The information contained in this catalog is accurate as of June 2014. The requirements, rules and provisions stated in this catalog and other publications of Lipscomb University are subject to change or modification at any time without notice. If changes are made to this catalog prior to its next reprinting, such changes will be made available in the office of the Associate Provost for Academic Development and Graduate Studies.
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*Offered on demand.

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* Approval by the Southern Association of Colleges and Schools Commission on Colleges is pending.
Lipscomb University 2014-15

The corporate institution known as Lipscomb University consists of a campus school and a university. In addition to traditional undergraduate programs, the university provides not only an Adult Degree Program, which is a special undergraduate program for working adults, but also a post-baccalaureate program, offering professional, master’s and doctoral degrees along with several certificates of graduate study. Graduate and undergraduate programs are described briefly below. For more information on any of these programs, contact the offices listed below.

A. Graduate Programs

1. **Aging Services Leadership**

   Lipscomb University has made a commitment to help find lasting and meaningful solutions to long-term and post-acute care challenges in the United States. The School of TransformAging® aspires to offer the nation’s most innovative graduate degree in aging services and to educate a new workforce who will passionately pursue careers with the aging and demonstrate a holistic skill set.

   The Master of Professional Studies in aging services leadership is a 30-hour program, which incorporates a curriculum-spanning applied project. Courses are offered in a blended format, combining the best of online and classroom learning, allowing students to complete the program in one year.

   Certificates of Graduate Studies in aging services leadership, serving the aging consumer and aging and pastoral care are also offered.

   Aging services leadership is also available to interested students upon the completion of a 12-credit-hour program. For more information, call 615.966.1102 or visit us online at transformaging.lipscomb.edu.

2. **Bible and Ministry**

   The College of Bible and Ministry offers the Master of Arts in Christian practice. This 30-hour interdisciplinary program combines course work in theology with options for study from other graduate departments at Lipscomb. For further information contact Frank Guertin, MACP director, College of Bible and Ministry at 615.966.5352.

3. **Biomolecular Science**

   The Department of Biology offers an M.S. in biomolecular science. This program is a 30-hour non-thesis professional master degree offered in a block format. Each block is eight weeks, with one calendar year consisting of five blocks. Students may enter the program three times each year (June, Aug., and Jan.).

   The program may be completed in as little as one calendar year provided that students enroll in two courses per block. To accommodate working professionals, most courses and laboratories are offered in the evening. For more information contact Kent Gallaher at 615.966.5174 or kent.gallaher@lipscomb.edu.

4. **Business**

   The College of Business offers four graduate degrees: MBA, MAcc, MM, and MHR.

   The Master of Business Administration (MBA), offered in weeknight and weekend formats, provides a flexible schedule. Evening students complete classes on Monday, Tuesday, or Thursday evenings, while weekend students combine web-based learning and classroom instruction over 22 weekends. Twelve areas of concentration are available (accounting, conflict management, finance, health care management, leadership, nonprofit management, sports management, strategic human resources, sustainability, health care informatics, information security, and a distributed option). A lock-step cohort MBA program is also available at Lipscomb’s Cool Springs off-site location. Classes start there every Aug.

   The Master of Accountancy (MAcc) is also available, incorporating seven accounting courses with three business electives. Three areas of concentration are available (taxation, assurance, and attestation, or distributed).
The Master of Management (MM) is available in a cohort format, incorporating five integrated course modules for a total of 30 hours.

The Master of Human Resources (MHR) is available in a cohort format, incorporating seven HR courses supplemented with two conflict management courses and one elective course.

Dual degrees combining the MBA with a Master of Science in Sustainability and a Master of Fine Arts in Film and Creative Media* are also available.

For further information, contact the graduate business office at 615.966.1833 or onedegreeaway.lipscomb.edu.

5. Civic Leadership
The Nelson and Sue Andrews Institute for Civic Leadership offers the Master of Arts in civic leadership. Evening and weekend and online course work accommodate government, nonprofit and business professionals seeking a leadership degree with a focus on social innovation and multi-sector collaboration for community building. The master’s degree, including the final master’s project, can be completed in 15 months. For more information visit lipscomb.edu/civicleadership or call 615.966.6155.

6. Computing and Informatics
The School of Computing and Informatics offers four innovative and uniquely multi-disciplinary programs that prepare graduates for entrepreneurial, technical and executive leadership positions within our industry, and further advanced degrees: MSIA, ISEC, MITM and MSSE.

The Master of Science in informatics and analytics (MSIA) is a 36-hour interdisciplinary program designed to train and equip data scientists with best-practice knowledge and current methodologies to make their businesses more agile as they acquire skills to aggregate and analyze disparate types of data and to recognize patterns and trends within that data.

The Master of Science in information security is (ISEC) a 36-hour program that provides an in-depth study of the many areas of information security including those associated with the responsibilities of a chief information security officer.

The Master of Science in information technology management (MITM) is a 36-hour program that emphasizes the integration of technology, management, information security and health care informatics in order to equip executive, managerial and information technology professionals with skills to create, plan, organize, lead and control information technologies.

The Master of Science in software engineering (MSSE) is a 36-hour program designed to equip professionals with a strong foundation of theory, best-practice knowledge, current methodologies and emerging technologies and their applications in software engineering—including architecture, design, planning, testing and management.

All four programs are offered in evening and weekend formats to provide flexible schedules for working professionals.

Certificates of Graduate Studies are offered in informatics and analytics, information security, information technology management and software engineering. For further information, contact the School of Computing and Informatics (615.966.7500 or technology@lipscomb.edu) or visit lipscomb.edu/technology/graduate-programs.

7. Conflict Management
The Institute for Conflict Management offers a Certificate of Graduate Studies in conflict management and a Master of Arts in conflict management. For further information, contact ICM at 615.966.6680 or icm@lipscomb.edu.

*Approval by the Southern Association of Colleges and Schools Commission on Colleges is pending.
8. Education
The College of Education offers Masters of Education (M.Ed.) in collaborative professional learning; educational leadership (administrative); English language learning; instructional practice; literacy coaching; professional learning and coaching in mathematics; reading specialty; special education; teaching, learning and leading; and technology integration, as well as a new Master of Science (M.S.) in applied behavior analysis. Programs are available for experienced educators, for those who want to enhance their careers in other appropriate fields and for individuals holding bachelor's degrees who seek initial teacher licensure.

The Education Specialist (Ed.S.) degree is offered in collaborative professional learning; educational leadership (administrative); English language learning; instructional practice; literacy coaching; professional learning and coaching in mathematics; and reading specialty. The Ed.S. degree prepares a candidate for both leadership and teaching in the selected Ed.S. major.

The Doctor of Education Degree (Ed.D.) in learning organizations and strategic change is a two-year accelerated program featuring a cohort model that combines multiple learning venues with onsite, online and field-based course work.

Certificates of Graduate Studies are offered in advanced applied behavior analysis, applied behavior analysis, English language learning, instructional coaching, literacy coaching and mathematics coaching, and technology integration.

Graduate education programs have convenient online, evening and weekend classes. For further information, contact Kristin Baese in the Office of Outreach and Enrollment for the College of Education, at 615.966.5173 or kristin.baese@lipscomb.edu.

The Raymond B. Jones College of Engineering offers a Master of Science in engineering management. Courses are offered in a variety of formats so as to have minimal disruption to schedules and careers of mid-career professionals. This degree is designed for graduates of ABET-accredited engineering programs that desire to obtain the skills necessary to prepare them for executive-level positions in engineering-focused organizations. The master's degree can be completed in 12-18 months which includes a capstone project. For more information contact David L. Davidson at 615.966.5071 or david.davidson@lipscomb.edu.

10. Exercise and Nutrition Science
Lipscomb University offers a Master of Science in exercise and nutrition science, combining the disciplines of exercise science and nutrition. Students with a background in nutrition, exercise science, or other allied health or science areas will have advanced educational opportunities in either a wellness (working with healthy individuals) or clinical track. For further information, contact Karen Robichaud, director of graduate studies in exercise and nutrition science, at 615.966.5602 or karen.robindau@lipscomb.edu.

11. Film and Creative Media
The Lipscomb University Master of Arts (MA) in film and creative media is a 36-hour graduate program designed to educate the next generation of artists to be independent, entrepreneurial filmmakers. The Master of Fine Arts (M.F.A.) in film and creative media* is a 62-75 hour program. These are immersion programs that are:

- Experiential—Students create several media projects in an array of formats and genres.

- Entrepreneurial—Students are expected not only to create media for the classroom, they are encouraged to reach out to artists and companies in Nashville to create content.

- Professional—Students will gain experience through one of several production companies in the Nashville area.

*Approval by the Southern Association of Colleges and Schools Commission on Colleges is pending.
To accommodate working professionals, courses are offered online, in the evening and on Saturdays. For more information contact Mike Fernandez at 615.966.5186 or mike.fernandez@lipscomb.edu.

12. Pharmacy
The Lipscomb University College of Pharmacy and Health Sciences offers the Doctor of Pharmacy (Pharm.D.) degree. An innovative dual degree combining the Pharm.D. and the Master of Science in health care informatics (MHCI) is also offered. In addition, the Pharm.D. and the certificate in graduate studies represents another unique curricular offering for student pharmacists.

Lipscomb University College of Pharmacy has been granted full accreditation status by the Accreditation Council for Pharmacy Education. The college has demonstrated to the satisfaction of ACPE that the program complies with accreditation standards, including the appropriateness of the program’s mission and goals, the adequacy of resources and organization to meet the mission and goals, outcomes which indicate that the mission and goals are being met, and the reasonable assurance of the continued compliance with standards.

