Natural Sciences	Elective credit	50	4
Psych: Educ Psyc, Int	no credit	-	-
Psych: Introduction	PSYC 101 General Psychology	50	4
Social Sciences/Hist	no credit	-	-
Sociology, Intro	SOCI 100 Introduction to Sociology	50	4
Spanish, Level 1*	SPAN 102 Elementary Spanish II	50	4
Spanish, Level 2*	SPAN 201 Intermediate Spanish I AND SPAN 202 Intermediate Spanish II	63	8

\* Students who score a minimum of 50 on French, German, or Spanish CLEP tests receive a maximum of four (4) credits at the **elementary level** (102); students who score 62 (French), 63 (German), or 63 (Spanish), or higher receive a maximum of eight (8) credits at the **intermediate level** (201-202). No more than 8 credits are awarded for the language CLEP test. No credit is given for FREN/GER/SPAN 101.

## International Baccalaureate

Samford University recognizes the quality of the International Baccalaureate (IB) Program and welcomes application for admission from students who have taken coursework in the IB program. Credit is given for the IB Higher Level Examinations passed with grades of 5, 6, or 7. No credit is given for the IB Subsidiary Examinations. In cases of ambiguity, the dean of Howard College of Arts and Sciences, in consultation with the Office of Student Records, will determine the credit to be awarded.

Subject	Samford Course Title (if applicable)	Min Score	Credit
Biology	BIOL 105 Principles of Biology	5	4
Chemistry	CHEM 205 Foundations of Chemistry CHEM 206 Foundations of Chem Lab	6	5
English A1	UCCA 101 Communication Arts I	5	4
Geography	Elective credit	5	3
Geography	Elective credit	6	4
History Asia/OCE	Elective credit	5	3
History Asia/OCE	Elective credit	6	4
History: Americas	Elective credit	5	3
History: Americas	Elective credit	6	4
History: Europe	Elective credit	5	3
History: Europe	Elective credit	6	4
Mathematics Level SL	MATH 240 Calculus I	6	4
Physics	PHYS 100 Physics for Society	5	4
Psychology	PSYC 101 General Psychology	5	4

## Credit Limitations

The aggregate of credit earned in dual enrollment, extension, correspondence, portfolio (available through the Adult Degree Program only), AP (Advanced Placement), and CLEP may not exceed 30 credits. At least 50 percent of the credit in each degree program must be earned from Samford, with none of the credit mentioned in the previous sentence counting toward this residency requirement. Also, a minimum of 15 credits in the major field (with nine at the 300–400 level) must be taken at Samford. For a minor, a minimum of nine credits in the minor field (with six at the 300–400 level) must be taken at Samford.

# Graduate

## Admission Procedures and Policies

Refer to the academic departments/schools sections of this catalog and/or publications from the individual departments or schools offering graduate degrees. More information may be found at Samford University's Web site: [www.samford.edu](http://www.samford.edu).

## Colleges/Schools and Departments

### Howard College of Arts and Sciences Undergraduate

Biological and Environmental Sciences  
Chemistry and Biochemistry  
Classics  
Communication Studies  
English  
Geography  
History  
Journalism and Mass Communication  
Mathematics and Computer Science  
Philosophy  
Physics  
Political Science  
Psychology  
Religion  
Sociology  
World Languages and Cultures

**Graduate** - Biological and Environmental Sciences

### School of the Arts Undergraduate

Art  
Music  
Theatre and Dance

### School of the Arts Graduate

Music  
Music Education

### Brock School of Business Undergraduate

Accounting and Management Information Systems  
Economics, Finance, and Quantitative Analysis  
Entrepreneurship, Management, and Marketing

### Graduate

Accountancy  
Business Administration

### Beeson School of Divinity

#### Graduate

Divinity  
Theological Studies

#### Doctoral - Ministry

#### Extension Division

### Orlean Bullard Beeson School of Education and Professional Studies

#### Undergraduate

Exercise Science and Sports Medicine  
Family Studies  
Interior Design  
Teacher Education  
Adult Degree Program

#### Graduate - Education

#### Doctoral - Education

#### Noncredit/Continuing Education

Samford After Sundown

### Cumberland School of Law

### Ida V. Moffett School of Nursing

#### Undergraduate - Nursing

#### Graduate

Nurse Anesthesia  
Nursing

#### Doctoral - Nursing

### McWhorter School of Pharmacy

#### Undergraduate - Pre-Pharmacy

#### Professional - Pharmacy

## Majors and Undergraduate Degrees Offered\*

### Bachelor of Arts (B.A.)

#### Majors

Classics  
Communication Studies  
English  
English with Concentrations in  
Creative Writing, Film Studies  
Family Studies  
Family Studies with a Concentration in  
Child Development Education  
Fine Arts  
French  
German  
Greek  
History  
Interior Design  
Journalism and Mass Communication with  
Concentrations in Advertising, Broadcast and  
Electronic Journalism, Print Journalism, Public  
Relations  
Latin  
Music  
Philosophy  
Philosophy and Religion  
Physics  
Political Science  
Psychology  
Religion  
Religion with a Concentration in  
Congregational Studies  
Sociology  
Spanish  
Theatre  
World Language and Literature (French, German,  
and/or Spanish)

### Bachelor of Arts (B.A.)

#### Interdisciplinary Concentrations/Majors

Global Studies  
International Relations  
Language and World Trade (with a specialty in  
French, German, Spanish or World Languages)  
Latin American Studies  
Public Administration

### Bachelor of Fine Arts (B.F.A.)

#### Majors

Graphic Design  
Musical Theatre

### Bachelor of Music (B.M.)†

#### Majors

Church Music  
Performance (Instrumental Music, Organ, Piano,  
Piano with Pedagogy Emphasis, Voice)  
Theory/Composition

### Bachelor of Music Education (B.M.E.)†

#### Majors

Music with Concentrations in  
Instrumental Music, Vocal/Choral Music

### Bachelor of Science (B.S.)

#### Majors

Athletic Training (Non-Teaching)  
Biochemistry  
Biology  
Chemistry  
Computer Science  
Engineering and Engineering Physics  
(Dual-Degree)\*\*  
Engineering Physics  
Environmental Science  
Exercise Science (Pre-Physical Therapy)  
Fine Arts  
Fitness and Health Promotion  
Geography  
Marine Science  
Mathematics  
Music  
Nutrition and Dietetics  
Physics  
Sport Administration  
Sports Medicine

### Bachelor of Science in Business Administration (B.S.B.A.)

#### Majors

Accounting  
Economics  
Entrepreneurship  
Finance  
Management  
Marketing

#### Concentrations (in combination with any business major above)

International Business, Social Entrepreneurship

### Bachelor of Science in Education (B.S.E.)†

#### Majors

Early Childhood/Special Education/  
Elementary/Collaborative Teacher  
English  
History  
Secondary Education  
P-12 Education  
Teacher Education††

### Bachelor of Science in Interdisciplinary Studies (B.S.I.S.)

#### (Adult Degree Program only)

#### Concentrations

Administrative/Community Services  
Counseling and Human Services  
Liberal Studies  
Manager and Leadership Development

### Bachelor of Science in Nursing (B.S.N.)†

#### Majors

Nursing  
Nursing (Second Degree B.S.N. in Five-Semester  
and 15-Month Accelerated Versions)

\* An overview of degree requirements is listed on the following pages. Students should consult the appropriate dean for curriculum details of degree requirements.

\*\* The student will receive the bachelor of science in engineering physics from Samford and the bachelor of engineering degree from the university of the participating engineering school.

† This is a professional degree. Students must complete a closely prescribed course of study varying in duration and in the number of credits required. Students should consult the appropriate dean for curriculum details of degree requirements.

†† See the Orlean Bullard Beeson School of Education and Professional Studies section of this catalog for details on teacher certification in a major.

## Minors and Certificates Offered\*

<b>Minors</b> Aerospace Studies Art Bioinformatics* Biology Chemistry Christianity, Women, and Leadership Studies Classics Communication Studies Computer Science Dance Economics** English Family Studies Film Production French General Business**	Geography (Traditional) Geography (Certificate in Geographic Information Science) German Greek History Journalism and Mass Communication Latin Marine Science Mathematics Ministry and Missions Missions Education*** Music Nutrition and Dietetics Philosophy Physics Political Science	Psychology Religion Social Entrepreneurship & Non-Profit Management** Sociology Spanish Theatre World Languages and Cultures Writing  <b>Interdisciplinary Minors</b> Asian Studies Film Production Latin American Studies The Arts  <b>Certificates</b> Paralegal
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\* This minor available in three versions, depending on the student's major. See pp. 67 and 93.

\*\* This minor is not available to Brock School of Business majors.

\*\*\* The minor in missions education is available only to students earning a teaching certificate.

Note: A minor or cognate is required in the following degree programs (for all other programs, a minor is optional):

B.A. with a major in French, German, or Spanish language and literature (one language)

B.A. with a major in journalism and mass communication

B.A. with a major in interior design (requires art minor, which is incorporated into the degree itself; see p. 189)

## Graduate and Professional Degrees Offered\*

### Biology/Environmental Management (College of Arts and Sciences)

Master of Science in Environmental Management (M.S.E.M.)\*\*

### Music (School of the Arts) †

Master of Music (M.M.)\*\*

Majors: Church Music, Piano Performance/Pedagogy

Master of Music Education (M.M.E.)\*\*

Majors: Music (Patterns: Traditional, Fifth-Year Non-Traditional),  
 Music Education (National Board Cohort)

### Business

Professional Accountancy (B.S.B.A./M.Acc.)

Master of Accountancy (M.Acc.)

Master of Business Administration (M.B.A.)\*\*

### Divinity

Master of Arts in Theological Studies (M.A.T.S.)

Master of Divinity (M.Div.)\*\*

Majors: Divinity, Divinity with Emphasis in Church Music

Doctor of Ministry (D.Min.)\*\*

### Education

Master of Science in Education (M.S.E.)

Majors: Early Childhood Education, Elementary Education,  
 Fifth-Year Non-Traditional (Early Childhood & Elementary Education),  
 Fifth-Year Non-Traditional (Secondary Education), Gifted Education,  
 Instructional Leadership, Secondary Collaborative

Educational Specialist (Ed.S.)\*\*

Majors: Early Childhood Education, Elementary Education, Instructional Leadership  
 Doctor of Education in Educational Leadership (Ed.D.)

### Law

Juris Doctor (J.D.)\*\*

Master of Comparative Law (M.C.L.)\*\*

### Nursing

Master of Science in Nursing (M.S.N.)\*\*

Majors: Nurse Anesthesia, Nursing (Tracks: Family Nurse Practitioner,  
 Nurse Educator, Nurse Manager)

Doctor of Nursing Practice (D.N.P.)\*\*

Majors: Administration, Advanced Practice

### Pharmacy

Doctor of Pharmacy (Pharm.D.)\*\*

\* Specific descriptions and requirements for the various graduate degrees are described in academic department sections of this catalog and/or publications from individual departments or schools offering graduate degrees.

\*\* This is a professional degree. Students must complete a closely prescribed course of study varying in duration and in the number of credits required. Consult the appropriate dean for details.

## Graduate Joint Degrees Offered†

### Biology/Environmental Management (College of Arts and Sciences)

Master of Science in Environmental Management/Juris Doctor (M.S.E.M./J.D.)

### Music (School of the Arts)

Master of Music/Master of Divinity (M.M./M.Div.)

### Business

Professional Accountancy (B.S.B.A./M.Acc.)

Master of Accountancy/Juris Doctor (M.Acc./J.D.)

Master of Business Administration/Juris Doctor (M.B.A./J.D.)

Master of Business Administration/Master of Accountancy (M.B.A./M.Acc.)

Master of Business Administration/Master of Divinity (M.B.A./M.Div.)

Master of Business Administration/Master of Science in Nursing (M.B.A./M.S.N.)

### Education

Master of Science in Education/Master of Divinity (M.S.E./M.Div.)

### Divinity

Master of Arts in Theological Studies/Juris Doctor (M.A.T.S./J.D.)

Master of Divinity/Juris Doctor (M.Div./J.D.)

Master of Divinity/Master of Business Administration (M.Div./M.B.A.)

Master of Divinity/Master of Music (M.Div./M.M.)

Master of Divinity/Master of Science in Education (M.Div./M.S.E.)

### Law

Juris Doctor/Master of Accountancy (J.D./M.Acc.)

