

**Bachelor of Business Administration  
Taylor University Fort Wayne**

**Application for Admission**



TAYLOR UNIVERSITY FORT WAYNE

## Application Procedures

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### **Application Checklist:**

- Complete application form.
- Fill out the top portion of the pastor's recommendation and give to your pastor or friend.
- Complete the top portion of the employer's recommendation and give to current or recent employer. An employer is preferred; however, if you are unemployed, give the form to someone who can accurately complete the recommendation.

**Note:** Contact the BBA office if you experience difficulty in securing a recommendation.

- Request an official high school transcript, which includes an official signature or an embossed seal. If you have a GED, send a copy of your final score along with your application.
- Contact all prior colleges attended and request an official transcript be sent directly to Taylor University Fort Wayne Online.
- Submit application fee of \$40. Please send a check or money order payable to Taylor University Fort Wayne Online.

### **Send ALL applications and materials to:**

Taylor University Fort Wayne Online  
ATTN: BBA Office  
1025 West Rudisill Blvd  
Fort Wayne, IN 46807

### **Students with Disabilities:**

Contact the Dean of Students (260.744.8633) for information regarding facilities and services available at Taylor University Fort Wayne during required residency sessions.

### **Questions:**

If you have questions concerning the admissions process, call the BBA Office at 260.744.8752 or e-mail [BBA@taylor.edu](mailto:BBA@taylor.edu). Our fax number is 260.744.8660.

# APPLICATION FOR ADMISSIONS

Please print or type the following.

## Personal Information

Date: \_\_\_\_\_

\_\_\_\_\_  
Last name First Middle Preferred name (\_\_\_\_\_)

Gender:  Male  Female

Marital status:  Single  Married  Divorced  Widowed

\_\_\_\_\_  
Social Security number (must be provided to claim Higher Education tax credits) Birth date Place of birth

\_\_\_\_\_  
Street address City ST Zip/Postal code

\_\_\_\_\_  
Country Maiden name if married

(\_\_\_\_\_) \_\_\_\_\_  
Home phone Work/other phone

\_\_\_\_\_ Is your address case sensitive?  Yes  No  
Clearly and accurately print your full e-mail address (**required for program admission**)

\_\_\_\_\_  
Church you regularly attend Denominational affiliation

\_\_\_\_\_  
Church Street address City ST Zip/Postal code

\_\_\_\_\_  
Job title Employer

Are you a United States citizen?  Yes  No

If No, current immigration status:  Non-Resident Alien  Resident Alien (green card)

Country of citizenship: \_\_\_\_\_

Ethnicity: please check most appropriate description

White, Non-Hispanic

Black, Non-Hispanic

Asian

Hispanic or Latino

American Indian or Alaskan Native

Native Hawaiian or other Pacific Islander

Other: \_\_\_\_\_

## Enrollment Information

Have you previously applied to or attended Taylor University?  Yes  No

If Yes, when? \_\_\_\_\_ Which campus?  Upland  Ft. Wayne  Taylor University Fort Wayne Online

Have you attended any other college?  Yes  No

If Yes, which one(s)? (Be sure to complete information under "Transfer Students")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn of our BBA program and Taylor University Fort Wayne Online?

- Family member
- Web search – search engine: \_\_\_\_\_
- School referral – name of school: \_\_\_\_\_
- Advertisement – where: \_\_\_\_\_
- Other: \_\_\_\_\_

**Family Information**

Are you married?  Yes  No If yes, name of spouse: \_\_\_\_\_

Do you have children?  Yes  No If yes, list names and ages: \_\_\_\_\_

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***If you are under 18 years of age, provide the following:***

Father's Name  
( )

Mother's Name  
( )

Father's work phone

Mother's work phone

Do you: Live with both parents?  Yes  No

Live with others (guardian, etc.)?  Yes  No If yes:  Mother  Father  Guardian?

If you have another living situation, state name and relationship of co-habitant:

Name

Relationship

Did either of your parents attend college?