Full accreditation status was granted by the ACPE through June 30, 2014. The ACPE site team conducted the scheduled continuation site visit in Feb. 2014. The ACPE Board of Directors will meet in June 2014 to consider continuation of full accreditation status.

For information on the College of Pharmacy, contact Laura Ward, director of admissions and student affairs at 615.966.7173.

The MHCI includes courses from health sciences, business and information technology. An important extension of this program is the certificate in graduate studies. This is a 15-hour program of advanced study in health care informatics and is comprised of the first five courses of the MHCI program.

For information on the masters in health care informatics, certificate in graduate studies or dual degree Pharm.D.-MHCI, contact Beth Breeden, director of graduate studies in health care informatics, 615.966.7160.

13. Psychology and Counseling
The Department of Psychology offers an M.S. in clinical mental health counseling, an M.S. in psychology and, a Master of Marriage and Family Therapy. For further information, contact the graduate program office at 615.966.5906 or Jake Morris at jake.morris@lipscomb.edu.

14. Sustainability
The Institute for Sustainable Practice offers a Master of Science in sustainability, a Certificate of Graduate Studies in sustainability and a dual degree combining the MBA with an M.S. in sustainability. (i.e., two diplomas are awarded). In addition, the College of Business in partnership with the ISP offers an MBA with a concentration in sustainability. For more information, call 615.966.1771 or email sustainability@lipscomb.edu.

15. Theology
The Hazelip School of Theology offers the Doctor of Ministry, the Master of Arts in Christian ministry, the Master of Divinity and the Master of Theological Studies. For further information, contact Kathy Bickel, administrative assistant for the Hazelip School of Theology at 615.966.6053, or Mark Black, director of the Hazelip School of Theology at 615.966.5709 or mark.black@lipscomb.edu.
B. Undergraduate Programs

1. Traditional Liberal Arts and Pre-Professional Programs
The undergraduate liberal arts and pre-professional offerings of the university lead to a Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing or a Bachelor of Social Work degree. Contact the Admissions Office at 615.966.1776 or admissions@lipscomb.edu.

2. Adult Learning
The College of Professional Studies houses Lipscomb’s successful Adult Degree Program, a multi-disciplinary program that offers working students the opportunity to earn an undergraduate degree in a non-traditional way. Evening, online and hybrid courses are offered in eight-week terms, designed to accommodate busy schedules. Courses are offered in a compressed format during nine academic terms throughout the year. The ADP maintains an outstanding reputation among the business and educational communities in the Greater Nashville metropolitan area. The hallmark of the program is an applications-oriented curriculum taught by faculty members who are recognized experts in their respective fields of study. Professors tailor the courses to address both academic theory and the most pressing discipline-specific topics happening in local, national and international environments. Students are well-prepared to advance both professionally and personally.

In addition, the ADP offers competency-based education in online, self-paced modules with faculty coaches. Competency-based behavioral assessment, as well as prior learning assessment through portfolio evaluation, is available to students who qualify based on work experience and transfer credit.

Non-degree seeking students may also take classes for professional development, personal enrichment and preparation for graduate studies. Students preparing for the CPA exam may enroll in the evening Certificate of Accounting Program.

Contact the Adult Degree Program at 615.966.5279 or visit www.lipscomb.edu/professionalstudies for additional information.

C. Lipscomb Academy
Lipscomb Academy offers pre-university training from pre-kindergarten through the twelfth grade of high school. For further information, contact Greg Glenn, head of school for Lipscomb Academy, at 615.966.6355 or greg.glenn@lipscomb.edu or Candice McQueen, senior vice president over Lipscomb Academy, at 615.966.5708 or candice.mcqueen@lipscomb.edu.
A Message from the President

Welcome to the graduate programs at Lipscomb University, the third largest by enrollment in Nashville. Whether you have just finished your undergraduate degree or are already established in your job, at Lipscomb you will find more than 75 graduate programs to match your professional goals.

Lipscomb was recently selected as one of the top 16 up-and-coming master’s universities in the South by U.S. News and World Report. Since 2005, our graduate enrollment has grown 588 percent to 1,690 (Fall of 2013), and we have remained current by adding or realigning more than 60 graduate programs in that time period. Lipscomb continues to invest in innovative programs and assemble superior faculty. The core faculty are doctoral-level professors recognized as experts in their fields. Visiting and adjunct professors, with a variety of professional and educational backgrounds, add to the dimension of instruction.

Recently, the College of Education and its dean, Candice McQueen, were featured in the U.S. News and World Report’s Best Grad School publication. Lipscomb is annually recognized by national, state and local sources for its top teacher preparation program. The college was named one of the top four in the nation in a recent National Council of Teacher Quality’s Teacher Prep Review, and the Ayers Institute for Teacher Learning and Innovation received competitive Race to the Top grants for promoting STEM and conducting professional development for teachers.

Lipscomb’s College of Pharmacy, the first pharmacy college established in Middle Tennessee, awarded its first Pharm. D. degrees in 2012. The new 15,000-square-foot Pharmaceutical Sciences Research Center that opened last fall provides students with the latest technology and research environments. The development of an enzyme, drug or therapeutics that will fight cancer, Parkinson’s disease or obesity may be made here!

The College of Business has been named one of the top 100 business ethics programs in the world by Ethisphere Magazine, and is among the top 25 business schools in the nation for veterans. It is the first in Tennessee and the fourth in the nation to achieve specialized accreditation for its accounting program and is one of only 15 percent of business schools in the nation to require a global study and travel experience in order to graduate with a master’s degree. In cooperation with Hang Seng Management College in Hong Kong, the college established the area’s first supply chain management program, making it the first globally partnered program of its kind in Middle Tennessee.

I could continue with the many accolades bestowed upon Lipscomb and the advances we are making, but more important is that Lipscomb prepares students for success. Beyond instruction in the classroom, students are educated through partnerships with community organizations, local and national businesses, travel abroad programs and engagement in other cultures. Students graduate from Lipscomb confident in their ability to make a difference in an ever-changing and challenging world.

Thank you for considering Lipscomb and for the potential of sharing the coming months with a university recognized as one of the leading educational institutions in the country. We hope you will join us for a life-shaping and life-changing experience.

Best Wishes,

L. Randolph Lowry
President
Calendar

2014-2015

Fall Semester 2014

Term I classes begin ........................................ Aug. 18
Classes begin .................................................. Aug. 18
Last day to add classes ...................................... Aug. 24
Labor Day holiday ........................................... Sept. 1
Last day to drop full term classes with partial refund ... Sept. 12
Last day to drop Term I classes .......................... Sept. 19
Term II classes begin ....................................... Oct. 13
Fall Break ...................................................... Oct. 17
Last day to drop full term classes ........................ Oct. 26
Preregistration ................................................. Nov. 3-6
Last day to drop Term II classes ....................... Nov. 14
Thanksgiving holidays .................................... Nov. 24-28
Final examinations .......................................... Dec. 4-11
Commencement ............................................. Dec. 13
Christmas holidays ....................................... Dec. 14-Jan. 4
Wintermester 2015 ........................................ Dec. 14-Jan. 4

Spring Semester 2015

Term I classes begin ....................................... Jan. 5
Classes begin ................................................. Jan. 5
Last day to add classes .................................... Jan. 11
Martin Luther King, Jr. Day holiday .................... Jan. 19
Last day to drop full term classes with partial refund .... Jan. 30

Last day to drop Term I classes ........................... Feb. 6
Term II classes begin ....................................... March 2
Last day to drop full term classes ...................... March 12
Spring break .................................................. March 16-20
Last day to drop Term II classes ....................... April 10
Final examinations ......................................... April 23-April 30
Commencement ............................................. May 2

Summer Session 2015

Maymester registration and classes begin ............ May 4
Last day to drop Maymester classes with partial refund ... May 7
Maymester final examinations ......................... May 22
Residence halls open ..................................... May 25
Memorial Day holiday .................................... May 25
Summer session and Junemester classes begin .... May 26
Last day to add Term I classes ......................... May 28
Last day to drop Junemester classes with partial refund May 29
Last day to add full term classes ...................... May 29
Last day to drop Term I classes with partial refund .... June 2
Last day to drop full term classes with partial refund..... June 10
Last day to drop Term I classes ........................ June 12
Junemester final examinations ...................... June 18
Term I final examinations ............................. June 25
Julymester and Term II classes begin ............... June 29
Summer Celebration ..................................... TBA
2015-2016*

**Fall Semester 2015**

<table>
<thead>
<tr>
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<tr>
<td>Term I classes begin</td>
<td>Aug. 24</td>
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<td>Classes begin</td>
<td>Aug. 24</td>
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<td>Last day to add classes</td>
<td>Aug. 30</td>
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<tr>
<td>Labor Day holiday</td>
<td>Sept. 7</td>
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<tr>
<td>Last day to drop full term classes with partial refund</td>
<td>Sept. 18</td>
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<tr>
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<td>Sept. 25</td>
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<tr>
<td>Term II classes begin</td>
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<td>Fall break</td>
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<td>Last day to drop full term classes</td>
<td>Oct. 25</td>
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<td>Preregistration</td>
<td>Nov. 9-12</td>
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<tr>
<td>Last day to drop Term II classes</td>
<td>Nov. 20</td>
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<td>Thanksgiving holidays</td>
<td>Nov. 23-27</td>
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<td>Final examinations</td>
<td>Dec. 10-17</td>
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<td>Commencement</td>
<td>Dec. 19</td>
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<td>Christmas holidays</td>
<td>Dec. 20-Jan. 10</td>
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<td>Wintersemester 2016</td>
<td>Dec. 20-Jan. 10</td>
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**Spring Semester 2016**