Juris Doctor/Master of Business Administration (J.D./M.B.A.)

Juris Doctor/Master of Divinity (J.D./M.Div.)

Juris Doctor/Master of Public Administration (J.D./M.P.A.)††

Juris Doctor/Master of Public Health (J.D./M.P.H.)††

Juris Doctor/Master of Science in Environmental Management (J.D./M.S.E.M.)

### Nursing

Master of Science in Nursing/Master of Business Administration (M.S.N./M.B.A.)

† Specific descriptions and requirements for the various graduate degrees are described in academic department sections of this catalog and/or publications from individual departments or schools offering graduate degrees.

†† In cooperation with the University of Alabama at Birmingham.



# Academic Policies and Regulations



# Undergraduate Degree Requirements

## Bachelor's Degree Requirements

### Total Credits

A minimum of 128 credits must be successfully completed for the typical bachelor's degree. (Note: Some programs require more than 128 credits to complete the degree.) Not more than eight (8) credits in music ensembles, drama participation, and physical education activity courses may apply toward the minimum of 128 credits required for graduation. No more than two (2) credits in physical education activity courses beyond those required for graduation may be part of the combined eight credits. *In order to receive a first bachelor's degree, students must earn at least 50 percent of their total credits from Samford. At least 40 credits must be earned in junior-level and senior-level courses.*

A second bachelor's degree requires at least 32 additional credits and completion of all curricular requirements for the second degree.

### Majors/Concentrations

Students are required to earn at least 50 percent of the credit for a first undergraduate degree in each degree program from Samford. Also, a minimum of 15 credits in the major field (with nine at the 300–400 level) must be earned at Samford. Each bachelor degree student must declare a major by the junior year. This information must be on file in the Office of Student Records. Students desiring to change a declared major must do so at the beginning of the registration periods for each semester or term. An undeclared major is acceptable for the freshman and sophomore years. In addition to a major, a specialized curriculum in pre-law or pre-medicine may be followed. See Pre-Law Advising or Health Professions Program in the University-Wide Academic Opportunities section of this catalog.

### Double Majors/Dual Degrees

Students may add a second major to their current academic program. However, the second major must be within their chosen school/college to qualify as a double major. If a student chooses a second major outside their college/school, this is considered a dual degree, not a double major. In either case, students must meet general education requirements for the second major or second degree if they are different from that for the initial academic program.

### Minors

For a minor, at least 18 credits as prescribed must be taken. A minimum of nine credits in the minor field (with six at the 300–400 level) must be earned at Samford. A minor is not required in all majors; however, a student is encouraged to consult with his/her academic advisor to determine whether a minor or some selection or concentration of courses might enhance the academic experience.

### Grade Point Average (GPA)

A grade point average of 2.00 in the Samford University (SU) average (calculated on all work taken at Samford) is required. Consult departmental listings for specific major course requirements, number of required credits, and grade point averages to achieve. A student must have at least a 2.00 GPA in both the major and minor fields.

### Writing Proficiency Requirement

Samford University considers the development of students' writing proficiency an important objective. All students must complete Communication Arts II (UCCA 102) at Samford (or transfer an equivalent course) with a grade of C- or better.

### Convocation Requirement

Campuswide Convocation Programs for faculty, staff, and students are held regularly during the fall and spring semesters. Beginning with the 2007-2008 entering class, students must acquire 60 Convocation credits to graduate, with no more than 15 credits in any one category. Credits may be earned in the following categories: Academic Lecture, Christian Faith Development, Culture and Arts, Personal and Professional Growth, and Faith-based Service. For transfer students, the number of credits required is prorated, and students transferring more than 15 academic credits are exempt from category limitations. Students acquire Convocation credits by attending approved events and having their ID cards scanned at the conclusion of each event.

## Areas of Study - Brief Definitions

**Concentration**—A study in one area, not large enough to be considered a major, but preferably in a subject that enhances the major and academic experience.

**Curriculum**—A set of courses constituting an area of specialization.

**Earned Credits**—Those credits that accumulate based on successful completion of coursework (excluding repeated courses). Most undergraduate degrees require a minimum of 128 earned credits. Earned credits may be different than quality credits, which are used to compute the grade point average.

**General Education Courses**—Required courses that provide the foundation for more specialized courses in a major.

**Grade Point Average (GPA)**—The number of quality points earned divided by the number of quality credits. Sometimes known as Quality-Point Average (QPA).

**Interdisciplinary**—Curriculum (major, concentration, or minor) requiring credits in two or more subject areas.

**Major**—The subject in which a student concentrates most of his/her studies, following a set course curriculum, usually 30 to 60 credits for a bachelor's degree. Each student should declare a major by the junior year and file it with Office of Student Records.

**Minor**—A focus of study in a subject, on average 18 to 24 credits. A minor is not required in all majors.

**Problem-Based Learning (PBL)**—A teaching method in which problems serve as the context and stimulus for learning.

**Quality Credits**—Each course is assigned a number of credits that a student can earn toward a degree if the course is completed successfully. Quality credits are divided into the number of quality points earned to obtain a student's grade point average (GPA). For a few courses, students only earn credits instead of quality credits, i.e. pass/fail courses, and these are not included in the GPA calculation.

**Repeats**—A course may be repeated in an attempt to earn a higher grade; however, credits for the course do not accumulate. See Course Repeats in the Grading System Guidelines and Policies section.

**Undeclared Major**—Students working toward a bachelor's degree are not required to declare a major during their freshman and sophomore years.

**University Core Curriculum**—Six required courses for all undergraduate students. (See University Core Curriculum in this section.)

**University Fellows Program**—Advanced academic track for undergraduate students who meet specific academic requirements. (See the University Fellows Program section of this catalog.)

**Upper-Level**—Coursework at the 300/400 level. Forty (40) credits in upper-level courses are required for a bachelor's degree.

### Synopsis of Undergraduate Degree Requirements and Normal Completion Times

Degree	Minimum Requirements (Credit Hours)	Normal Completion Times
Baccalaureate degrees	128	4 years full-time
Bachelor of Science in Interdisciplinary Studies	128	6 years part-time

#### Physical Activity Course Requirements

Most programs require one or two different physical activity course(s)\* in addition to UCFH 120 (Concepts of Fitness and Health), which is required under the core curriculum. Students with physical disabilities may consult the chair of the Department of Exercise Science and Sports Medicine to determine how to fulfill this requirement. If PHED 138 (Water Safety Instructor Course) is passed, the successful completion of UCFH 120 will fulfill the student's physical education requirement. One semester of ROTC, marching band (MUSC 1739 or 3739), or dance (DANC 100, 101, 102, 201, 202, 211, 212, 301, or 302) may substitute for one physical activity credit.

In order to meet the general education physical activity requirement, a student may register and receive credit only once for the same activity course, with the exception of student-athletes participating in NCAA varsity sports. Student-athletes may count a single varsity sport up to three times—once for the general education requirement and twice for general electives that count toward the overall 128 credits in the standard degree—but only if their degree allows for general electives. For majors that require no general education physical education activity courses, students may apply a maximum of two (2) different activity credits as general electives towards the total credits required to earn a degree.

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\*In those programs where two courses are required to meet the general education physical activity requirement, one MUST be a non-varsity physical activity.

#### Additional Bachelor's Degrees

In order to receive an additional bachelor's degree, a student who has already received a bachelor's degree must complete a minimum of 32 credits at Samford, including satisfaction of the University core curriculum, general education, GPA requirements, and four credits of religion (if a transfer student) beyond the first degree.

All additional curricular and minimum GPA requirements of the second degree must be met.

#### University Core Curriculum and General Education Requirements

The University Core and General Education curricula are designed to provide an academic foundation for work toward the major field of study and should be completed as early as possible. All undergraduates are required to take the University Core Curriculum at Samford (22 credits)\*. It is recommended that students be registered for Cultural Perspectives I (UCCP 101) in their first semester at Samford. They should also register for Communication Arts I (UCCA 101) or Communication Arts II (UCCA 102), depending on their placement.\*\* Students should consult their academic advisors for recommended scheduling.

Additional courses in general education are also required to provide the foundation for the more specialized courses in the major. In some cases the particular course required to satisfy a general education requirement is specified by the major. Students should consult the section of the catalog that describes the major under consideration to learn about these special requirements.

\* Core curriculum requirements cannot be met through transient enrollment.

\*\* Placement into UCCA 102, bypassing the requirement to complete UCCA 101, does not exempt students from the minimum number of hours required for their chosen degree program (usually 128). These students may need to complete an additional four hours of a General Elective.

#### University Core Curriculum Courses (22 credits)

##### UCBP 101 Biblical Perspectives I (4)

Examination of historical context and religious teachings of Hebrew and Christian Scriptures. Cultivation of critical competencies necessary for the academic study of traditional texts. Course objectives include an understanding of the historical context in which the Bible took shape; appreciation of the development of religious thought within the biblical period; examination of how biblical teachings have been and are interpreted and applied; and study of the Bible, using a variety of modern critical methods. Offered: Every semester.

##### UCCA 101 Communication Arts I (4)

Introductory course in communication, emphasizing guided practice in speaking, listening, reading, and writing. Students gain proficiency in the use of library resources and in foundational computing skills. Students must write a minimum of four essays that are revised through multiple drafts and carefully edited before submission. They also must make at least three oral presentations during the course. Students must pass this course with a grade of C- or better to advance to UCCA 102.

##### UCCA 102 Communication Arts II (4)

Continuation of UCCA 101 with additional guided practice in speaking, listening, reading, and writing. Special emphasis placed on research-based writing and argumentation. Students must write a minimum of four essays that are revised through multiple drafts and carefully edited before submission. They also must make at least three oral presentations during the course. Prereq: Grade of C- or better in UCCA 101. Students must pass this course with a grade of C- or better.

##### UCCP 101 Cultural Perspectives I (4)

First in a two-semester sequence that examines the Western intellectual tradition within a global context. Through interdisciplinary study, students increase their awareness of the cultural, historical, literary, philosophical, and religious influences upon the development of civilizations.

##### UCCP 102 Cultural Perspectives II (4)

Second in a two-semester sequence that examines the Western intellectual tradition within a global context. Through interdisciplinary study, students increase their awareness of the cultural, historical, literary, philosophical, and religious influences upon the development of civilizations.

##### UCFH 120 Concepts of Fitness and Health (2)

Physical fitness course, with emphasis on exercises that develop cardiorespiratory, muscular, and flexibility fitness. All aspects of fitness, such as principles of aerobic fitness, nutrition, flexibility, strength training, common fitness injuries, and weight control and body composition are discussed and applied. Students with physical disabilities may consult the ESSM department chair for special consideration.

#### Graduate Degree Requirements

Refer to the academic departments/schools sections of this catalog and/or publications from the individual departments or schools offering graduate degrees. More information may be found at Samford University's Web site: [www.samford.edu](http://www.samford.edu).

# Academic Regulations

*Students are expected to know regulations and policies found in this catalog and the Student Handbook. Keeping abreast of the school calendar, critical deadlines, and all University mail received in one's University mailbox and/or electronic mail is also the student's responsibility*

## Undergraduate Academic Achievement Recognition

### University Fellows Program

For more information about the University Fellows Program, see the University-Wide Academic Opportunities section of this catalog.

### Dean's List

At the end of each semester, a Dean's List is compiled consisting of undergraduate students who have earned a grade point average of at least 3.50 while completing at least 12 quality credits in that semester at Samford.

### Graduation with Honors

Honors are awarded on the basis of all academic work taken at Samford University. Students who earn at least 70 credits at Samford and a grade point average (calculated on all work done at Samford University) of 3.500 through 3.749 are graduated *cum laude*; of 3.750 through 3.899 are graduated *magna cum laude*; and of 3.900 through 4.000 are graduated *summa cum laude*.