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<td>Classes begin</td>
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<tr>
<td>Last day to add classes</td>
<td>Jan. 18</td>
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<tr>
<td>Martin Luther King Jr. Day holiday</td>
<td>Jan. 18</td>
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<tr>
<td>Last day to drop full term classes with partial refund</td>
<td>Feb. 5</td>
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<tr>
<td>Last day to drop Term I classes</td>
<td>Feb. 12</td>
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<tr>
<td>Term II classes begin</td>
<td>March 7</td>
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<td>Spring break</td>
<td>March 14-18</td>
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<td>Last day to drop full term classes</td>
<td>March 24</td>
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<td>Last day to drop Term II classes</td>
<td>April 4</td>
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<tr>
<td>Preregistration</td>
<td>April 11-14</td>
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<tr>
<td>Final examinations</td>
<td>April 28-May 5</td>
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<tr>
<td>Commencement</td>
<td>May 7</td>
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**Summer Session 2016**

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<tbody>
<tr>
<td>Maymester registration and classes begin</td>
<td>May 9</td>
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<tr>
<td>Last day to drop Maymester classes with partial refund</td>
<td>May 12</td>
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<tr>
<td>Maymester final examinations</td>
<td>May 27</td>
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<td>Memorial Day holiday</td>
<td>May 30</td>
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<tr>
<td>Summer session and Junemester classes begin</td>
<td>May 21</td>
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<tr>
<td>Last day to drop Term I classes with partial refund</td>
<td>June 2</td>
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<tr>
<td>Last day to add Term I classes</td>
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<tr>
<td>Last day to drop Junemester classes with partial refund</td>
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<tr>
<td>Last day to add full term classes</td>
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<td>June 17</td>
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<tr>
<td>Junemester final examinations</td>
<td>June 23</td>
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<td>Term I final examinations</td>
<td>June 30</td>
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<tr>
<td>Summer Celebration</td>
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<td>Holiday</td>
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<td>Julymester and second term classes begin</td>
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<tr>
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<tr>
<td>Last day to drop Term II classes</td>
<td>July 8</td>
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<tr>
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<td>July 22</td>
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<tr>
<td>Julymester final examinations</td>
<td>July 28</td>
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<tr>
<td>Full and Term II final examinations</td>
<td>Aug. 4</td>
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*The dates in 2015-2016 are subject to change and should be regarded as tentative projections.
Lipscomb University

As a liberal arts university building upon a 123-year heritage of academic excellence, Lipscomb University offers an engaging, intellectually challenging environment for graduate education and a commitment to encourage and support spiritual formation in every member of the university community. Lipscomb’s 65-acre campus, located in the Green Hills area of Nashville, Tennessee, provides a beautiful setting which supports a nurturing environment where students can develop professionally and personally.

The Lipscomb community is diverse, with a 4,000+ member undergraduate and graduate student body representing 44 states and 38 nations that includes numerous ethnic cultures and religious traditions. More than 1,600 post-baccalaureate students are enrolled in master’s and doctoral degree programs providing academic and professional development opportunities that extend career opportunities. An average graduate class size of 20 students creates an environment for productive and rich interaction among students from diverse professional and educational backgrounds as well as between students and faculty.

The construction of new facilities, maintenance of the campus grounds, development of new academic programs and the stewardship of financial resources are strategic and will provide Lipscomb students with a quality education relevant to today’s world. Lipscomb’s outstanding full-time faculty, 84 percent of whom hold a terminal degree in their field of expertise, are accomplished teachers, active researchers and dedicated Christians.

Graduate faculty members present a valuable understanding of their discipline in application to the professional world and all faculty members are committed to providing instruction and guidance to students as they prepare for their roles in society. In addition, Lipscomb’s support staff members are attentive to student needs and facilitate the processes and procedures that enable students to successfully transition through all levels of the university experience.

Exciting and unique graduate programs in areas such as exercise and nutrition science, sustainability, civic leadership, engineering management, health care informatics, and film and creative media, coupled with traditional graduate programming in areas of business, theology and education, have broadened our appeal and strengthened the university’s reputation for excellence. In 2013, U.S. News and World Report again named Lipscomb University a top university in our category.

Lipscomb University is providing students with an educational experience that is valued and respected by local, state and national constituencies. In the past 10 years, the Lipscomb campus has been transformed by new construction, environmentally friendly renovations and landscaping totaling more than $87 million. Lipscomb lead the way for universities in Tennessee through our on-campus sustainable innovations when the Burton Health Sciences Building became the first LEED-registered academic building in the state and earned the gold-level certification.

As we continue our growth and educational expansion, we invite you to be a part of one of the leading institutions in the Southeast for preparing educated students to be leaders in their selected fields. Join us on a journey that will be life-changing.

Degrees and Certificates of Graduate Study

Lipscomb University currently confers the following post-baccalaureate degrees:

- Doctor of Education in learning organizations and strategic change
- Doctor of Ministry
- Doctor of Pharmacy
- Education Specialist (education leadership, collaborative professional learning, English language learning, professional learning and coaching in mathematics and reading specialty)
- Master of Accountancy (concentrations in taxation, assurance and attestation, or a distributed option)
- Master of Arts (Christian practice, civic leadership, conflict management, and film and creative media)
- Master of Arts in Christian ministry
Master of Business Administration (concentrations in accounting, conflict management, finance, health care informatics, health care management, information security, leadership, nonprofit management, strategic human resources, sports management, sustainability or a distributed option)

Master of Divinity

Master of Education (collaborative professional learning; educational leadership; English language learning; instructional practice; professional learning and coaching in mathematics; reading specialty; special education; teaching, learning and leading; and technology integration)

Master of Fine Arts in film and creative media*

Master of Human Resources

Master of Management

Master of Marriage and Family Therapy

Master of Professional Studies in aging services leadership**

Master of Science (applied behavior analysis, biomolecular science, engineering management, exercise and nutrition science, health care informatics, information security, informatics and analytics, information technology management, clinical mental health counseling, psychology, software engineering and sustainability)

Master of Theological Studies

The university also awards the following Certificates of Graduate Studies: advanced applied behavior analysis, aging services leadership**, serving the aging consumer, conflict management, English language learning, health care informatics, information security, informatics and analytics, information technology management, instructional coaching, literacy coaching, mathematics coaching, pastoral care for the aging, professional accountancy, software engineering, student ministry, sustainability and technology integration. These certificates do not imply professional certification but are intended to strengthen students' qualifications and professional portfolios in specific areas.

Accreditations and Memberships

Lipscomb University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, master’s and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404.679.4500 for questions about the accreditation of Lipscomb University.

The Hazelip School of Theology at Lipscomb is a member of the Association of Theological Schools. ATS is the premier accrediting organization for graduate, professional theological schools in the United States.

The College of Business programs at the graduate and undergraduate level are accredited by the Accreditation Council for Business Schools and Programs. In addition, the accounting program has achieved separate accreditation for both its undergraduate and graduate degree programs.

The College of Education M.Ed. and Ed.D. programs at Lipscomb University are approved by the Tennessee State Board of Education, and are accredited by the National Council for Accreditation of Teacher Education.

The College of Pharmacy offers the Doctor of Pharmacy degree. The College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education.

Mission

Lipscomb University is a private coeducational institution whose principal focus is undergraduate education in the liberal arts and sciences, combined with a number of undergraduate professional and pre-professional fields, master’s and doctoral degree programs. Its primary mission is to integrate Christian faith and practice with academic excellence. This mission is carried out not only in the classroom but also by involvement in numerous services to the church and the larger community.

* Approval by the Southern Association of Colleges and Schools Commission on Colleges is pending.
** Offered on demand.
General Governance Information

Graduate Governance
The associate provost for academic development and graduate studies oversees Lipscomb’s graduate education experience. The graduate academic leadership team, chaired by the associate provost for academic development and graduate Studies, controls policies and procedures relating to graduate programs.

All decisions of the graduate academic leadership team are subject to final review for approval or disapproval by the provost. All curricular changes to graduate programs (including new graduate programming) are approved by the academic leadership team following approval by appropriate graduate faculties and colleges. The provost chairs the ALT and the associate provost for academic development and graduate studies is a member of ALT.

The day-to-day operations of graduate programs will be administered by their respective program directors. Their responsibilities include, but are not limited to, reviewing course content and evaluation procedures, maintaining graduate level work in all classes, monitoring student admission to the program, supervising and aiding student progress through the program and completing all routine reports.

Intellectual Property Policy
The intellectual property policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of the university innovations and provide for the equitable distribution of monetary and other benefits derived from intellectual property. The Office of General Counsel oversees the implementation of procedures for intellectual property. Please contact the general counsel with intellectual property issues or for a full copy of the policy.

Community Accountability—Whistleblower Policy
Lipscomb University is committed to providing all members of the university community, including students, faculty, staff, alumni, vendors and guests, with a safe and productive environment. If any member of the university community has reason to believe or reasonably suspect that the university or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established university policy, that person may report such action or activity without fear of reprisal or retaliation. Information regarding this policy is available through the Office of General Counsel.

Graduate Student Handbook
The graduate student handbook contains information regarding general academic policies, student conduct and policies that apply to the graduate student community at Lipscomb. The handbook can be accessed at www.lipscomb.edu/uploads/48839.pdf.

Graduate Admission Approval Process
Admission to an accredited master’s degree program requires that the prospective student show educational preparation that evidences the potential for a high level of performance. The admissions policy of Lipscomb University is aimed toward evaluating the readiness of the applicant for responsible graduate level work.

Admission decisions will be made in each graduate area based upon a composite of subjective and quantitative information. Each applicant’s individual strengths and weaknesses are considered. Admission decisions are based on the candidate’s essay and letters of recommendation, the academic standing of other academic programs in which the applicant has studied, relevant professional activities and achievements, test scores, previous grades, extracurricular and community activities, and the recommendation of the faculty in the area in which the applicant is seeking admission. Each application will be considered in the context of other applicants to the same area, with due consideration to the availability of space in the program and the need to maintain a pool of students of superior potential. Critical evaluations of each applicant’s professional goals, academic potential and promise for a productive career are made in order to bring together the candidates most likely to benefit from the Lipscomb graduate experience.

Each applicant’s complete file is evaluated by representatives from the applicant’s program of interest. The appropriate graduate program director may assume this responsibility when an applicant has satisfactorily met all conditions for admission. Each graduate area will make the determination to grant or deny admission to the applicant and will be responsible for specifying any prerequisite courses the applicant must complete in order to be granted full admission and/or to make recommendations concerning needs of the applicant in specific areas of curriculum selection.
Non-Discriminatory Policy
Lipscomb University is a private, Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb University complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarship and loan programs, employment practices and athletic and other school-administered programs.

Required Documentation for Off-Site Learning Experiences
Off-site learning experiences (i.e. clinical, practicum, internship, etc.) are required in some courses of study at Lipscomb. Successful completion of these experiential courses is required for graduation and/or licensure. Students should be aware that many experiential sites require satisfactory documentation of personal identification in the form of driver’s licenses, social security cards, passports, drug screening and background checks. Students should make sure that they are aware of and can meet all documentation requirements well in advance of the time frame for admission into the respective program and placement into these sites. Failure to provide required documentation for successful entry into these experiential courses will result in failure to complete the desired program of study.

Email Accounts
All graduate students are issued a Lipscomb email account. That email must be checked regularly for campus information, class announcements, etc. The Lipscomb email account serves as the official means of electronic communication with students. Students are expected to monitor and regularly check this account for messages. The student may forward the Lipscomb account to an account that he or she checks daily.

Parking
All graduate students who park on campus must register the vehicle and have a Lipscomb parking sticker.

ID Cards
All graduate students must have a Lipscomb ID card. Students taking any course work on campus, who do not have an ID made, will be placed on hold and not allowed to register for the next term.

NOTE: Students seeking to enroll in the College of Pharmacy should consult those portions of the catalog for specifics related to that program.

General Academic Information

Academic Integrity: A Community of Faith
Lipscomb University is a community of scholars and learners committed to the teachings of Jesus Christ. Our core values of Christ-likeness, truth, excellence and service integrate our Christian faith with the practice of academic pursuits. As citizens of this community, students, faculty and staff share the responsibility for promoting a climate of integrity.

As a distinctively Christian university, the desire is for each member of the community to grow in Christ’s image. The pursuit of truth is a constant goal of the Christian life and lays the foundation for lifelong integrity. In every facet of our work, we seek excellence in the pursuit of knowledge and the courage to make difficult choices even at personal cost. In our service in this community, our actions should reflect the second great command “to love your neighbor as yourself.” This command compels us to respect others, to treat others fairly and honestly and to assume personal responsibility.

The life of the Christian is built on the foundation of serving others and living in truth. A community built on these principles cannot accept cheating, lying, fraud, theft and other dishonest behaviors that jeopardize the rights and welfare of the community and diminish the worth of academic integrity of the community.

The “community of faith” sets out broad principles. From these broad principles flow policies and practices for members of the Lipscomb University community. The community of faith, judicial code and academic integrity policies can be found in myLipscomb in the Office of the Provost section.

Multiple Masters’ Degrees
Graduate students may request to concurrently pursue more than one master’s degree. Guidelines for requesting admission to multiple masters’ degrees (other than admission to specifically developed dual degree programs) can be obtained from the Office of the Associate Provost for Academic Development and Graduate Studies. For guidelines regarding specifically developed dual degree graduate programs refer to the following section entitled Dual Degree Programs.
Dual Degree Programs

Admissions: All stated admissions policies and procedures outlined in the graduate catalog for each cooperating graduate program offering dual degree options will apply during the catalog year of admission and enrollment.

• Candidates must apply to each individual graduate program. One application can be forwarded to both programs when selecting the “dual degree” option on the application.
• Separate admission must be sought from a cooperating program if the student chooses a dual degree option AFTER being admitted to an individual degree program.
• Prospective dual degree candidates can apply for dual degree status from cooperating programs at any time prior to graduation from the former admitted graduate program.
• If a student has already received a diploma from a cooperating graduate dual degree program, the student is ineligible for the dual degree option.

Course work: Dual degree programs represent curriculum developed and agreed upon by both cooperating graduate programs, with approval by their respective academic supervisors, graduate academic leadership team, academic leadership team and the registrar, with appropriate SACCOC notification.

• All dual degree program course work is clearly described and listed in the graduate catalog.
• The majority of course work within cooperating graduate dual degree programs should be completed within one individual graduate program at a time. However, some cooperating dual degree program courses may be taken where they are normally offered within the context of a concentration or within the context of elective selection.

Academic Standards and Policies: All Lipscomb dual degree programs adhere to existing policies in all participating academic units that are consistent with the policies described herein.

• Upon completion of the minimum requirements for graduation from each cooperating dual degree program, two diplomas will be issued.

Registration
Registration for graduate courses is done in conjunction with the appropriate graduate studies office. Students will be able to register for classes at myLipscomb on the Web after receiving a registration PIN from their advisor or the registrar’s office.

Registration will be permitted prior to the first class session. For information on adding or dropping courses, see General Financial Information.

Student Advising
The appropriate graduate studies offices provide advising to students throughout their programs of study. Students will pursue a master’s or doctoral degree in close consultation with an advisor.

Readmission
Students not enrolled for two or more consecutive semesters (fall or spring) must reapply by submitting only the graduate studies application two weeks prior to the start of the semester in which they plan to enroll.

Students not enrolled for two years or more must submit a complete admission file before the admissions deadline of the graduate program. Refer to the specific graduate program’s admission policies and procedure for official documentation required.

New Graduate Student Orientation
The Office of Graduate Studies will host a new graduate student orientation prior to the beginning of fall and spring semesters. The orientation is designed to give new students the opportunity to meet one-on-one with offices across campus and become familiar with the Lipscomb campus. Every new student is strongly encouraged to participate in this program before attending classes.

Auditing
A student is permitted to audit a course as a non-degree seeking student provided (a) there is space in the classroom and (b) the number of auditors is not more than 20 percent of the credit students. The fee for auditing a course is 50 percent of regular tuition and no credit is earned. With permission of the professor, a student may change his or her registration from credit to audit or audit to credit during the first four weeks of the semester or equivalent time in non-semester terms. After this time the options are to continue as registered or to withdraw from the course.

Course Load
See individual graduate programs for course load requirements.

Special Examinations (Challenge Procedure)
Although the university does not encourage the use of special examinations, there are situations (e.g.,
extraordinary experience) in which it seems advisable to allow a student to challenge a course by special examination. This may be either for credit or without credit. In no case should a student expect to challenge a lower-level course in a discipline for which he or she has previously earned advanced level credit. Further information concerning special examinations is available in the registrar’s office. A fee of $170 is charged for each special examination. A student may challenge a particular course only once and cannot challenge a course which he or she has failed or a course in which he or she has been officially enrolled, i.e., it appears on his or her transcript. A maximum of 6 hours may be waived by special examination.

**Thesis Guidelines**

Some graduate programs include a thesis as part of the academic requirements. Students who write a thesis should work closely with their advisor to make certain that they follow appropriate guidelines established by the graduate academic leadership team and their individual graduate program. Copies of their guidelines and forms are available on the Office of Graduate Studies website, lipscomb.edu/uploads/53774.pdf.

**Institutional Review Board**

The role of the institutional review board is to review all proposed research involving human subjects to ensure that subjects are treated ethically and that their rights and welfare are adequately protected.

The IRB is composed primarily of faculty members from disciplines in which research involving human subjects is integral to that discipline’s work, researchers whose primary interests are non-scientific, as well as members from the community. The IRB review process is administered through the Office of the Associate Provost for Academic Development and Graduate Studies. For information regarding IRB processes see www.lipscomb.edu/research/irb.

**Grading System and Records**

While it may be customary to refer to graduate student enrollment by the number of courses a student takes per term, the academic unit is the semester hour. The three-semester hour course is based upon three 50-minute hours of instruction each week over a period of 16 weeks. In most instances, graduate courses meet for 150 minutes per week. (In education, graduate courses [except the 12-semester hour enhanced student teaching experience for students seeking initial teacher licensure] are 1-, 2-, 3- or 6- semester hour courses.)

**Class Attendance**

Regular class attendance is expected of each student. The classroom experience is considered an integral part of the institution’s educational program. Students who miss a significant amount of class time are subject to failure.