### Honor Organizations

#### University-Wide

Alpha Epsilon Delta (Pre-Health)  
Alpha Lambda Delta (Freshmen)  
Dobro Slovo (Slavic Studies)  
Omicron Delta Kappa  
(Leadership and Service)  
Order of Omega  
(Greek Leadership and Service)  
Phi Kappa Phi  
(Academic Achievement)

#### Howard College of Arts and Sciences

Biology – Beta Beta Beta  
Classics – Eta Sigma Phi  
Communication Studies –  
Lambda Pi Eta  
English – Sigma Tau Delta  
Geography – Gamma Theta Upsilon  
History – Phi Alpha Theta  
Journalism/Mass Communication –  
Kappa Tau Alpha  
Mathematics – Pi Mu Epsilon  
Philosophy – Phi Sigma Tau  
Political Science – Pi Sigma Alpha  
Psychology – Psi Chi  
Religion – Theta Alpha Kappa  
Sociology – Alpha Kappa Delta  
World Languages and Cultures –  
Pi Delta Phi (French)  
Delta Phi Alpha (German)  
Sigma Delta Pi (Spanish)

#### School of the Arts

Music –  
Delta Omicron  
Phi Mu Alpha Sinfonia  
Theatre – Alpha Psi Omega

#### Brock School of Business

Business (General)  
Alpha Kappa Psi  
Beta Gamma Sigma  
Accounting, Finance – Beta Alpha Psi  
Economics – Omicron Delta Epsilon

#### Orlean Bullard Beeson School of Education and Professional Studies

Teacher Education –  
Kappa Delta Pi  
Adult Degree Program –  
Alpha Sigma Lambda

#### Ida V. Moffett School of Nursing

Sigma Theta Tau

#### McWhorter School of Pharmacy

Rho Chi

### Class Honors (Certificates and Medals)

Class Honors certificates and medals are awarded in the spring term to undergraduate students who have successfully completed at least 12 quality (GPA) credits at Samford in the previous fall term with a Samford cumulative GPA of at least 3.50 (for a certificate) or 3.75 (for a medal). The four Class Honors medals are:

Freshman Year (1st medal):	Ruric E. Wheeler
Sophomore Year (2nd medal):	Seal
Junior Year (3rd medal):	Tower
Senior Year (4th medal):	John Howard

A student may earn one Class Honors certificate or medal each academic year for a combined maximum of four Class Honors awards. The award year count is determined by the number of years the student qualifies for a Class Honor, not by the student's classification. For example, if a student qualifies for a certificate the first two years and a medal the third year, he/she will receive the 3rd (Tower) medal. The student will not have another opportunity to earn the 1st and 2nd medals. If a student's first time to qualify for a Class Honor is during the senior year, he/she will receive a certificate or the 1st year (Wheeler) medal.

### Wheeler

Ruric Wheeler has been a faculty member and administrator at Samford University since 1953. He established a national reputation in mathematics through his textbook, *Modern Mathematics*, which has been used by generations of college students. In honoring this outstanding scholar, devoted teacher, and university leader, the Wheeler medal celebrates the pursuit of academic excellence in a Christian tradition.

### Seal

The University seal is inscribed with an oil lamp resting on an open book. The University motto, "Deo doctrinae aeternitati," appears above the lamp. The seal reminds us that God is the eternal source of light and truth, and that his wisdom is "a light unto our path."

### Tower

The Samford belltower has long served as the University logo. Inside the tower are the sixty bells of the Rushton Memorial Carillon, one of the largest in America. Just as the belltower makes Davis Library the focal point of the campus, the Tower medal is a reminder that knowledge and learning are at the center of university life.

### Howard

This medal bears the name of John Howard, an eighteenth century humanitarian who campaigned tirelessly for the improvement of prisons. His statue was the first to be placed in St. Paul's Cathedral in London, and it stands to this day in a place of honor near the pulpit. Howard's life symbolizes Christ's call of service to others.

## Academic Integrity

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University.

The Faculty Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the scholarly maturity necessary to college study. Those detected in dishonesty are subject to severe punishment. The more dependence on cheating, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

## Academic Renewal

Undergraduate students who have dropped out, withdrawn, or who have been suspended because of academic deficiencies but have demonstrated sufficient maturation may request to be enrolled as a candidate for academic renewal. (See Academic Renewal Applicant in the Undergraduate Admission Procedures and Policies section of this catalog for application procedures.)

## Audit Student Guidelines

As an alternative to full participation in a credit course, students may audit the course. Audit students do not receive grades and do not usually participate in examinations; however, instructors have the option of establishing requirements for a satisfactory audit. Students are not permitted to audit courses numbered above 400-level.

1. **Audit as Credit Student**—Students choosing this option must be admitted to Samford either as a Regular or Special Status Student. Students should enroll in the course to be audited using registration procedures and paying the same tuition as regular enrollees. Provided the instructor's requirements are met, the course will appear on the credit transcript with the notation AU and zero credits. If these requirements are not met, a W will be entered on the transcript.
2. **From a Grading/Credit Basis to an Audit Basis**—A student can change from a grading basis to an audit basis any time prior to the deadline for withdrawing from a class without academic penalty. There will be no financial refunds made as a result of change in grading basis.
3. **From an Audit Basis to a Grading/Credit Basis**—An audit student may not receive regular credit for a course begun as an audit, unless the change is made by the last day to add a course for the semester or term.

## Class Attendance

One of the most vital aspects of a residential university experience is attendance and punctuality in the classroom. The classroom is the place where each student contributes to the learning experience of his or her classmates; therefore, the value of the classroom academic experience cannot be fully measured by testing procedures alone. Class attendance policies are established by each school at the University, and specific attendance requirements are indicated in the syllabus of each class. Some students participate in institutional activities that require them to represent the University in scheduled events on and off campus. For activities of sufficient importance in the overall life of the University, excused absences are granted. A list of activities qualifying for excused absences is maintained by the Office of the Provost. An excused absence does not relieve a student of responsibility for the academic work in the class missed. However, students may not be penalized for such absences and must be given the opportunity to make up missed work. Students are responsible for informing their professors, in advance, of the class dates that will be missed because of these activities. Practice and/or preparation for these activities would not be a valid reason to miss class. *Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements.*

## Class Registration and Policies

### Class Load for Undergraduates

A normal class load for undergraduate day students during fall and spring semesters is 16 undergraduate credits. Permission from the school dean must be secured to register for more than 18 credits. Under no circumstances may an undergraduate day student register for more than 21 credits in any semester, regardless of session length, location, or method of delivery.

The normal class load in each summer term is two courses. The maximum credit allowable in any summer term is eight. The maximum credit allowable for two summer terms is 16. The maximum class load allowed in Jan Term is two courses, not to exceed a total of five credits unless the school dean approves an overload. Adult Degree Program students are limited to 10 credits in the summer and 14 credits in the fall or spring, without the dean's approval.

## Student Classifications

Undergraduate students are classified as follows:

- Freshman** - A student who has earned fewer than 32 credits.
- Sophomore** - A student who has earned at least 32 credits, but fewer than 64.
- Junior** - A student who has earned at least 64 credits, but fewer than 96.
- Senior** - A student who has earned at least 96 credits.
- Full-time student** - One who is enrolled for at least 12 credits in a semester or six credits in a summer term.

## University Core Curriculum and General Education Requirements

All freshmen are required to take the University Core Curriculum at Samford. All students should be registered for Cultural Perspectives (UCCP101) in their first semester at Samford. They should also register for Communication Arts I (UCCA101) or Communication Arts II (UCCA102), depending on their placement. Students should consult their academic advisors for recommended scheduling.

## Cross Registration

Graduate, professional, divinity, and law students may not register for courses in the other academic divisions without permission of the academic deans in both areas. Additional tuition may be incurred; payment is due the day the charges are incurred.

## Commencement

### Graduation Requirements

*It is the responsibility of the student to see that all graduation requirements are met.* A student is required to meet all requirements for graduation as set forth in the *Samford University Catalog* (or, if more up-to-date, any school/departmental official publications) in effect at the time of entrance into the major, assuming that there is no interruption in enrollment other than for stated vacation periods. Later changes in the requirements for graduation are not applicable to students who proceed through their chosen program in a timely fashion.

Students whose enrollment has been interrupted are to follow the requirements for graduation as set forth in the catalog (or, if more up-to-date, any school/departmental official publications) in effect at the time of readmission to a major program of study.

If the University changes requirements for graduation after the entry of a student into a program, and if those changes better meet the goals of the student, the student may petition the dean of the appropriate school to be allowed to qualify for graduation by meeting the newer requirements. If approved, the student will meet all requirements for graduation set forth in the later catalog. In no case may a student qualify for graduation by meeting various requirements set forth in two different catalogs.

### Graduation Attendance

Commencement exercises are held at the end of the fall semester and at the end of the spring semester. All candidates completing degree requirements are required to be present at the commencement events, except that attendance at the fall commencement is optional for those having completed degree requirements the previous August.

Undergraduate students who lack eight course credits or fewer (three course credits or fewer for graduate students) toward degree requirements may petition the dean of academic services to march with their class at commencement. Such students must file an approved request outlining their plans to complete the missing course requirements. A form for this purpose is available in the Office of Student Records.

This policy does not apply to students who have not completed UCCA 102 with a C- or better. Also, this policy does not apply to undergraduate students who lack five or more convocation credits. Students who lack four convocation credits or fewer toward degree requirements may petition to march with their class at commencement. Such students must file an approved request form, which is available in the Office of the University Minister.

Students who have a Values Violation pending or have not completed the sanctions given by the Values Advocate or a Values Council will not be allowed to participate in graduation activities, including commencement exercises.

## Elective Withdrawal

### Course Withdrawal and Dropping a Course

A student may drop a course without a grade of W (withdrawn) or academic penalty up through the last day to drop a course(s) without financial penalty. Students can drop a course online through the Samford Portal up through this deadline. (See the Academic Calendar section of this catalog for date.)

A student may withdraw from a course **after** the last day to drop a course without financial penalty and up through the date to “withdraw from a course without academic penalty,” but will receive a grade of W. If the course is dropped after the date to “withdraw from a course without academic penalty,” the student will receive a grade of WF.

The date of the course withdrawal will be the date the official Schedule Change Form is returned to the Office of Student Records. Students can obtain the Schedule Change Form from the Student Records Forms page: <http://www4.samford.edu/groups/sturec/forms.html>

If a student discontinues attending a course after the “last day to add or drop a course” without notifying the Office of Student Records in writing or exceeds the maximum absences allowed in a course, a grade of FA will be entered on the student’s record with the same penalty as a grade of F.

### School Withdrawal

A student desiring to withdraw from the University at any time must secure an official Withdrawal Request Form from the Office of Student Records. The official date of withdrawal will be the date this form is returned to the Office of Student Records. If a student leaves the University without completing this process, the permanent record will show a grade of FA in all courses for that semester/term. Students can obtain the Withdrawal Request Form from the Student Records Forms page: <http://www4.samford.edu/groups/sturec/forms.html>

- The permanent record of a student who withdraws before the last day to drop a course(s) without financial penalty will not show courses attempted for that semester/term.
- The permanent record of a student who withdraws from all courses for a semester/term before the deadline, as stated in the Academic Calendar, will show courses attempted and will show a grade of W (withdrawn). A “W” is not calculated in the student’s GPA.
- No student who withdraws from the University for any reason is entitled to a transcript of credits until his/her financial account has been settled in the Office of the Bursar.
- A student who withdraws in the last two weeks of a semester automatically receives a WF in each course attempted.

### Semester Withdrawal

A student who withdraws from all courses in a semester or term and is not registered for courses the following semester or term is considered to be withdrawing from the University. (See the School Withdrawal section above for more information.) If the student does not return to Samford within one calendar year, he/she will have to be readmitted. (See Readmission Student Applicant on p. 17 for more information.)

A student who withdraws from all courses in a semester or term but is registered for courses in the following semester or term is still considered currently enrolled. The student may request permission to take courses as a transient student at another institution by submitting the Transient Enrollment/Letter of Good Standing Request Form. (See Transfer Policies on p. 29 for more information.)

Forms for dropping/withdrawing from a course, University or semester withdrawal, and transient enrollment can be found on the Student Records Web site at the following URL: <http://www4.samford.edu/groups/sturec/forms.html>

## Academic Warning and Required Withdrawal

### Placement on Academic Warning

Any student who has attempted 12 or more credits at Samford University must have a cumulative GPA of 2.00 in work done at Samford. Failure to maintain a 2.00 GPA will result in being placed on academic warning.

### Continuation of Academic Warning

Any student who has been placed on academic warning and whose Samford cumulative GPA continues to be below 2.00 will continue on academic warning unless required to withdraw.

### Making Satisfactory Academic Progress

Students on academic warning who maintain the GPAs listed below will be considered as making satisfactory academic progress toward graduation and may remain in school. Student athletes are held to NCAA standards for continuing eligibility that may be higher than those below. Contact the Athletic Compliance Officer for details.

Requirements to Classify as Making Satisfactory Academic Progress	
Total Quality Credits	Required Cumulative Samford GPA
13-31	1.70
32-63	1.80
64-95	1.90
96 or more	2.00

### Required Withdrawal

If a student placed on academic warning does not achieve the cumulative GPA required at Samford University at the end of the semester or term, he or she is required to withdraw from the University for at least one full semester. Readmission is not automatic. Applications for readmission must be made through the Office of Admission at least six weeks prior to the beginning of the semester/term the student wants to return. Students may not attend other institutions during their period of withdrawal. Samford University will not accept any transfer credits completed during this required absence.

(See Readmission Student Applicant in the Undergraduate Admission Procedures and Policies section of this catalog for application procedures.)

## Grading System Guidelines and Policies

### Pass/Fail Basis Grading System

Any student who is enrolled in the Howard College of Arts and Sciences, the School of the Arts, the Brock School of Business, or the Orlean Bullard Beeson School of Education and Professional Studies, who is classified as a sophomore, junior, or senior, may elect to receive a pass/fail grade rather than a letter grade in no more than 12 credits of regular coursework. In a course elected for grading on the pass/fail basis, the student's grade shall be designated "pass" or "fail." A grade designation of "pass" shall not be included in the student's grade point average; a grade of "fail" shall be included at 0.00 quality points per quality credit.

No course elected for grading on the pass/fail basis shall satisfy any part of a core, general education, major, or minor requirement for graduation. Successfully completed pass/fail courses will count toward the 300/400-level requirement and toward the minimum total credits. The student can change from a grading basis to the pass/fail basis or from the pass/fail basis to the grading basis any time prior to the deadline for withdrawing from a class without academic penalty.

Certain internship and externship courses may be taken for pass/fail credit only. Credits earned in these courses may count toward the major or minor requirement and will not be included in the 12-credit limit. (Consult with your dean or advisor before registering for pass/fail credit.)

### Course Repeats

Upon the recommendation of the advisor and with the approval of the dean of academic services, an undergraduate student may repeat a course for credit in which she or he received a C- or lower to improve her or his grade and cumulative GPA, as well as her or his understanding of course content.

When a course grade of C- or lower is repeated at Samford, only the last grade, even if it is lower, will count in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative GPA. The repeated course must be exactly the same course that was originally taken. Courses repeated at other institutions do not change the Samford cumulative GPA.

Courses with grades of C or higher may be repeated; however, both grades will be averaged into the Samford cumulative GPA.

The deadline for submitting the petition to repeat a course with a C- or lower grade is the last day to add a course in the semester the repeated course is being taken. A form for this purpose is available in the Office of Student Records.

A course can be repeated only once using the repeat policy to exclude the original grade from the student's GPA calculation. A student may take advantage of this policy for no more than 16 credits. Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated after graduation will not change the graduation GPA.

### Examinations

Examinations, two hours in length, are given in all undergraduate subjects at the end of each semester. The precise weight assigned to the final examination is determined by the faculty member, the traditional policy being to count as 25 percent to 35 percent in obtaining a final average.

### Grade Changes

An initial grade may be challenged before the last day of classes of the next full semester. This challenge should be presented to the dean of academic services after conferring with the instructor, the instructor's department head, and the academic dean of the school or college in which the course is taught. An E or an INC automatically becomes an F if not removed by the last day of classes in the next full semester after the grade was given. This grade of F may not be challenged.

## Letter Grading System

Grades are indicated by letter symbols. The numerical value assigned to a letter grade is determined by each faculty member.

Grade Symbol	Definition	Quality Points Earned
A	The highest proficiency in ability and application	4.0
A-	Slightly less than the highest proficiency in ability and application	3.7
B+	Outstanding proficiency	3.3
B	Ability and achievement of a high but second order	3.0
B-	Ability and achievement of a high but third order	2.7
C+	A better than average performance	2.3
C	Average ability or average achievement	2.0
C-	Slightly below average achievement. There is a repeat policy.	1.7
D+	Below average performance. Many colleges decline to accept transfer credit of lower than a C grade. There is a repeat policy.	1.3
D	Below average performance. There is a repeat policy.	1.0
D-	Just above failing performance. There is a repeat policy.	0.70
E	Grade given to a student who, though failing a final examination, has a general daily average high enough to justify the expectation that he/she could pass the course if permitted to take a make-up examination. An E can be removed only by re-examination and is never raised to a grade higher than D. There is a repeat policy.	0.00
F	Outright failure and can be changed only if it is the result of a clerical error made by the institution. If F is given as a final grade, the student must repeat the entire course and earn a passing grade to receive credit for it. There is a repeat policy.	0.00
FA	Grade given to a student who is dropped from a course because of excessive absences or who withdraws from the University without written permission from the Office of Student Records. It carries the same penalty as F.	0.00
FX	Failure due to a violation of academic integrity.	0.00
INC	Represents Incomplete. Incomplete grades are valid if the student has done work that would earn a passing grade in the course but has failed to complete some portion of the required work <b>because of an emergency</b> , and the work can be completed <b>without further class attendance</b> .	0.00
IP	Indicates that a course remains In Progress and ends after the semester's/term's final grade deadline.	0.00
Z	Represents No Grade. It is given when a faculty member does not assign a grade. Instructor must change the Z to a grade.	0.00
W	Indicates that the student withdrew before the academic penalty period, but was in good standing. There is no penalty for W.	0.00
WF	Indicates that the student withdrew during the academic penalty period. WF carries the same penalty as F.	0.00
P	Grade assigned for successful completion of a course designated Pass or Fail. It will not be included in the GPA.	0.00
AU	Symbol assigned for successful completion of a course taken on an audit basis. An audited course will not meet any graduation requirement or be included in the GPA.	0.00

## Transfer Policies for Current Samford Students

### Transfer of Grades/Credits for Courses Taken at Other Institutions by Current Samford Students

Samford students who take courses at another institution during a semester or term they are not enrolled at Samford (typically the summer term) are considered transient students at the other college/university. Below are important facts for current Samford students who are pursuing transient enrollment at another institution:

- Students who wish to transfer any credit completed while a transient student towards their Samford degree must have written approval signed **in advance** by their academic advisor, academic department head, and the registrar. The Transient Enrollment/Letter of Good Standing Request Form can be found at: [www4.samford.edu/groups/sturec/forms.html](http://www4.samford.edu/groups/sturec/forms.html).
- University Core Curriculum requirements cannot be met through transient enrollment.
- Seniors must have the written approval of their academic dean.
- Seniors may not transfer more than two courses for a maximum of eight credits.
- Undergraduates may transfer a maximum of two general education courses from another accredited institution or from Samford's Adult Degree Program for fewer credits than the courses being replaced (i.e., a three-credit course taken at another university could satisfy a four-credit requirement).
- If a student wishes to take more than two courses for general education credit, the courses must be equal to or greater than the number of credits being replaced. Any credit earned beyond the requirement will be shown as elective credit.
- The transient institution must be regionally accredited.
- Transient transfer credit is subject to University transfer policies and will be awarded when the official transcript from the transient institution is received. (See the Transfer Student Applicant section on p. 16 for more information.)
- Courses from transient schools must have a letter grade of C- or better in order to be posted as earned credit on your transcript.
- Courses taken on a pass/fail basis will not be accepted unless the student produces written documentation from the awarding institution that the grade represents at least a C-.
- Transfer courses are not calculated into the Samford GPA.
- It is the student's responsibility to arrange to have a transcript sent from the transient institution directly to Samford upon completion of the course(s).
- The Transient Enrollment/Letter of Good Standing Request Form must be accompanied by a course description(s) from the transient institution.
- Transient enrollment policies also apply to overseas/study abroad courses with foreign institutions. A separate form is available for study abroad transient work at: [www.samford.edu/groups/sturec/forms.html](http://www.samford.edu/groups/sturec/forms.html).
- Total combined registered credits—Samford courses plus transient enrollment (not the BACHE program)—may not exceed 18 hours unless approved by the student's school dean. Combined registered credits for transient and Samford courses may never exceed 21 hours in any term. See p. 26 for maximum credit hours allowed.
- For students taking transient work in the summer, the deadline for completion of the Transient Enrollment/Letter of Good Standing Request Form is April 15.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all their educational records maintained by the school. The student must contact the dean of academic services and registrar office to make an appointment to view their academic record.
2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need to know
  - Other schools to which a student is transferring
  - Parents when a student over 18 is still a dependent
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to a student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who have obtained court orders or subpoenas
  - Persons who need to know in cases of health and safety emergencies
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory type" information, such as a student's name, address, and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. *An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to drop/add without financial penalty in a semester or term.*



# Financial Information

*The University makes every effort to hold increases to the lowest figure possible while providing quality programs of good value. Tuition and fees cover approximately 70 percent of Samford's educational and general expenditures. For the remainder of its operating needs, the University relies primarily on the generous support of the Alabama Baptist State Convention, with which the University is affiliated, investment earnings, and gifts and grants from alumni, individuals, businesses, foundations, and other supporters.*

*Samford reserves the right to change tuition, other charges, refund procedures, and other policies.*

*Samford University is an Equal Opportunity Institution and does not discriminate in its educational and employment policies on the basis of race, color, sex, age, disability, or national or ethnic origin.*



# Undergraduate and Graduate Tuition and Fee Policies

## Tuition Classifications

Students are classified based on their enrollment status. Enrollment status, charges, and courses covered are detailed below.

**Full-Time Undergraduate Day Students:** The tuition paid by students classified as undergraduate day admits them only to courses in the regular (day) curriculum where students may take 12-18 credits without further charge. Students taking over 18 credits or courses outside the day curriculum, including evening courses (offered through the Adult Degree Program), are charged additional tuition at the per-credit day rate. (See tables on pp. 36-37 for general tuition and fees.)

**Part-Time Undergraduate Day Students:** Part-time regular day students taking under 12 hours will pay the per-credit day rate for all credits. (See table on pp. 36-37 for general tuition and fees.)

**Undergraduate Evening Students:** The tuition paid by students classified as undergraduate evening admits them only to courses offered in the Adult Degree Program. Adult Degree Program students who enroll in day courses will pay the per-credit day rate for undergraduate day courses. (See table on p. 207 for general tuition and fees.)

**Graduate Students (includes Law and Pharmacy):** The tuition paid by students classified as graduate admits them only to courses within the specific program. Courses outside the program are charged at the current credit hour rate for that course. For general tuition and fees, see tables on p. 35 (Graduate), p. 173 (Divinity), p. 219 (Law), and p. 251 (Pharmacy).

## New Tuition and Fees Payment Policy for All Students

### Tuition and Fees Payment Guidelines

**E-bill:** E-bill notification that a new e-bill has been generated is sent to students via the Samford University e-mail system which remains the official means of communication with students; paper statements are not provided. Students are advised to check their e-mail regularly. Students and authorized users can access the e-bill system at any time.

Students registering during the early registration period will receive an e-bill 15 days prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Any activity transpiring after the e-bill generation date can be viewed on the Current Activity section of the online e-bill system. The Current Activity page provides the current account balance that is due, including any unbilled charges and payments. For a detail by term, select the appropriate term from the drop down box. **Payment for term e-bills will be due the first day of class as noted on the academic calendar for your classification.** Students who register/make schedule changes/add room and board, etc., after the e-bill generation date **must** consult the online system to view their account summary and **arrange payment for all charges by the due date for the term** regardless of whether or not the charge(s) have been billed.

**Late Fee: A late fee of 5% (capped at \$100) on the past due tuition, room, board and mandatory fees balance will be assessed on the day after the payment due date.** The payment for the entire e-bill, including charges incurred after the e-bill generation date **must** be received in the Bursar's Office on or before the due date to complete financial settlement for the current term.

**Late Fee Appeals:** To appeal the late fee, students must pick up a late fee appeal form from the Bursar's Office and submit the completed form within 14 days of the late fee posting. Proof of Reason for Appeal **MUST** be submitted at the time the appeal is made. Students must file appeals timely with the issuing department. **Decision of the Appeal Review Committee is final.**

**Registration Cancellation:** Students making changes after the e-bill has been sent are **required** to make payment in full by the e-bill due date for the term.