Students who expect to miss class should consult with their teachers in advance and additional assignments may be required to compensate for the missed classes.

**Transcripts**

Requests for transcripts should be made through the registrar’s homepage via the Lipscomb website (www.lipscomb.edu). Such requests should be submitted at least a week before the transcript is needed. All final decisions on the issuance of transcripts will be made by the registrar. No transcripts will be issued until all accounts with the university have been satisfactorily settled. There is a $5.00 fee per transcript.

**Grades**

All work in the university is graded by letters. Each letter is in turn assigned a quality-point value according to the list provided below. For example, a letter grade of “A” carries a quality-point value of four quality points per semester hour. If the student makes an “A” in a three-hour course, the total number of quality points earned for this course would be twelve quality points.

The overall grade-point average for each student is determined by dividing the number of quality points earned by the total number of hours attempted. Only work taken at Lipscomb University is included in the computation.

In the case of courses repeated at Lipscomb, only the highest grade will be used in determining the grade-point average. The hours attempted will be used only once. For duplicated work, that is, for any course taken both at Lipscomb and another school, the grade of the Lipscomb course will always be used in computing the student’s GPA.

Grades are awarded on an “A” (excellent), “B” (good), “C” (marginal) and “F” (failing) scale.

An “I” (incomplete) may be given under special circumstances, but will be computed as an “F” until the course is completed.
In cases where the grade of “I” is given, a grade must be established within the first three weeks of the succeeding term in residence or the grade automatically becomes “F.” An extension may be petitioned by the student but such extensions must be: initiated by the student and approved by the instructor and the graduate program director, in that order. A student who does not return to Lipscomb University will automatically receive “F” on all incomplete grades after one year. The “W” is awarded if withdrawal occurs during the designated drop period. The letter “X” is noted on the transcript as the designation for an audit. Quality points are awarded as follows: “A” = 4; “B” = 3; “C” = 2; “F” = 0.

Grades of “S” (satisfactory) or “U” (unsatisfactory) are typically awarded for thesis work and are not to be included in computation of grade-point average.

An “IP” (in progress) may be given for students enrolled in thesis, internship and independent study classes where progress is being made but not completed by the end of term. In cases where the grade of “IP” is given, a grade must be established by the end of the next full semester after the “IP” grade has been given. A student who does not return to Lipscomb University will automatically receive an “F” on all incomplete and in-progress grades after one year. Any variation of these policies must be approved by the academic leadership team.

Grades are available to the student on the Web at the end of every term. Students who need written documentation of grades for employer reimbursement purposes should contact the registrar’s office for assistance. Once grades have been posted to the student’s record in the registrar’s office, they are considered permanent.

**Definition of Credit Hour**

A credit hour (one) is defined as student/teacher interaction of not less than one hour and a minimum of two hours out of class work for 15 weeks. See addendum on page 278.

**Academic Standing**

- **Good Academic Standing**
  See individual graduate programs for policy.

- **Academic Probation**
  See individual graduate programs for policy.

- **Conditional Admission**
  See individual graduate programs for policy.

- **Suspension**
  See individual graduate programs for policy.

**Candidacy**

Admission to a program does not imply admission to candidacy for the master’s degree. During the course of pursuing the post-baccalaureate degree, the student must be admitted to “candidacy.” See individual graduate programs for candidacy policy.

**Final Examinations**

A schedule of final examinations is announced by the registrar.

**Graduation**

Students must register for GN 999X the semester in which all course work will be completed for graduation. Students who do not file their intent to graduate form in the Registrar’s Office by the end of the first week of their last semester may be delayed in graduating.

Graduate students receiving degrees are hooded during the May and Dec. commencement exercises.

**Student Grievance/Complaint Process**

A student wishing to lodge a complaint about any university office or service is invited to follow the procedures outlined in the student handbook, available on the Lipscomb website. If the complaint or grievance is related to a specific course or instructor, the matter should be addressed first with the instructor. If that interaction is unsatisfactory, the student should take the complaint to the program director. Should the concern remain unresolved, the student may directly contact the office of the dean of the college.

If the issue is still unresolved, the appeal can be continued by filing a formal written appeal with the Director of Student Advocacy. The form is located on the Lipscomb website, www.lipscomb.edu/uploads/49405.pdf.

Following the procedure above, any appeal of a course grade must be filed in the Office of the Associate Provost for Academic Development and Graduate Studies within 60 days following posting of the grade to the student’s record. A grade is deemed posted when the grades are rolled to history at the end of each semester. In no case may a student appeal a grade that has been recorded on the transcript for as long as twelve months.

As to academic freedom, students are encouraged to examine all pertinent data, question assumptions and, guided by the evidence of research, freely study the substance of each academic discipline. Any student
who perceives that this right has been violated may file a formal grievance through the Office of the Associate Provost for Academic Development and Graduate Studies.

**International Students**

Individuals are considered international students if they:

1. Are not a United States citizen; or
2. Do not have permanent resident status.

Applicants with permanent resident status do not have to take the Test of English as a Foreign Language exam, but will need to use a transcript evaluation service if any undergraduate work was taken outside the United States.

1. Financial aid opportunities are extremely limited.
2. For Lipscomb to provide a student visa, international student applicants must supply proof of financial status (enough savings to pay for at least one year's tuition and living costs). Lipscomb requires that the first semester's tuition and fees be paid in advance. Lipscomb also requires proof of health insurance coverage.
3. International students are required to be proficient in written and oral English before enrolling. International students whose native language is not English must present the results of the Test of English as a Foreign Language OR the International English Language Testing System exam with the application. Preferred TOEFL scores are in the 75th percentile rank (approximately 570 on the paper-based test, 230 on the computer-based test, or 80 on the IBT). An IELTS exam with an overall band score of 6.5 is the minimal accepted for admittance.
4. International students must make application at least six months prior to the desired date of entrance with a non-refundable international student application fee of $75.
5. All applicants whose academic records are from colleges, universities and institutes located outside the United States must order a course-by-course report from an approved evaluation service. Application for admission will not be considered without having this detailed review on file. All applicants are required to order a course-by-course report. The services that Lipscomb University uses are:

   - Lisano International
     Foreign International Credential Evaluation
     P.O. Box 407
     Auburn, AL 36831-0407 U.S.A.
     Fax: 334.745.0425
     website: www.lisano-INTL.com
   - World Education Services (WES)
     P.O. Box 01-5060
     Miami, FL 3310104
     tel: 305.358.6688
     website: www.wes.org
6. Official copies of satisfactory standardized test scores on TOEFL and the GMAT, GRE (or acceptable alternative), must be submitted six months in advance.

**NOTE:** Graduate credit will not be granted to students who do not comply with the above requirements. Admission to graduate study does not imply admission to candidacy for the degree.

For more information, contact the director of transfer and international admissions at 615.966.1776, email admissions@lipscomb.edu, or visit international.lipscomb.edu.
**General Financial Information**

**Application Fees**
Each graduate program carries a non-refundable $50 application fee, payable before the application can be processed. Please refer to your individual graduate program for tuition and fee information.

**Interdisciplinary Program Tuition**
Courses taken outside of the primary program may have a different hourly tuition rate than the hourly rate of the classes within the primary program.

**Payment Policy**
Graduate students beginning a program after the due dates are required to have payment in full, financial aid awarded, or a TouchNet payment plan established prior to attending class. For future semesters they should follow the scheduled due dates.

Students should register for any classes they anticipate taking in a semester during pre-registration for the semester, in order to maximize their opportunity for successful financial arrangements.

Returning students must be officially registered (paid in full, financial aid awarded, or TouchNet payment plan established) by the following dates:
- Summer: May 1
- Fall: Aug. 1
- Spring: Dec. 1

Students who require additional funds outside of any eligible financial aid and who have not chosen one of the following options will not be able to attend class and their classes may be dropped:

**Payment options are as follows:**

**I. Monthly Payment Plan**
Lipscomb University is partnering with TouchNet to offer monthly payment plan options allowing students to spread semester expenses over equal monthly payments. The plan may be used to supplement all forms of financial aid. There is a non-refundable enrollment fee of $60 per semester. Enroll online through TouchNet. Sign up as early as April for summer and fall semesters and as early as Nov. for spring semester. Any late payments are subject to a $40 late payment fee. Payments are due on the 25th of each month.

**II. Full Pay**
Any remaining balance after loans and scholarships are applied is due by the required due date.

**Summary of Potential Transcript Holds**
The following holds will prevent release of transcripts or diplomas, or the selection of classes. These holds are strictly enforced.

<table>
<thead>
<tr>
<th>Hold</th>
<th>Office Responsible</th>
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<tbody>
<tr>
<td>Academic</td>
<td>Associate Provost’s Office</td>
</tr>
<tr>
<td>Discipline</td>
<td>Campus Life Office</td>
</tr>
<tr>
<td>Financial</td>
<td>Business Office</td>
</tr>
<tr>
<td>Prepayment Hold</td>
<td>Business Office</td>
</tr>
<tr>
<td>Collections Hold</td>
<td>Registrar’s Office</td>
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<tr>
<td>FERPA</td>
<td>Financial Aid Office</td>
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<tr>
<td>Financial Aid</td>
<td>Campus Nurse</td>
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<tr>
<td>Health</td>
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</tbody>
</table>

**Employer Reimbursement**
Employer reimbursement benefits result from an agreement between the student and his or her employer. Students are required to satisfy financial obligations by due dates regardless of the timing of reimbursement from the employer.

**Financial Responsibility**
Registration at the university is considered a binding contract. Students are not permitted to register for classes, receive transcripts or diploma until all financial obligations to the university are satisfied.

**Delinquent Accounts**
Past due accounts are subject to interest at 1.5 percent per month(18 percent annually). Failure to meet financial obligations to the university may result in the delinquent account being placed with a collection agency. Students are responsible for the fees of any collection agency, which may be based on a percentage at a maximum off 33.3 percent of the debt, and all costs and expenses including reasonable attorney’s fees incurred in our collection efforts.

Students are responsible for notifying the registrar’s office of any change in billing address.

**Student Refunds**
Any credit balance on a student account resulting from Title IV funds will be refunded no later than 14 days after the credit has occurred. Direct deposit is the preferred method for refunds. Bank account information can be set up through TouchNet on the “eRefunds” tab.
Financial Aid
While primary responsibility for financing a graduate education lies with the student, Lipscomb makes every effort to bring that education into the reach of each qualified student. Filing a Free Application for Federal Student Aid at www.fafsa.gov qualifies a student for the federal Stafford Student Loan Program. A load of six hours in a semester is required to receive a Stafford student loan.

To be eligible for the Stafford Student Loan Program:
1. Complete the Free Application for Federal Student Aid. Go to www.pin.gov and apply for a PIN number. Once you have your PIN number, go to www.fafsa.gov and fill out the online application. You may ‘sign’ the online application with your PIN number.
2. Wait for the Department of Education to process the FAFSA form. This takes a few days.
3. Accept the awarded Stafford loans via myLipscomb. Supporting documentation, including an online MPN and online entrance counseling, are also required and can be completed at www.studentloans.gov. The FAFSA must be filed annually.
4. Loans are disbursed 30 days after the start of the semester of after a student has begun his or her sixth hour, whichever comes later.

The student loan process and FAFSA filing take time, so please complete these documents and submit them at least four weeks prior to the start of the semester in which you are enrolled.

The official form of communication is a student’s Lipscomb email address.

Please contact the financial aid office at 615.966.1791 for information concerning renewal requirements, duration requirements, loan funds and other related matters.

Student Loans
Federal Stafford student loans, Graduate PLUS and private student loans are available through the university. The student may contact the Financial Aid Office for application information or go online to financialaid.lipscomb.edu. The FAFSA must be filed in order to qualify for the Stafford loan and Graduate PLUS loan programs.

Previous student loans are eligible for in-school deferment with a minimum of six hours per semester. Enrollment status is verified by the registrar’s office.

Veterans Aid/Yellow Ribbon Program
Graduate degree programs at Lipscomb University are approved for the training of veterans and eligible persons under laws administered by the U.S. Department of Veterans Affairs.

Through an agreement with the United States Department of Veteran Affairs, Lipscomb University will guarantee some level of graduate tuition funding, applicable to all Lipscomb University graduate programs, for graduate students who qualify for the Yellow Ribbon Program. Depending on program tuition rates, the graduate tuition funding may or may not cover the total tuition cost of the program.

The Yellow Ribbon Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree-granting institutions) in the United States to voluntarily enter into an agreement with VA to fund tuition expenses. For eligibility requirements, go to www.benefits.va.gov/gibill/.

Any questions concerning eligibility or benefits should be sent to the VA school certifying official located in the lower level of Bennett Campus Center, Suite 140, or visit their website at www.lipscomb.edu/veterans.

Satisfactory Academic Progress to Maintain Federal Financial Aid
In order to receive federal financial aid, students must be making satisfactory academic progress. The university is required to apply standards that are both qualitative and quantitative.

Qualitative - Students must be accepted for admission and be eligible to enroll for classes. In addition, students must achieve and maintain a cumulative grade-point average based on each program’s academic requirements. (Minimum GPA on a 4.00 scale: M.Div., M.T.S., M.A.C.M., 2.75; Ed.D., Education Specialist, MBA, M.Acc., M.A. in Christian practice, M.A. in conflict management, M.A. in civic leadership, M.Ed., M.M.F.T., M.H.R., M.P.S. in aging services leadership, M.S. in biomolecular science, M.S. in exercise and nutrition science, M.S. in engineering management, M.A. in film and creative media, Master of Fine Arts in film and creative media, Master of Management, M.S. in applied behavior analysis, M.S. in health care informatics,
M.S. in informatics and analytics, M.S. in information security, M.S. in information technology management, M.S. in mental health counseling, M.S. in psychology, M.S. in engineering management, M.S. in sustainability and Certificates of Graduate Studies in all programs, 3.00; and Pharm. D., 2.30

**Quantitative** - All students must earn a cumulative minimum of 66.7 percent of all hours attempted. Students cannot receive aid after attempting 150 percent of the hours required for completion of their academic program. For example, in the Master of Science in psychology program, a nine-hour semester course load constitutes full-time status. The 36-hour program would require four full-time semesters to complete. Applying the 150 percent rule above, with respect to financial aid, a student will have six semesters to complete the program and receive aid. Hours accepted for transfer credit will reduce this time frame.

The federal government expects a student to pass at least 66.7 percent of all attempted hours, not earned hours. Attempted hours include all “W, F, NC, U, I or IP” grades and/or dropped courses. Satisfactory academic progress is reviewed by the Financial Aid Office at the end of each term in which a student receives Title IV aid. Students placed on financial aid warning or probation status will be notified by email to their Lipscomb email address. Students on warning status must pass 75 percent of their attempted hours in the semester in which they are currently enrolled. If the student does not pass 75 percent, the student will be placed on financial aid probation.

All probations may be appealed in writing by completing a satisfactory academic progress appeal form (located in the Financial Aid Office). All appeals must include documentation of any unusual circumstance that contributed to the suspension. A plan must be in place to ensure success of the student the following semester that will allow the student to meet future minimum SAP requirements and be signed by a faculty member (or appropriate instructor). Federal financial aid probation or suspension is not the same as Lipscomb University academic probation or suspension. If a student receives a grade change or satisfies an incomplete grade after satisfactory academic progress is confirmed, it is the student’s responsibility to notify the Financial Aid Office during the appeal process.

**Return of Federal Title IV Policy (R2T4)**

In the event a student withdraws, drops out or is expelled from the university prior to the end of a semester of enrollment, the financial aid office will determine if the student must return any Title IV funds, even if the funds have already been credited in full to the student’s account. It is the student’s responsibility to inform the financial aid office if he or she is withdrawing for any reason from the university prior to the end of a semester.

I. Students who officially withdraw prior to completing 60 percent of the semester will have their financial aid prorated and any unearned funds returned. Students may owe funds to the Department of Education and/or Lipscomb University.

   A. Return of Title IV aid will be completed upon notification of a student’s withdrawal from the university.
   
   B. The registrar’s office notifies the financial aid office when a student has withdrawn from the university and the last date of attendance is entered into the university database.

II. The official last date of attendance for students who withdraw will be determined by the students’ instructor in conjunction with the registrar’s office.

   A. A student who officially withdraws will complete a form with the registrar’s office which must be signed by various university offices including the financial aid office.
   
   B. The registrar’s office initiates the withdrawal form and procedure for pre-registered nonreturning students.

III. Upon official notification of a withdrawal by the registrar’s office in which classes are removed and a “W” is placed on the student’s record, the financial aid office will calculate in accordance with federal guidelines the amount of aid that must be returned or disbursed to the student. The financial aid office uses university software to calculate the earned and unearned funds per student.

   A. The financial aid office will return any unearned portion of the grant and/or loan funds to the Department of Education. (This may cause a balance owed to the university which becomes the student’s responsibility.)
   
   B. The student is informed by email of the required returns and the amount, if applicable, that is owed to the university.
C. The university business office will send a statement of charges and billing information to the student after the withdrawal and removal of Title IV aid is complete.

D. For federal Stafford loans, a letter with exit counseling instructions is sent to the withdrawn student and any future scheduled disbursements for the aid year are cancelled.

Federal regulations stipulate how the return of Title IV Funds is calculated for a student who has received financial assistance from any of the federal Title IV programs. The return must be allocated in the following order and returned to the appropriate program(s):

1. Unsubsidized federal Stafford loan
2. Subsidized federal Stafford loan
3. Federal Perkins loan
4. Federal PLUS loan
5. Federal Pell grant
6. Federal SEOG
7. Other Title IV aid programs

Unofficial Withdrawals
Students who do not officially withdraw from the university but receive all grades of “F” at the end of the term will be considered to have withdrawn. The registrar’s office will contact the professors in whose classes the students were enrolled to determine if the student earned the grade of “F” and the last date of attendance for that student. The professor will complete a form or respond to the email with the determination of last date of attendance and the earned grade. If the student attended past the 60 percent mark in the semester, it will be deemed that the student earned the grade of “F” and will not be a withdrawal.

Students in module programs who complete one module (example Term I and Term II) but withdraw from the second module will be considered a withdrawal and the calculations and processes described above will be followed.

The registrar’s office will determine the last date of attendance in the second module by contacting the student’s professor. Once the date is determined, the information will be entered into the database and passed on to the financial aid office for calculation.

Beyond academic requirements, by accepting financial aid, the student incurs an ethical responsibility to observe the university code of conduct and fulfill his or her contractual financial obligations.