Changes made during the drop/add period noted in the academic calendar for your classification **must** be paid when incurred. Failure to make full payment will result in registration cancellation the **next business day after the end of the drop/add period as noted in the academic calendar for your classification.**

A student may be reinstated by paying their balance in full, plus a \$100 reinstatement fee. Following this payment, the students will receive a clearance slip from the Bursar's Office for them to present to Student Records to re-establish their class schedule. **Late fees are not reversed upon reinstatement.**

**E-bill generation, payment, late fee assessment and registration cancellation dates for each semester/monthly e-bill is noted on the payment schedule at:**

Payment Schedule: <http://www4.samford.edu/admin/bursar/payschedule.html>

Parent link: <http://www.samford.edu/parents.aspx>

Student link: <http://www.samford.edu/subpage.aspx?id=2147484200>

Make payment - eBill system link:

[https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp)

**Holds:** Students may not register for the next semester, receive diplomas or transcripts, and are not allowed to participate in commencement until the past due amount is cleared.

**Collections:** Past due accounts assigned to a collection agency may be reported to the credit bureaus and students are charged for collection costs. The University may charge interest on all amounts past due.

## Payment Method Options for Students and Parents

Students may authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. **To enable this feature, a student MUST access the e-bill system and set up those individuals responsible for payment of their student account as an "Authorized User." Students may set up an Authorized User by clicking on the link in their e-bill message, selecting the Authorized User tab, and following the instructions.**

If your student has added you to the e-bill system as an "Authorized User" (see the previous paragraph), you will receive e-mail notification when a new e-bill statement is issued. Click on the link in the e-mail or enter the link in your browser to access the e-bill system and make a payment. (Current link: [https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp))

### Online Payments with Check

Payment by electronic check using the e-bill system is the most efficient and Samford's preferred method of payment. Payment by electronic check can be made by using your checking account.

### Online Payments with Credit Card

MasterCard, Discover, and American Express can be used to make online payments. A 2.75% (minimum of \$3.00) convenience fee will be assessed by third-party web processor. Reminder: Fee (2.75%) will not be assessed if payment is made by electronic check.

### Other Payment Options

The Bursar's Office continues to accept payment by check through the mail, but the University is not responsible for delays of the postal service and late fees will apply to payments received after the due date. Payment by check or cash can be made in person.

Questions? Please contact the Bursar's Office at [broffice@samford.edu](mailto:broffice@samford.edu), 1-800-888-7214 (toll-free) or (205) 726-2816.

The Samford University Portal and associated online Student Services are available 24 hours a day, seven days a week, except for scheduled maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students.

Should you encounter log-in problems, please contact the Personal Technology Group at (205) 726-2662.

NOTE: While every effort has been made to provide accurate and up-to-date information, specific financial details are subject to change. Please see the Bursar's Office Web site for the latest information: [www4.samford.edu/admin/bursar/](http://www4.samford.edu/admin/bursar/)

## Drop and Add Policies for All Students

### Class Drops and Adds

Drops and adds are changes in a student class schedule that do not involve complete withdrawal from school. During the drop/add period these rules apply:

1. If a schedule change results in a reduction of the student's total credits (less than full-time) tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
2. After the last day to drop a course(s) without financial penalty, dropping a course(s) will not result in a reduction of charges for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped, or one withdraws as outlined below.

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal from the University is covered under the refund and withdrawal policy. (See also Elective Withdrawal in the Academic Policies and Regulations section of this catalog.)

## Withdrawal Policy for All Students

### Student Withdrawal

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must secure from and submit to the Office of Student Records an official withdrawal form. This policy applies to all terms including semesters, summer terms, and Jan Term. (See Elective Withdrawal in the Academic Policies and Regulations section of this catalog.)

### Withdrawal Refund Policy for Fall and Spring Semesters

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of tuition and room rent for that semester. The first week of a semester ends on the last day to drop a course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester, but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition and room rent for that semester. The second week of a semester ends on the first Wednesday following the last day to drop a course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester, but before the end of the third week of the semester, the student may receive a refund of 75 percent of tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop a course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester, but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of tuition and room rent for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop a course(s) without financial penalty.
5. In case of withdrawal or suspension after the fifth week of the semester, but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop a course(s) without financial penalty.
6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition and room rent is available.
7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

### Withdrawal Refund Policy for Jan Term

Jan Term refunds are based on days instead of weeks and the following applies. In case of withdrawal or suspension:

1. On first and second day of classes, the tuition and room rent refund will be 100 percent.
2. On the third day of classes, the tuition and room rent refund will be 90 percent.
3. On the fourth day of classes, the tuition and room rent refund will be 75 percent.
4. On the fifth day of classes, the tuition and room rent refund will be 50 percent.

5. On the sixth day of classes, the tuition and room rent refund will be 25 percent.
6. After the sixth day of classes, no tuition and room rent refund is available.
7. Board plan (meal charge) refund shall be calculated on a pro rata basis.

### Withdrawal Refund Policy for Summer Term

Summer Term refunds are based on the number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop a course(s) without financial penalty, the student may receive a refund of 100 percent of tuition and room rent for that term.
2. In case of withdrawal or suspension after the last day to drop a course(s) without financial penalty, but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition and room rent for that term. The first week of the term ends on the first Friday following the last day to drop a course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term, but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The second week of the term ends on the second Friday following the last day to drop a course(s) without financial penalty.
4. In case of withdrawal or suspension after the second week of the term, but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The third week of the term ends on the third Friday following the last day to drop a course(s) without financial penalty.
5. In case of withdrawal or suspension after the third week of the term, but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The fourth week of the term ends on the fourth Friday following the last day to drop a course(s) without financial penalty.
6. In case of withdrawal or suspension after the fourth week, no refund of tuition and room rent is available.
7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

## Brief Definition of Terms Used in Financial Policies

*In all of the following situations, students must complete the proper forms in the Office of Student Records.*

**Arbitrarily discontinuing class attendance does not substitute for official notification of course dropping or withdrawal.**

### Drops and Adds

**Adding a Course:** A course can be added anytime on or before the date listed on the Academic Calendar as "Last Day to Drop or Add a Course(s) without Financial Penalty." Payment for the course is due the day the course is added.

**Dropping a Course:** This term applies to the **complete** removal of a course from a student's permanent record. *This can only be done if the student notifies the Office of Student Records on or before the date listed on the Academic Calendar as "Last Day to Drop or Add a Course(s) without Financial Penalty."*

If a student notifies the Office of Student Records after this date, the course will be considered a withdrawal, will remain on the student's permanent record with a grade of W or WF (see below), and **no financial reimbursement will be given.** (See Course Withdrawal in Academic Policies and Regulations.)

### Withdrawals

**Course Withdrawal:** Course Withdrawal is also often referred to as Partial Withdrawal. In order to be considered as withdrawn from a course, a student must complete an official Schedule Change Form in the Office of Student Records on or before the date listed on the Academic Calendar as "Last Day to Withdraw from a Course(s) without Academic Penalty." If these requirements are met, the student will receive an automatic grade of W. If the student withdraws after the date listed on the Academic Calendar, the student will receive an automatic grade of WF. (See Course Withdrawal in Academic Policies and Regulations.)

**There is no financial reimbursement for course withdrawal.**

**School Withdrawal:** This term refers to officially leaving Samford University and discontinuing attending all classes. Financial reimbursement will be based on the University's refund policies for withdrawal. (See Withdrawal Policy in this section and Elective Withdrawal-School Withdrawal in Academic Policies and Regulations.)

### Refund and Cancellation Policy for Abroad Programs

Different refund and cancellation policies apply to the various abroad programs. A copy of these refund and cancellation policies may be obtained from the sponsoring department or school.

### Refund Appeal

Students or parents who believe that they have individual circumstances warranting an exception to published refund policies may appeal. To appeal, the student or parent should contact:

Dean of Academic Services  
Office of Student Records  
Samford University  
800 Lakeshore Drive  
Birmingham, Alabama 35229

### Military Call to Active Duty

Students will be allowed to withdraw without penalty from the University and receive a 100 percent tuition remission (less any financial aid which the student may have received for the semester) upon presenting an original copy of their orders to the dean of academic services.

Alternatively, incomplete (INC) grades with no tuition reimbursement may be more appropriate when the withdrawal is near the end of the semester and INCs are agreed to by the instructor(s) and the student and approved by the dean of the school or college. In the latter case, the student will be allowed to complete the coursework according to a written agreement submitted to the Office of Student Records.

### Return of Title IV Funds

Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students "earn" a percentage of the funds that are disbursed to them with each day of class attendance. When a student, who has received federal financial aid (Title IV funds), leaves school before the end of the semester or period of enrollment, federal law requires the University to calculate the percentage and amount of "unearned financial aid funds that must be returned to the federal government." **This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student.**

Once a student has completed more than 60 percent of the enrollment period, students are considered to have earned all funding received. **The University will not reduce the amount owed simply because of the loss of eligibility of financial aid. Thus, withdrawal prior to completion of 60 percent of the semester may result in the student having to pay from personal funds amounts of financial aid required to be returned to federal sources, in addition to any institutional costs owed to the University.** Students are urged to consider these financial implications prior to making the decision to withdraw from school.

## Miscellaneous Expenses

### Activity Fees

Tennis, swimming, racquetball, and many other recreational activities are available without charge. The field house has an indoor jogging track. Outdoor activities such as white-water rafting, rappelling, etc., are sponsored by the Student Government Association. Fees are charged to cover the actual cost of these activities.

### Books and Supplies

The estimated cost of books and supplies for an academic year is listed in the tuition and fees tables. Students enrolled in the professional schools may expect to pay more for books and supplies.

### Check Cashing

The Bookstore is authorized to cash checks up to \$50 per day for a student whose account is in good standing. The face of the check must have the student's name, local address, telephone number, and student identification number. Students must present a valid photo ID. A student who presents a check to Samford University that is not honored by the bank will be charged \$28. If the check is not redeemed within 10 days of notification, the student may be subject to disciplinary or legal action. All check cashing privileges are revoked after the third returned check.

### Medical Insurance for Students

A student injury and sickness insurance plan is available to undergraduate and graduate students and their dependents. All students will be required to provide proof of medical insurance coverage.

Based upon federal regulations and University policy, all F and J visa holders must have health insurance coverage for themselves and all dependents during residency in the U.S. Insurance may be obtained by the student independently or purchased through the University but must contain certain required coverage. Proof of coverage is required before registering for classes. Information about specific policy carriers, minimum coverage, and premium costs is available from the International Studies Office at (205) 726-2741.

### Membership Fees

Some student organizations have an annual membership fee. In addition, Greek organizations have monthly dues along with an initiation fee.

### Personal Property Insurance

Students at college have a large investment in desktop computers, laptop computers, television sets, CD and DVD players, radios, cell phones, cameras, PDAs, calculators, mini-refrigerators, clothing, text books, CDs, DVDs, albums, and other personal property. A college or university is not liable for these losses simply because the loss occurs on campus.

All students, especially those who live in residence halls, should insure their personal property either through their parent's homeowner's insurance or through a private insurance policy. The University has established an insurance program through National Student Services, Inc. This insurer provides personal property insurance for students at over 1,000 colleges and universities. For more information on student personal property insurance, see [www.nssi.com](http://www.nssi.com) or pick up a brochure at the Residence Life Office, 106 Beeson University Center.

### Residence Hall Special Fees and Fines

Students are expected to show good stewardship of their rooms and furnishings and to abide by all University policies. There are fines for key and lock replacement, damage to facilities, and failure to follow proper procedures for room change and checkout. If imposed, these charges will be placed on a student's account, along with other fees established for special services or other purposes.

Students canceling their housing contract prior to the end of the term of the agreement are subject to a substantial cancellation fee. Students occupying rooms during scheduled break periods will be charged substantially for extra housing stay.

Residence hall rooms are furnished with twin-sized beds, desks, chairs, desk lamps, chests, and blinds. Students may wish to add approved appliances and decorations. It is recommended that this be done in communication with their roommate prior to or after arrival on campus.

Washing machines and dryers are available in each residence hall. All washers and dryers are free to use.

### The Samford Card and Bulldog Bucks

All students are required to have an official Samford University photo ID (Samford Card) made and recorded by the Department of Public Safety and Emergency Management. These IDs offer students a convenient, safe, and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card, and for access to certain facilities. With activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus. Bulldog Bucks work similarly to a checking account in that deposited funds are debited each time a student makes a purchase.

ManageMyID will allow students, parents, and employees to deposit money online, without any credit card fees, into Bulldog Bucks. By using the link <https://samford.managemyid.com/>, cardholders can budget their account by tracking spending and report a lost or stolen card at any time.