Adding and Dropping Courses
1. During drop/add period (see catalog calendar for specific drop dates), students will receive a full tuition refund, according to the refund policy.
2. After the drop/add period, refunds will be prorated according to the refund policy listed below.
3. During the official drop/add period, students will be able to drop or add classes on the Web. After that time, a drop/add form must be completed and accepted in the Registrar’s Office in order to be official. The official drop date will be the transaction date indicated from the Web or the date the drop/add form is accepted in the registrar’s office.
4. No reduction in tuition is provided for courses added at any time during the semester.
5. There are no financial reductions for temporary student absence from classes for any reason.
6. The last day to add a class is the date of the first class meeting. (MBA students who register for a class within 14 days of its first class meeting may not receive textbooks and other required readings before the first class session.)
7. Any course dropped within the first week of the semester will not appear on the permanent record. Any course dropped after the first week and until the last day to drop classes will be given a grade of “W.” (For MBA and MAcc courses, see Graduate Studies in Business section of this catalog.)
8. Any course dropped at any time without proper notification (completed drop/add form) to the registrar’s office will be assigned the grade of “F.”
9. Adding and dropping courses can affect a student’s financial aid. Check with the financial aid office for details.

Date of Official Withdrawal
Lipscomb charges a withdrawal fee of $195.
1. Official withdrawal from the university requires that the student:
   a. Secure a student withdrawal form from the registrar’s office.
   b. Supply all necessary information on the student withdrawal form, securing the required signatures.
   c. Secure residence hall clearance in writing from the head resident (boarding students only).
2. The completed student withdrawal form and the student I.D. card must be turned in to the business office. The date of official withdrawal from the university will be the date the process is begun in the registrar’s office. The form must be signed by the housing office, the financial aid office, and the business office before the procedure is complete.

3. The official withdrawal notice must be recorded by the business office before an adjustment in the student’s financial record can be made.

4. Students withdrawing during a semester, or not attending any semester other than summer session, must reapply in the appropriate graduate office.

5. The semester deadline for official withdrawal from the university is the last day of classes prior to the final exam period.

6. Withdrawal from the university can affect a student’s financial aid. Check with the financial aid office prior to withdrawal.

Refund Policy
Registration at the university is considered a contract binding the student for the entire term. Many commitments of the university are based upon the enrollment anticipated at the beginning of the term.

After a Student Registers, there Will Be No Refund of Most Fees.

Refund of tuition:
Refunds will be calculated based on the official date of withdrawal or date class is dropped as defined above. Please refer to the table below to determine applicable rate for non-standard terms or the schedule to determine the rate for standard semesters.

Graduate students who are enrolled in a program of study where the first course of the program meets on a weekend format may receive a 100 percent refund if they have attended only the first weekend meeting (or less) of that first course. Attendance beyond the first weekend will be subject to the normal refund protocol. Withdrawal from courses beyond the first one in the program will follow the regular refund process.

Fall and Spring (Full Term) Tuition Refund Period:
100% Must drop or withdraw by the equivalent of two weeks of class.
50% Must drop or withdraw by the equivalent of four weeks of class.

No refund of tuition after the equivalent of the fourth week of class (see paragraph below).

Accelerated Classes (Fall, Spring, Summer) Refund Period:
100% Must drop or withdraw by the equivalent of two weeks of class.
50% Must drop or withdraw by the equivalent of four weeks of class.

No refund of tuition after the equivalent of the fourth week of class (see paragraph below).

Engineering, MBA and MAcc Eight-Week Refund Policy:
100% Must drop or withdraw on or before attending second day of class.
50% Must drop or withdraw on or before attending third day of class.

No refund of tuition after 3rd day of class

PMBA Refund Policy:
100% Must drop or withdraw on or before attending the initial Saturday morning class.
50% Must drop or withdraw after attending the initial weekend and before beginning the course’s Blackboard component.

No refund of tuition after beginning the course’s Blackboard component.

Refunds for non-traditional meeting times are based on the above schedule using equivalent weeks of class time rather than calendar weeks. (See definition of credit hour.)

For the graduate business program, there is a 100% “refund policy for one-hour leveling courses if the student drops before attending the first class. There is no refund of tuition after the first day of class. For online leveling courses, there will be no refunds once the student has accessed the course through Blackboard.

Students who withdraw from the university on or before the first week of class will receive a full refund of any dorm room charge. A refund of 33 percent of dorm room charges will be credited to the account if a student officially withdraws on or before the end of the fourth week. To be eligible for the dorm room refund, the student must return the student I.D. card, remove belongings from the room and follow checkout procedures. (Please refer to Date of Official Withdrawal section.)
Board (meal plans) will not be refunded.

**NOTE:** Students enrolled in non-traditional terms will receive a refund of 33 percent of dorm charges if officially withdrawn on or before the first quarter of the term.

**Title IV Refund Policy**
Any credit balance on a student account resulting from Title IV funds will be refunded no later than 14 days after credit occurred. Direct deposit is the preferred method for refunds. Bank account information can be set up through TouchNet on the eRefunds tab.

**Student Consumer Rights and Responsibilities**
See addendum on page 277.

**Student Services Information**

**Student Life**
Student life at Lipscomb University embraces a model where the city is our campus and the world is our classroom. While that’s the case, there is an amazing amount of activity that happens on our campus. You are invited to be an engaged participant in campus life. A broad array of community activities including worship, athletic events and social gatherings are regular occurrences at Lipscomb. These opportunities, services and responsibilities are described in detail in the graduate student handbook (www.lipscomb.edu/studentlife/expectations). Each university student is expected to read and respect the guidelines outlined in the handbook and live in a way that upholds the ideals and purposes of Lipscomb University.

**Career Development Center**
The Career Development Center is dedicated to providing opportunities for self-assessment, occupational exploration and professional preparation for both current students and alumni as they develop their career goals. The CDC is located in the lower level of the Bennett Campus Center with normal business hours of 8:30 a.m.-5:30 p.m., Monday through Friday. We assist students in understanding their skills, interests and values while connecting this knowledge to various career options, career exploration and on-campus recruiting.

Upon entering Lipscomb University, students may utilize the Career Development Center’s services and they are immediately granted an account in Experience, our online internship and job posting website. All CDC services, including career counseling and testing, are available to alumni of the university at no cost as a part of a lifelong relationship between Lipscomb and its students.

**Self-Assessment**
The CDC encourages graduate students to learn how their strengths and talents can be maximized. Through StrengthsQuest, students begin to understand how their God given strengths help them become leaders in their areas of expertise. The CDC assists graduate students in discovering opportunities to utilize their advanced degree in various career paths.

**Networking**
Graduate students have the opportunity to engage with employers at various networking and career fair events during the year. In addition, the CDC can help students connect with alumni or mentors for professional development or informational interviewing.

Some students may be interested in working an internship or professional part-time job while pursuing graduate studies. The CDC has resources to help connect you with those opportunities. Contacting the CDC for your individual needs is the most effective method of reaching your career goals. Please contact us at careerdevelopment@lipscomb.edu.

**Counseling Center**
The following services are located in the Counseling Center, Elam Administration Center, south wing, lower level. Normal hours are 7:45 a.m.-6:00 p.m., Monday through Friday. More information may be obtained and appointments may be scheduled on the Counseling Center webpage (www.counselingcenter.lipscomb.edu), by phone at 615.966.1781, or in person.

**Counseling Services**
The university provides licensed professional counselors and graduate interns for students who need help with personal, emotional, psychological issues, interpersonal or family problems, academic issues, choice of major (career), etc. No fees are charged for counseling.

More information on any of these services may be obtained at counselingcenter.lipscomb.edu.
**Academic Success Center**
The Academic Success Center is located in Room 141 of the Beaman Library. The ASC houses the Lipscomb University Writing Studio, math lab, Office of Disability Services as well as additional academic resources. The ASC is open Monday, Tuesday and Thursday from 8:00 a.m.-10:00 p.m. and Wednesday and Friday from 8:00 a.m.-6:00 p.m. Writing Studio appointments may be scheduled by visiting the ASC or by calling the ASC for details at 615.966.1400.

**Disability Services**
The disability services office coordinates services for students with disabilities and assists with appropriate accommodations. Students with disabilities should contact the director of disability services at 615.966.1052. Disability services is located in the Academic Success Center which is located in Beaman 141.

**Testing Services**
The testing office supervises and administers CLEP testing in the Academic Success Center. This office also oversees the SAT and ACT national testing programs on Saturdays. The testing director may be reached at 615.966.6301. The MAT is offered through the College of Education. For more information about the MAT, contact 615.966.6091.

**Library**
Beaman Library houses approximately 245,000 bound volumes as well as current periodicals, microform, non-print materials in various formats and electronic resources. The 56,000-square-foot facility features group study rooms and casual seating areas for quiet study, leisure reading and research. Library holdings may be accessed through the online catalog at library.lipscomb.edu or from the Lipscomb website through the library link. The library website contains complete information for accessing all materials, information about library hours, policies, services and staff. Librarians are on duty during library hours of operation to assist with specific information needs.

Graduate students must complete a graduate student health record form and submit it to health services before starting class. Students who have not submitted the health record form within the first week of enrollment will have a hold put on their registration until it has been completed. This hold could prevent the student from registering for subsequent semesters.

The state of Tennessee requires for all students born after 1956 to provide proof of two measles, mumps and rubella (MMR) vaccinations or a titer showing immunity. If there is not immunity to all three diseases, a booster shot will be required. For students born after 1979, proof of chickenpox disease (documented date of disease or a titer) or two varicella vaccines is required. All students must also have tuberculosis (TB) screening in the form of a skin test, blood test or risk factor questionnaire within the last year. A chest x-ray must be submitted for any positive skin test. Health profession students have additional requirements outlined by their respective schools or departments.

**Health Services**
University Health Services is located in the front, lower level of Elam Hall between the Counseling Center and campus security. Normal hours during the school year are 7:45 a.m.-4:30 p.m., Monday through Friday with reduced hours during the summer. The clinic is closed on school-recognized holidays. The clinic is staffed by a nurse practitioner and a registered nurse.

Students at Lipscomb University can conveniently receive health care for acute illnesses and injuries. All health services are confidential unless the student specifies disclosure information. Allergy shots, TB skin tests and some vaccinations are available in the health center throughout the year for specified fees. There is no charge for nurse visits; a visit fee of $20 will be charged if a graduate student wishes to see the nurse practitioner. Payment for prescription medications, imaging and laboratory services will be up to the student and may be billed to his/her health insurance plan. Health insurance is recommended for students but is not required.
University Personnel

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W. Craig Bledsoe, Provost
Nancy Magnusson Durham, Senior Vice President for Strategic Initiatives
Candice McQueen, Senior Vice President
Danny H. Taylor, Senior Vice President for Finance and Administration
Mike Green, Vice President and Chief Information Officer
Rick Holaway, Vice President for Admissions
Walt Leaver, Vice President for University Relations
Scott McDowell, Senior Vice President for Student Life
Scott Sager, Vice President for Church Services
Deby K. Samuels, Vice President, University Communication and Marketing
John Lowry, Vice President for Community and Government Relations
Greg Glenn, Head of School, Lipscomb Academy
David Wilson, General Counsel
Philip Hutcheson, Director of Athletics
Jim Thomas, Executive Assistant to the President
Dale Armstrong, Senior Development Counsel
Susan Galbreath, Special Assistant to the President

Academic Leadership Team
W. Craig Bledsoe, Provost
Randy Bouldin, Associate Provost for Academic Development and Graduate Studies
Susan Galbreath, Associate Provost for Academic Administration and Strategic Initiatives
Elaine Griffin, Associate Provost for Institutional Effectiveness
Steve Prewitt, Associate Provost for Student Academic Success

College Deans
Norma B. Burgess, Arts and Sciences
Roger Davis, Pharmacy
C. Leonard Allen, Bible and Ministry
Charla Long, Professional Studies
Candice McQueen, Education
Justin Myrick, Raymond B. Jones College of Engineering
Ray Eldridge (Interim), Business

School Directors
Fortune Mhlanga, School of Computing and Informatics

Academic Success Center
Brian Mast, Senior Director
TBA, Director of Student Advocacy
Rob Mossack, Director of Academic Advising

Admissions
Rick Holaway, Vice President for Admissions

Adult Learning Programs
Teresa Clark, Director

Beaman Library
Sandra Parham, Director of Library Services

Bookstore
Wolcott Fary, Store Manager

Business Office
Darrell Duncan, Associate Vice President/Finance
Shelia Demonbreun, Collections and Student Accounts
Grady Folger, Senior Accountant
Cathy Freeman, Operations Manager/Bursar
Marie Smith, Rental Property and Perkins Loans

Campus Life
Scott McDowell, Senior Vice President for Student Life
Sarah Keith Gamble, Associate Dean of Campus Life
Sam Smith, Associate Dean of Campus Life

Career Development Center
Monica Wentworth, Director

Carillonneur
Donna King

Centers
International Peace and Justice
Don Cole, Director
Spiritual Renewal
Carl McKelvey, Director
Center for Teaching and Learning
Al Austelle, Director
Keith O’Neal, Instructional Designer

Counseling Center
Frank Scott, Center Director

Dining Services (operated by Sodexo)
Wolcott Fary, General Manager

Entertainment And Technical Services
Jamie Shankland, Director

Event Management
Barry Thompson, Event Operations Manager
Haley Davis, Event Coordinator
Naomi Lutz, Event Coordinator
Anamarie Knapp, Event Coordinator
Aaron Fiant, Event Coordinator

Facilities
Mike Engelman, Director of Campus Construction

Finance and Endowment services
Larry Cochran, Associate Vice President, Finance and Endowment

Financial Aid
Tiffany Summers, Director

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David Wilson, General Counsel
Kathy Hargis, Director of Risk Management
Graduate Studies
Randy Bouldin, Associate Provost for Academic Development and Graduate Studies
Barbara Blackman, Administrative Assistant/Coordinator, Graduate Studies
TBA, Coordinator for Academic Technology

Aging Services Leadership
Charla Long, Dean, College of Professional Studies
Suzanne Sager, Director of Employer and Student Engagement
Yedid Minjares, Administrative Coordinator

Bible and Ministry
C. Leonard Allen, Dean, College of Bible and Ministry
Frank Guertin, Director, M.A.C.P.
Kathy Bickel, Administrative Assistant

Biomolecular Science
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Perry Moore, Director, MACC and Graduate Business Programs
Allison Duke, Director, MHR and Graduate Business Programs
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Jeff Crawford, Director, Information Security
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Hank Staggs, Director, Master of Education and Ed Specialist
Misty Vetter, Director, Master of Education
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Exercise and Nutrition Science
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Sherie Eubanks, Administrative Assistant

Film and Creative Media
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Information Technology
Mike Green, VP and CIO of Information Technology
Jessica Daniel, User and Infrastructure Support
Dave Wagner, Director of Information Security and Infrastructure
Barry Graves, Telecomm Administrator
Joe Trimble III, Systems Analyst/DBA
Cindy Mears, Program Coordinator, Assistant to CIO

Institutional Effectiveness
Elaine Griffin, Associate Provost
Matt Rehbein, Director of Institutional Research

International Student Services
Sylvia Braden, Coordinator of International Student Services

Multicultural Affairs
TBA, Assistant Dean of Students, Intercultural Development

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Post Office (The Connection)
Ronnie Farris, Supervisor

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Matt Paden, Special Assistant to the President
Susan Galbreath, Special Assistant to the President
Keely Hagan, Communication Coordinator
Lori Ligon, Executive Assistant

Provost’s Office
Mary Emily Bouldin, Executive Assistant
Darlene Eldridge, Administrative Assistant
Barbara Blackman, Administrative Assistant/Coordinator
Kat Neal, Administrative Assistant

Registrar’s Office
Teresa Williams, Registrar

Security and Safety
Darrin Bellows, Director

Service Learning (SALT)
Christin Shatzer, Director

Spiritual Outreach
Steve Davidson, Director

Teacher Education
Carole English, Director

University Communication and Marketing
Deby Samuels, Vice President
Kimberly Chaudoin, Assistant Vice President

University Development
TBA, Vice President for Development
Amy Hamar, Director of Senior Alumni Programs and Lifelong Learning

Veteran Services/Yellow Ribbon
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*Approval by the Southern Association of Colleges commission on Colleges is pending
**Available on demand.
Financial Information Addendum

Student Consumer Rights and Responsibilities

Education after high school costs you time, money and effort. It is a big investment, and as a student and a consumer, you should carefully evaluate the education or training you are considering. To help you make a good choice, you should have information on a school’s academic program, facilities, dropout rates, full cost of attendance, refund policy, financial aid programs and any other information you think will help you to make a decision.

Student Rights
You have the right to ask a school:

1. What financial assistance is available, including information on all federal, state and institutional financial aid programs.

2. What the deadlines are for submitting applications for each of the financial aid programs available.

3. What is its cost of attendance, and what are its policies on refunds to students who drop out.

4. What criteria it uses to select financial aid recipients.

5. How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your budget.

6. What resources (such as parental contribution, other financial aid, your assets, etc.) are considered in the calculation of your need.

7. How much of your financial need, as determined by the institution, has been met.

8. To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award which was made to you.

9. What portion of the financial aid you receive must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.

10. How the school determines whether you are making satisfactory progress and what happens if you are not.

Student Responsibilities
It is your responsibility to:

1. Review and consider all information about a school’s program before you enroll.

2. Pay special attention to your application for student financial aid, complete it accurately and submit it on time to the right place. Errors can delay your receiving financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.

3. Submit all additional documentation, verification, corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.

4. Read and understand all forms you are asked to sign and keep copies of them.

5. Accept responsibility for all agreements you sign.

6. If you have a loan, notify the lender of changes in your name, address or school status.

7. Perform in a satisfactory manner the work that is agreed upon in accepting a federal work-study award.

8. Know and comply with the deadlines for application or reapplication for aid.

9. Know and comply with your school’s refund procedures.

10. All students who have received a loan must report at the time of withdrawal, transfer or graduation to the financial aid office for an exit interview.

For further information on scholarships or financial aid, call or write: Financial Aid Office, Lipscomb University, One University Park Drive, Nashville, TN 37204-3951.

In the Nashville area, call 615.966.1791, or from outside the area, toll-free at 1.800.333.4358, ext. 1791, or visit www.lipscomb.edu.
Credit Hour Addendum

Definition of Credit Hour
A credit hour (one) is defined as student/teacher interaction of not less than one hour and a minimum of two hours out of class work for 15 weeks.
Application: Since several courses and some programs are delivered in a variety of formats, including distance learning, the driving force for delivering a credit hour commences with identifying learning objectives that can be delivered in the one hour/2/15 formula as noted in the definition. Using the definition and formula as noted above, granting more than one hour of credit for a course requires using the formula and increasing the student/teacher interaction, etc., via the learning objectives for the equivalent amount of credit hours desired for the course.
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