### Student Telephone Services

Local telephone service is included in housing charges. Telephones are not included and must be provided by the student. Resident students can dial any local or intra-campus call with no additional charge.

Samford no longer provides long-distance services to students. Most students use the long-distance services provided by their own cellular telephone service plan. Students who need long distance services should make arrangements with a long distance carrier and use that carrier's access (usually dialing an 800 number) to make long-distance calls. For more information regarding telephone service, contact Telephone Services at (205) 726-2996.

## Financial Aid Information

Students seeking financial aid should file the 2011-2012 Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our priority date is March 1, 2011. Students who filed the FAFSA on or before that date will comprise the first group for which we package and award financial aid for the 2011-2012 academic year. FAFSAs filed after March 1 will be processed in the order they are received.

Students may obtain information regarding financial aid online at [www.samford.edu/financialaid](http://www.samford.edu/financialaid) or by telephone at (205) 726-2905 or toll free at 1-800-888-7245. Students are encouraged to use these resources for information or questions regarding financial aid at Samford University.

### Refund Schedule

Refunds are first available within five (5) to seven (7) business days after financial aid has been credited (disbursed) to your student account. Refunds will not be available before that time. Disbursement of aid on your account is regulated based on the first day of class as indicated on the academic calendar for your classification. The refund availability dates below are the earliest dates that the refunds will be available. These dates are subject to satisfactory completion/submission of all needed information by the student. The dates are subject to change and may be adjusted to comply with federal regulation governing refunds to students.

## GENERAL MISCELLANEOUS FEES FOR ACADEMIC YEAR 2011-2012

*The following fees apply to ALL Samford students and are nonrefundable, unless otherwise indicated.*

Description	Expense
Vehicle Registration	\$20/academic year
Replacement Decal Vehicle Registration	\$5/each occurrence
ID Replacement Fee	\$15/each occurrence
Portfolio Evaluation Fee (per credit)	\$100/credit (optional)
Returned/Stop Check Fee/Correction Fee	\$28/each occurrence
Late Fee (acct balance unpaid by due date)	5% of unpaid balance (max \$100)
Reinstatement Fee (all terms)	\$100/term, as applicable

## PAYMENT SCHEDULE FOR MISCELLANEOUS CHARGES FOR 2011-2012

Month	E-bill Date	Payment Due Date	Late Fee Date
September 2011	Sept 9, 2011	Sept 26, 2011	Sept 27, 2011
October 2011	Oct 10, 2011	Oct 24, 2011	Oct 25, 2011
November 2011	Nov 9, 2011	Nov 28, 2011	Nov 29, 2011
February 2012	Feb 9, 2012	Feb 23, 2012	Feb 24, 2012
March 2012	Mar 9, 2012	Mar 22, 2012	Mar 23, 2012
April 2012	Apr 10, 2012	Apr 24, 2012	Apr 25, 2012

SPECIAL NOTE: Fees are subject to change without notice. See the Bursar's Office Web site for the latest tuition and fee info: [www4.samford.edu/admin/bursar/fees.html](http://www4.samford.edu/admin/bursar/fees.html)

## BILLING, PAYMENT & REFUND SCHEDULE FOR ACADEMIC YEAR 2011-2012

		Undergraduates (Day & Evening; includes Adult Degree Program, excludes Accelerated Nursing); Graduates (except Graduate Nursing & MSEM); Divinity					Undergraduate Nursing (Accelerated Program only); Graduate Nursing/Nurse Anesthesia; Environmental Management (MSEM)				
Term	Year	E-Bill Date	Payment Due Date	Refund Availability Date	Late Fee Date	Registration Cancellation Date	E-Bill Date	Payment Due Date	Refund Availability Date	Late Fee Date	Registration Cancellation Date
Summer 10-Week Term	2011	May 9	June 1	June 1	June 2	n/a	May 9	June 1	June 1	June 2	n/a
Summer I	2011	May 9	June 1	June 1	June 2	n/a	May 9	June 1	June 1	June 2	n/a
Summer II	2011	June 9	July 6	July 6	July 7	n/a	n/a	n/a	n/a	n/a	n/a
Fall	2011	Aug 15	Aug 29	Aug 30	Aug 30	Sept 6	Aug 8	Aug 22	Aug 22	Aug 23	Aug 31
Jan Term	2012	Dec 20	Jan 4	Jan 11	Jan 5	Jan 9	n/a	n/a	n/a	n/a	n/a
Spring	2012	Jan 17	Jan 30	Jan 31	Jan 31	Feb 6	Dec 19	Jan 4	Jan 11	Jan 5	Jan 11
Summer 10-Week Term	2012	May 21	June 4	June 4	June 5	June 7	May 21	June 4	June 4	June 5	June 8
Summer I	2012	May 21	June 4	June 4	June 5	June 7	May 21	June 4	June 4	June 5	June 8
Summer II	2012	June 25	July 9	July 9	July 10	July 12	n/a	n/a	n/a	n/a	n/a
		Law					Pharmacy				
Term	Year	E-Bill Date	Payment Due Date	Refund Availability Date	Late Fee Date	Registration Cancellation Date	E-Bill Date	Payment Due Date	Refund Availability Date	Late Fee Date	Registration Cancellation Date
Summer 10-Week Term	2011	May 9	June 1	June 1	June 2	n/a	May 9*	June 1*	June 1*	June 2*	n/a
Fall (L1, P1-3)	2011	Aug 1 (L1)	Aug 15 (L1)	Aug 15 (L1)	Aug 16 (L1)	Aug 24 (L1)	Aug 8 (P1-3)	Aug 22 (P1-3)	Aug 22 (P1-3)	Aug 23 (P1-3)	Aug 31 (P1-3)
Fall (L2-3, P4)	2011	Aug 8 (L2-3)	Aug 22 (L2-3)	Aug 22 (L2-3)	Aug 23 (L2-3)	Aug 31 (L2-3)	May 17 (P4)	June 1 (P4)	June 2 (P4)	June 2 (P4)	June 8 (P4)
Spring	2012	Dec 21	Jan 9	Jan 11	Jan 10	Jan 18	Dec 19	Jan 4	Jan 11	Jan 5	Jan 11
Summer 10-Week Term	2012	May 14	May 29	May 29	May 30	June 6	n/a**	n/a**	n/a**	n/a**	n/a**

L1=1st-year Law students  
L2=2nd-year Law students  
L3=3rd-year Law students  
FYI: Graduate Nursing includes graduate nurse anesthesia and doctor of nursing practice students.

P1=1st-year Pharmacy students  
P2=2nd-year Pharmacy students  
P3=3rd-year Pharmacy students  
P4=4th-year Pharmacy students  
FYI: The Fall term for P4s begins June 1.  
\*Only P3 repeats take Summer 2011 courses.

**Commencement Note:** Students participating in Fall 2011 or Spring 2012 commencement must clear their accounts before the first date to pick up caps and gowns for their group. (Divinity students, who have an earlier commencement, have an earlier scheduled date to pick up caps and gowns.)  
\*\* Summer 2012 Pharmacy dates will be applicable only if Pharmacy offers courses in that term. Such course offerings have not yet been determined.

**Important Note:** Payment schedule dates for all terms are subject to change.

**Late Fee Note:** A 5% late fee (capped at \$100) will be assessed according to the schedule above. Any student with a past due balance will not be eligible to register for the next semester, participate in commencement, or obtain his/her transcript or diploma. **Registration cancellation will be processed for all students with unpaid tuition-mandatory fees-room and board (billed and unbilled) on the date in the schedule above.**

**Direct Deposit Note:** Direct deposit of refunds is now available. Log into the e-bill system and sign up. Direct deposit refunds for Jan Term and Spring 2012 will not be released to the bank until after January 11, 2012.

## GRADUATE STUDENT\* TUITION AND FEES FOR ACADEMIC YEAR 2011-2012

*The following tuition and fees apply to Samford **Graduate** students enrolled in Business, Education, Environmental Management, Music, Nurse Anesthesia, or Nursing. Unless otherwise indicated, all fees are due on or before the e-bill payment due date. See p. 34 for payment regulations and refund notes, if applicable. For tuition and fees that apply to students in other graduate/doctoral/professional programs such as Divinity, Law, or Pharmacy, see those catalog sections.*

Description	Student Classification	Expense	Notes
<b>Tuition</b>			
All credits	All Graduate and Graduate Audit Students in Business, Education, Environmental Management, and Music	\$655/credit/each sem/term	
Master of Science in Nursing	All MSN Students (excl MSN-NA)	\$672/credit/each sem/term	
Master of Science in Nursing-Nurse Anesthesia (MSN-NA)	All MSN-NA Students	\$8,241/semester or term	\$1,000 deposit upon acceptance and remainder on or before e-bill payment due date; Deposit nonrefundable
MSN-NA Continuation Fee	All MSN-NA Students	\$1,500	
Doctor of Nursing Practice (DNP)	All DNP Students	\$672/credit/each sem/term	
Joint Degree	Joint Degree Students	By Classification	
<b>Basic Fees</b>			
Application Fee for Graduate Admission	All Graduate Students	\$25/application	Nonrefundable; Due at time of application
Books and Supplies	All Graduate Students	\$1,250 (estimate)	Cash/check/credit card due at time of purchase
Books and Supplies	All MSN-NA Students	\$2,500 (estimate)	Same as above
Books and Supplies	All DNP Students	\$2,500 (estimate)	Same as above
Campus Life Fee	All Graduate Students (excl CRNA students)	\$35/term	
Campus Life Fee	All Nurse Anesthesia students (CRNA-clinical)	\$25/term	
Reinstatement Fee (all terms)	All Students	\$100/term, as applicable	
Technology Fee - Jan Term	All Students	\$23/term	
Technology Fee - Summer	All Students	\$35/term	
Technology Fee - Fall, Spring	All Students	\$125/semester	
<b>Special Program/School Fees</b>			
Business School Admin Fee - Fall, Spring	All Graduate Business students	\$125/semester	
Business School Admin Fee - Jan Term	All Graduate Business students	\$50/term	
Business School Admin Fee - Summer	All Graduate Business students	\$100/term	
Education School Admin Fee - Fall, Spring	All Graduate Education students	\$100/semester	
ENVM Annual Administrative Fee	ENVM Chinese Cohort students only	\$200/year	
ENVM-English as a Second Language (ESL)	ENVM Chinese Cohort students only	\$2,500/course	
Music (Applied Instruction)	All Grad Music Students in Applied Instruction	\$150/credit	
Nursing Drug Screening Fee	All CRNA, MSN, & DNP Students	\$35/one-time charge	
Nursing Drug Screening Fee - Additional	All CRNA, MSN, & DNP Students	\$35/per student as done	
Nursing Graduate School Technology Fee**	All Graduate Nursing Students	\$150/semester or term	
Nursing Medatrax Fee - CRNA	All CRNA Students	\$119/one-time charge	
Nursing Medatrax Fee - MSN	All MSN Students	\$80/one-time charge	
Nursing Safety Screening Fee	All CRNA Students	\$100/one-time charge	

CRNA=Certificate Nurse Anesthesia

MSN=Master of Science in Nursing

DNP=Doctor of Nursing Practice

NA=MSN-Nurse Anesthesia

\* Graduate students in programs offered by Arts & Sciences, Business, Education, Music, or Nursing (degree or audit), unless otherwise indicated. For tuition and fees for graduate/professional students in Divinity, Law, or Pharmacy, see those catalog sections.

\*\* Graduate nursing students pay this fee and the general Technology Fee that applies to all students.

NOTE 1: See p. 34 for a list of General Miscellaneous Fees (Vehicle Registration/Decal, ID Replacement, etc.) that apply to ALL students.

NOTE 2: Fees are subject to change without notice. See the Bursar's Office Web site for the latest tuition and fee info: [www4.samford.edu/admin/bursar/fees.html](http://www4.samford.edu/admin/bursar/fees.html)

**NOTE ON PAYMENT/REINSTATEMENT: Charges incurred after the e-bill has been generated for the semester/term are due on or before the payment due date. Charges incurred during the drop/add period are due when incurred. Late fee of 5% (capped at \$100) will be applied to the past due balance if not received in the Bursar's Office by the due date. To avoid registration cancellation and reinstatement fee, students should pay all tuition and fees by the payment due date. See Billing, Payment, & Refund Schedule on p. 34 for dates for e-bill, payment due, refund availability, late fee assessment, and registration cancellation.**

## UNDERGRADUATE DAY STUDENT (FULL-TIME AND PART-TIME) TUITION AND FEES FOR ACADEMIC YEAR 2011-2012

*The following tuition and fees apply to Samford **Undergraduate Day** students. Unless otherwise indicated, all fees are due on or before the e-bill payment due date. See p. 34 for payment regulations and refund notes, if applicable. For basic tuition and fees that apply to all or most graduate students, see p. 35. For tuition and fees that apply to undergraduate evening students or for students in specific graduate programs, see those catalog sections.*

Description	Student Classification	Expense	Notes
<b>Tuition</b>			
Tuition Deposit	All Undergraduate Students (Day)	\$250	Nonrefundable; Due upon acceptance
Less than 12 credits	Part-Time Undergraduate (Day)	\$783/credit	
12 to 18 credits	Full-Time Undergraduate (Day)	\$11,711/semester	
More than 18 credits	Full-Time Undergraduate (Day)	\$783/credit	
All credits - Jan Term	Undergraduate (Day)	\$783/credit	
All credits - Summer Terms	Undergraduate (Day)	\$591/credit (Sum 2012)	
Audit	Degree Seeking	\$783/credit	
Audit courses, except Applied Music & Art	Non-degree Seeking	\$783/credit, as space is available	
<b>London Programs at Daniel House, Samford's London Study Centre, Fees*</b>			
<b>Residence Hall Fees, Double Occupancy**</b>			
Room Deposit	All Students except Pharmacy	\$250	Nonrefundable
Beeson Woods	All Students except Pharmacy	\$2,176/student/sem	
Evergreen Hall	All Students except Pharmacy	\$2,062/student/sem	
Vail, Smith, & Pittman Halls	All Students except Pharmacy	\$1,985/student/sem	
West Campus (Fall and Spring)	All Students except Pharmacy	\$2,176/student/sem	
Student Apartments	All Students except Pharmacy	\$1,659/student/sem	
West Campus (Summer Terms)	All Students except Pharmacy	\$734/student/each Sum 12 Term	
All Dorms (Jan Term)***	All Students except Pharmacy	\$227/student/Jan Term	
<b>Board</b>			
19 meals/week + \$130 declining balance	First-Year Students and Entering Freshmen	\$1,903/Fall and Spring semesters	
12 meals/week + \$130 declining balance	Resident Students - Sophomore Status	\$1,686/Fall and Spring semesters	
7 meals/week + \$130 declining balance	Resident Students who have earned 64 credits or more	\$1,134/Fall and Spring semesters	
19 meals/week for Summer Term	First-Year Students and Entering Freshmen	\$567/Summer Term 2012	
12 meals/week for Summer Term	All Resident Students, but excluding Entering Freshmen	\$460/Summer Term 2012	
19 meals/week for Jan Term	First-Year Students and Entering Freshmen	\$327	
12 meals/week for Jan Term	All Resident Students, but excluding Entering Freshmen	\$283	
<b>Basic Fees</b>			
Application Fee for Undergraduate Admission (Day)	All Undergraduate Students	\$35/application	Nonrefundable; Due at time of application
Books and Supplies	All Full-Time Undergraduate Students	\$1,200 (estimate/academic yr)	Cash/check/credit card due at time of purchase
Campus Life Fee - Fall & Spring	All Full-Time Undergraduate Students	\$145/semester	
Campus Life Fee - Fall & Spring	All Part-Time Undergraduate Students	\$75/semester	
Campus Life Fee - Fall & Spring	All Undergraduate Clinical Students	\$25/semester	
Campus Life Fee - Fall & Spring	All Accelerated BSN Students	\$25/semester	
Campus Life Fee - Jan Term or Summer	All Students	\$35/term	
Reinstatement Fee (all terms)	All Students	\$100/term, as applicable	
Technology Fee - Fall, Spring	All Students	\$125/semester	
Technology Fee - Jan Term	All Students	\$23/term	
Technology Fee - Summer	All Students	\$35/term	

\* At press time, fees applicable to international or London programs were not available. Contact the International Studies Office at (205) 726-2741 for details.

\*\* Double rooms assigned for single occupancy are 150% of the rate for double-occupancy rooms.

\*\*\* During Jan Term and Summer Terms, residence in University housing is limited to those students who are enrolled for at least one course at Samford University during the term of residence or to those students who are required to be in residence because of approved University activities, such as band or intercollegiate athletics, when classes are not in session. During Fall and Spring Semesters, residence is limited to full-time students.

NOTE 1: See p. 34 for a list of General Miscellaneous Fees (Vehicle Registration/Decal, ID Replacement, etc.) that apply to ALL students. See p. 37 for a list of special course or program fees that may apply.

NOTE 2: Fees are subject to change without notice. See the Bursar's Office Web site for the latest tuition and fee info: [www4.samford.edu/admin/bursar/fees.html](http://www4.samford.edu/admin/bursar/fees.html)

**NOTE ON PAYMENT/REINSTATEMENT: Charges incurred after the e-bill has been generated for the semester/term are due on or before the payment due date. Charges incurred during the drop/add period are due when incurred. Late fee of 5% (capped at \$100) will be applied to the past due balance if not received in the Bursar's Office by the due date. To avoid registration cancellation and reinstatement fee, students should pay all tuition and fees by the payment due date. See Billing, Payment, & Refund Schedule on p. 34 for dates for e-bill, payment due, refund availability, late fee assessment, and registration cancellation.**

## UNDERGRADUATE DAY STUDENT – SPECIAL COURSE, PROGRAM, OR SCHOOL FEES (IN ADDITION TO TUITION) FOR ACADEMIC YEAR 2011-2012

*The following fees apply to Samford **undergraduate** students enrolled in specific courses/programs/schools and/or during specific terms/semesters, as noted. Unless otherwise indicated, all fees are due on or before the e-bill payment due date. See Class Drops and Adds (p. 32) for payment regulations and refund notes, if applicable. For special fees that apply to undergraduate evening students or for students in specific graduate programs, see those catalog sections.*

Description	Student Classification	Expense	Notes
<b>Special Course Fees</b>			
Chemistry Lab Fee	All students enrolled in CHEM Laboratory Courses: CHEM 109, 206, 216, 316, 326, 370, 375	\$150/course	See pp. 72-74 for course titles
Exercise Science Activity Fee	All students enrolled in the following PHED/UCFH courses:		
PHED 103 (Flying Disc Sports) PHED 104 (Aqua Aerobics) PHED 105 (Beginner/Intermediate Golf) PHED 106 (Tennis) PHED 107 (Fitness Walking) PHED 109 (Strength Training-Physical Conditioning) PHED 110 (Personal Fitness) PHED 112 (Basketball) PHED 113 (Racquetball-Badminton) PHED 114 (Aerobics) PHED 115 (Volleyball-Wallyball) PHED 117 (Beginning Social Dance-Women)	PHED 118 (Beginning Social Dance-Men) PHED 120 (Fitness Swimming) PHED 127 (Yoga) PHED 131 (Soccer) PHED 132 (Lacrosse) PHED 133 (Beginning Swimming) PHED 134 (Intermediate Swimming) PHED 135 (Synchronized Swimming) PHED 136 (Fencing) PHED 137 (Lifeguard Training) PHED 138 (Water Safety Instructor Course) PHED 139 (Pilates) PHED 140 (Special Physical Activity)	\$10/per course	
	PHED 111 (Scuba)	\$200/per course	
	PHED 122 (Spin Cycling)	\$25/per course	
	UCFH 120 (Concepts of Fitness & Health)	\$40/per course	
Exercise Science Special Course Fee	All students enrolled in the following ESSM courses:		
	ESSM 110 (Principles of Food Preparation)	\$125/per course	
	ESSM 241 (First Aid and CPR)	\$25/per course	
	ESSM 274 (Practicum in Athletic Training I)	\$25/per course	
	ESSM 312 (Food, Culture, and Society)	\$125/per course	
	ESSM 414 (Experimental Foods)	\$125/per course	
	ESSM 477 (Sports Nutrition)	\$5/per course	
Freshman Orientation	All Freshmen enrolled in Orientation	\$175/Orientation session	
Interior Design	All students enrolled in INTD Tec/Studio Courses: INTD 122, 221, 222, 223, 230, 300, 301, 302, 315, 320, 401, 403, 450, and 495	\$120/semester	See p. 190 for course titles
Music: Applied Instruction	All students enrolled in an MUSA Course	\$150/credit	See p. 139 for course list
Student Recital Fee	All students enrolled in a Recital Course	\$ 50/performance	
<b>Special Program/School Fees</b>			
Business School Admin Fee - Fall, Spring	All undergraduate Business students, incl pre-business	\$125/semester	
Business School Admin Fee - Jan Term	All undergraduate Business students, incl pre-business	\$50/term	
Business School Admin Fee - Summer	All undergraduate Business students, incl pre-business	\$50/term	
Nursing School - Clinical Practice Fees	All BSN students	\$500/one-time charge	
Nursing School - Drug Screening Fee (Initial)	All undergraduate Nursing students	\$35/per student as done	
Nursing School - Drug Screening Fee (Add'l)	All undergraduate Nursing students	\$35/per student as done	
Nursing School - Undergrad Tech & ATI Fee*	All undergraduate Nursing students	\$110/semester (Fall & Spring)	
Education School Admin Fee - Fall, Spring	All undergraduate Education students	\$100/semester	
SOSA - Summer 2011 and 2012	All students participating in SOSA	\$260/term	
University Fellows Program Fee	All University Fellows students	\$350/year	

SOSA=Samford Outdoor Summer Adventure

\* Undergraduate nursing students pay this fee and the general Technology Fee that applies to all students.

NOTE 1: See p. 34 for a list of General Miscellaneous Fees (Vehicle Registration/Decal, ID Replacement, etc.) that apply to ALL students.

NOTE 2: Fees are subject to change without notice. See the Bursar's Office Web site for the latest tuition and fee info: [www4.samford.edu/admin/bursar/fees.html](http://www4.samford.edu/admin/bursar/fees.html)

**NOTE ON PAYMENT/REINSTATEMENT: Charges incurred after the e-bill has been generated for the semester/term are due on or before the payment due date. Charges incurred during the drop/add period are due when incurred. Late fee of 5% (capped at \$100) will be applied to the past due balance if not received in the Bursar's Office by the due date. To avoid registration cancellation and reinstatement fee, students should pay all tuition and fees by the payment due date. See Billing, Payment, & Refund Schedule on p. 34 for dates for e-bill, payment due, refund availability, late fee assessment, and registration cancellation.**



# Financial Assistance

*A financial assistance program has been established to aid students in attending Samford University. Federal and State financial aid in the form of grants, loans, and on-campus job opportunities is provided to assist students in meeting the financial responsibilities they incur at Samford. These programs are based on financial need as demonstrated by approved financial assessment instruments. In addition, the University provides scholarships, based on criteria such as academic achievement, leadership skills, need, athletic ability, or field of study. All financial aid programs are administered by the Office of Financial Aid (OFA).*



# Financial Assistance Guidelines, Programs, and Scholarships

## Application Guidelines

Application for financial assistance begins when the student applies for admission to Samford University. All students are urged to file the Free Application for Federal Student Aid (FAFSA) in order to be considered for all types of assistance. The FAFSA may be filed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). An application priority date of March 1 has been established, with students meeting this priority date comprising the first group of students awarded aid for the upcoming academic year.

The financial assistance received may be from one source, such as the federal government, or may represent a combination of sources, such as the federal government, the state of Alabama, private donors, the Alabama Baptist State Convention, the University, and lending institutions. Financial assistance awards are based on the number of credits taken by a student. Some programs require that a student be enrolled full-time. Awards may be adjusted should the student not be enrolled full-time.

## Federal Assistance Programs

Students may apply for the following federal programs which provide funds directly to the qualified student. All need-based aid requires the student to file the FAFSA in order to establish eligibility.

### Pell Grants

Federal Pell Grants are need-based grants that are available to eligible undergraduate students who are enrolled as full-time students. Other students may receive a pro-rata portion of a full-time grant.

### Supplemental Educational Opportunity Grants

Federal Supplemental Educational Opportunity Grants are awarded on a first-come, first-serve basis to our most needy Pell Grant recipients.

### Perkins Loans

Federal Perkins Loans are need-based loans awarded on a first-come, first-serve basis to eligible students.

### Stafford Loans

Federal Stafford Loans are available to students who qualify. The application process begins with certification of the application by the OFA. Application forms, available through the OFA, should be processed through the OFA at least four weeks before the beginning of a term. There are two types of federal Stafford loans: subsidized and unsubsidized. Need-based Stafford loans are subsidized (interest is paid by the federal government). For unsubsidized Stafford loans, interest is charged on the loan from the time funds are disbursed. Eligible freshmen may borrow up to \$5,500/year, sophomores \$6,500/year, juniors and seniors \$7,500/year, and graduate/professional students \$20,500/year.

### Parent Loans for Undergraduate Students (PLUS)

Federal Parent Loans for Undergraduate Students (PLUS) are available to parents of dependent undergraduate students. Eligible parents may borrow up to the difference between the estimated cost of attendance and other financial aid per year.

### Federal PLUS Loans for Graduate Students

Federal GradPLUS loans are available to students who qualify. Students may borrow up to the difference between the estimated cost of attendance and other financial aid received per year. Students must file the FAFSA in order to be considered.

## Health Professions Student Loan Program

Health Professions Student Loan Program provides loans on a limited basis to students in the McWhorter School of Pharmacy. These loans are awarded on a first-come, first-served, and need-based basis to eligible students. Parental data on FAFSA is required, even if student is independent.

## Work-Study

Federal Work-Study provides on-campus and off-campus employment to students. Work-Study awards compensate students for actual hours worked.

## Satisfactory Academic Progress Standards for Federal Assistance Programs

In order to receive financial aid, a student must be making satisfactory academic progress, as defined in the Academic Policies and Regulations section of this catalog.

Eligibility for financial aid will be evaluated as part of the initial application process and again at the end of each academic year. In the evaluation process, all grades of W (Withdrawn) and INC (Incomplete) will be counted as credits attempted but not passed. Repeated courses will be counted as attempted.

Students cannot receive aid after they have attempted 150 percent of the credits required for completion of their academic program. Attempted transfer credits will be used to reduce that time frame.

### Undergraduate

**Qualitative**—Students must be accepted for admission and be eligible to enroll in classes. In addition, students must achieve and maintain a cumulative 2.00 GPA on all Samford University coursework.

**Quantitative**—Students must average passing 80 percent of all credits attempted in the previous year. Both Samford and transfer attempts are included in the 80 percent calculation.

### Graduate: Law, Pharmacy, and Divinity

**Qualitative**—Students must be accepted for admission and be eligible to enroll in classes. In addition, students must achieve and maintain a cumulative 2.00 GPA on all Samford University coursework.

**Quantitative**—Students must average passing 80 percent of all credits attempted in the previous year. Both Samford and transfer attempts are included in the 80 percent calculation.

### Other Graduate Programs

**Qualitative**—Students must be accepted for admission and be eligible to enroll in classes. In addition, students must achieve and maintain a cumulative 3.00 GPA on all Samford University coursework.

**Quantitative**—Students must average passing 80 percent of all credits attempted in the previous year. Both Samford and transfer attempts are included in the 80 percent calculation.

### Appeal Procedures

Students failing to meet satisfactory academic progress standards may believe there are mitigating circumstances which contributed to their failure to meet these standards. Students may choose to appeal in writing to the director of financial aid for an exception to be made based upon these circumstances. Decisions made by the director, relative to appeals, will be communicated in writing and will reflect any conditions imposed upon the student for continued eligibility. The decisions of the director are final and cannot be appealed within or outside of the University.

## State Assistance Programs

### Alabama Student Assistance Grants

Alabama Student Assistance Grants are awarded on a first-come, first-serve basis to our most needy Alabama resident Pell Grant recipients.

### Alabama Student Grants

Alabama Student Grants are available through a state entitlement program for undergraduate Alabama residents attending accredited private postsecondary institutions in Alabama. Need is not a factor and grants (subject to annual variations in funding) are available to non-church vocation majors.

## Scholarships

### Scholarships Provided By Samford University

Samford University provides considerable financial resources to students who have the capacity to contribute to the life and values of the campus community and to benefit from educational experiences offered by the University. University gift scholarships are provided to students in recognition of achievement or to assist students who have demonstrated financial need.

### General Guidelines

The Competitive Scholarship Program of Samford University is administered by the Office of Admission. Applicants are automatically considered for these merit-based awards provided all requirements/deadlines are met. Students must be enrolled full-time in order to receive scholarships. Interviews for certain scholarships may be required and will be arranged by the Office of Admission. Please contact the Office of Admission with any questions.

If a student receiving institutional aid (e.g., academic, athletic, ministerial) is guilty of a values violation and the sanction is loss of privilege, probation, residence hall suspension, University withdrawal or expulsion, the person and/or department head responsible for recommending the aid award to the student will be notified.

### Beeson Exceptional Scholars Program

Students who exhibit exceptional academic and leadership ability are nominated by their Alabama high schools. Regional winners are interviewed and selected by the Beeson Scholarship Committee. Beeson Scholars must maintain a 3.30 GPA to be considered for a scholarship renewal.

## Other Types of Scholarships Available

### Graduate Scholarships for Certified Teachers

Graduate Scholarships for Certified Teachers are granted to students who hold a professional teaching certificate or who have completed requirements for it. These scholarships apply to master's level graduate classes in education. Application should be made prior to registration to the dean of the School of Education and Professional Studies.

### Preministerial Scholars Program

Samford is committed to fielding and developing ministerial students with the highest potential for effectiveness in ministry. The Premierial Scholars Program contributes to this effort by offering a limited number of merit scholarships reserved for students who exhibit (1) clear calling to full-time ministry in a traditional church-related position, (2) high academic standards, (3) giftedness and competence in areas demanded by church-related ministries.

Applicants must have a sense of calling to full-time ministry in one of the following traditional, professional, church-related ministry vocations: senior pastor, associate pastor, minister of education, minister of music, minister of youth, minister of children, career missionary (non-medical), hospital chaplain, campus minister, pastoral counselor or seminary/religion professor. Students who intend to engage in part-time, bivocational, or voluntary ministry, or in fields such as media, elementary or secondary education, medicine, etc., do not qualify for this scholarship. Applicants must commit to a religion major or a religion minor. They must be committed to furthering ministerial formation by being admitted as degree

seeking students at an accredited seminary, divinity school or religion graduate program within two years of graduation from Samford. Seminary or divinity schools must be accredited by the Association of Theological Schools. A minimum score of 26 on the ACT is required to apply for the scholarship.

Students in the program must maintain a 3.00 GPA. They must undertake ministry internships that are connected to a religion course for at least four semesters. One hour of elective credit will be offered for each internship, which may count toward a 20-hour minor. Each internship will involve regular hours of service in a local church or church-related mission organization, or through the Samford Sunday preaching program. Internships are coordinated by the ministry mentoring coordinator in collaboration with the director of premierial scholars. Students must participate in at least two semesters of Ministry Cadres. Cadres supplement classroom and field experiences by providing communal, vocational and spiritual growth through scheduled gatherings. Students share ministry experiences, and specialists address critical issues of church related ministry. Cadres meet weekly on Tuesdays or Thursdays at 10:00 a.m. Because the program is a part of the University Ministries Cadre program, students also receive convocation credit for attending cadre meetings.

Preministerial scholarship amounts may be as much as \$11,000 per year. Scholarship recipients who successfully complete the requirements in the first two years may receive an increase of up to \$16,000, depending on the recommendation of the Department of Religion and the Premierial Scholars Committee.

### Minister Dependent Scholarships

Minister Dependent Scholarships are available to undergraduate students who are dependents (claimed as such on the federal tax return) of a Southern Baptist minister who is licensed or ordained and serving a church or nonacademic agency of the Southern Baptist Convention. These scholarships are renewable if the student maintains a 2.00 GPA on coursework completed at Samford. Applications are available through the OFA. Students may not receive both the Minister Dependent and Premierial Scholars Program Scholarship.

The scholarship may be awarded for a maximum of eight semesters; however, maximum aggregate eligibility will be pro-rated for entering transfer students and upperclassmen receiving this award for the first time (for example, a second semester sophomore who receives the scholarship for the first time will be eligible for a maximum of five semesters). Minister Dependent Scholarships will not be awarded for Jan Term or for summer terms. The maximum annual award is \$3,200 (\$1,600 fall and spring semesters).

### Board of Aid Scholarships

Board of Aid Scholarships are available to undergraduate Alabama Baptist ministerial students through the Board of Aid of the Alabama Baptist Convention. Application must be made each semester through the Office of the University Minister.

### Art, Music, and Theatre Scholarships

The School of the Arts at Samford University awards talent scholarships of varying amounts for students pursuing academic majors in art, music, and theatre. The Arts Web site (<http://arts.samford.edu/>) contains information about audition and interview weekends, the separate application for admission to the School of the Arts, and other audition and interview materials. Please contact the arts recruiter at [arts@samford.edu](mailto:arts@samford.edu) for more information.

Band scholarships are available through an audition process to students of all academic majors who participate in marching band in the fall and either the wind ensemble or symphonic band in the spring. Information about band scholarship auditions can be obtained at <http://band.samford.edu> or by contacting the arts recruiter at [arts@samford.edu](mailto:arts@samford.edu).

### Air Force ROTC Scholarships

Air Force ROTC Scholarships are available for students majoring in engineering, physics, computer science, math, and nursing. Students may compete for a four-year scholarship as a high school senior and the deadline is December 1 of their senior year. Students already in college may compete for two- or three-year scholarships. Scholarships pay all tuition and fees, reimbursement for required textbooks, and a monthly tax-free allowance.

### Army ROTC Scholarships

Army ROTC Scholarships of two years, three years, four years, and five years are available through the Army ROTC Program at the University of Alabama at Birmingham. For details, contact the Professor of Military Science, Building 1045, 9th Avenue South, UAB, Birmingham, AL 35294, or telephone (205) 934-7215.

### Scholarship Renewal Policy

Presidential, academic, and music scholarships are renewable for students who are enrolled for a minimum of 15 credits and who maintain a 3.00 Samford GPA. The scholarships are available for a maximum of four years (eight semesters).

Athletic aid is awarded annually on the basis of athletic ability (rather than on the basis of need and academic qualifications) and is awarded at the recommendation of the head coaches of the respective sports and by the approval of the athletic director. Student athletes will qualify for athletic aid as long as they have been admitted to the University and continue to meet the University's stated standard for satisfactory academic progress that permits them to remain enrolled as full-time students, even if they do not qualify for other types of financial aid.

## Veterans Affairs Educational Benefits

Students who are veterans or dependents of veterans may be eligible to receive benefits through the U.S. Department of Veterans Affairs (VA). Contact the Office of Student Records and your VA representative. The telephone number to call concerning veterans benefits for students in the State of Alabama is (888) GIBILL1 [888-442-4551]. Samford University is approved by the VA as an eligible institution for federal benefits. In addition, the VA requires that each time a student attempts a course, the grade received must be included in the cumulative grade point average.

In order to obtain education benefits from the VA, any veteran or dependent who plans to enter Samford should:

1. Be admitted to a degree-seeking program or to an approved NCD (non-college degree) program. See the School Certifying Official for details.
2. Establish eligibility for VA benefits by completing the appropriate paperwork with the Office of Student Records or with a VA Service Office. Four to six weeks are required by the Department of Veterans Affairs for processing.

### Veterans

All veterans (Chapters 30 and 32), reservists and guard members (Chapter 1606, 1607), and veterans' dependents (Chapter 35) are responsible for paying fees and charges on the same basis as other students. Veterans under the Vocational Rehabilitation Program (Chapter 31) should make arrangements for their tuition, fees, and books to be paid prior to their first payment due date by working with their assigned vocational rehabilitation counselor. Veterans using Chapter 33 (the Post 9/11 GI Bill) must coordinate with the School Certifying Official (Student Records, Samford Hall) prior to the beginning of each term so that all paperwork can be filed, ensuring that Chapter 33 tuition/fee benefits are sent directly from the VA to Samford in a timely manner. While VA Payments are usually received regularly, Chapter 33 students are advised NOT to depend upon VA Housing Payments for the payment of rent or other vital expenses.

For more information on veterans affairs education benefits, see the following URL: [www4.samford.edu/groups/sturec/vabenefits.html](http://www4.samford.edu/groups/sturec/vabenefits.html).