Yes  No

Is either of your parents a pastor?

Yes  No If yes:  Full Time  Part Time

Is either of your parents employed at Taylor University?

Yes  No If yes:  Full Time  Part Time

Is either of your parents employed at another Christian college?

Yes  No If yes:  Full Time  Part Time

**Educational Information**

Name of high school/city/state

Date of high school graduation

Did you take honors courses or advanced placement (AP) courses?  Yes  No

Have you taken the SAT I?

Yes  No

Have you taken the ACT?

Yes  No

Do you plan to take (or retake) one of these?

Yes  No

Date taken: \_\_\_\_\_

Date taken: \_\_\_\_\_

If yes, when? \_\_\_\_\_

Scores: Verbal \_\_\_\_\_ Math \_\_\_\_\_

ACT Composite \_\_\_\_\_

Which test?  SAT I  ACT

Did you receive a:  high school diploma  G.E.D.  high school equivalency diploma

### College Transfer Student Information

List school(s) attended and dates of attendance. Attach a blank sheet if necessary.

⇒ **NOTE:** *official* transcripts must be submitted from *each* institution. ⇐

School	City/State	Dates attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you eligible to re-enter the above college(s)?  Yes  No If no, please explain: \_\_\_\_\_

Have you ever been dismissed or placed on academic/disciplinary probation?  Yes  No  
If yes, please explain: \_\_\_\_\_

Optional information: If you feel that your high school or college performance was adversely affected by special circumstances, please summarize on a separate sheet of paper and indicate the dates when applicable.

### Personal Statements

Provide detailed answers for the following questions. Attach additional paper if necessary.

1. Why do you wish to enroll in the BBA program?

2. Have you personally accepted Jesus Christ as your Savior?  Yes  No

a. If **yes**, indicate how you came to such a commitment. Also, describe the experiences and/or influences that have contributed most significantly to your spiritual development.

b. If **no**, explain why a faith-based program like the BBA at TUFWO appeals to you.

3. Please share your personal testimony. Explain your level of church participation and church activities both past and present.

Rate your own testimony:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Exceptional commitment to Christ | <input type="checkbox"/> Solid: growth evident     | <input type="checkbox"/> Committed: desire growth |
| <input type="checkbox"/> Perfunctory commitment           | <input type="checkbox"/> Spiritless: no commitment |   |

Rate your own church participation:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> I lead and initiate  | <input type="checkbox"/> I hold office and influence    | <input type="checkbox"/> I participate and contribute |
| <input type="checkbox"/> I attend and benefit | <input type="checkbox"/> I attend, but am disinterested |   |

4. Describe significant life experiences that have influenced/affected your decision to pursue a degree with Taylor University.

5. Have you ever been convicted of a crime, other than a minor traffic offense, in any state?  Yes  No  
If **yes**, please provide details on a separate sheet of paper. In addition, if you were convicted of a crime, but participated in a diversion program, please provide details. Use additional paper as necessary.

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### **Affirmation**

As a degree-seeking student of TUFWO, it is my desire to maintain the expectations of Taylor University Fort Wayne. I understand the university's Christ-centered educational commitment, have read the Statement of Expectation and Code of Conduct, and will conduct myself accordingly. I further certify that all information provided on this application is accurate and complete and is my own work.

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Signature of applicant

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Date

# Statement of Expectations

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Participation in TUFWO is based on the following foundational statements and expectations:

## **Mission and Purpose Statement**

Taylor University is an interdenominational evangelical Christian institution educating men and women for lifelong learning and for ministering the redemptive love of Jesus Christ to a world in need. As a Christian community of students, faculty, staff, administration, and trustees committed to the Lordship of Jesus Christ, Taylor University offers postsecondary liberal arts and professional education based upon the conviction that all truth has its source in God.

## **Statement of Faith**

Taylor University is firmly committed to evangelical Christianity. To assure the central place of Christian principles in the philosophy and life of the university -- the trustees, administration, and faculty believe:

- God is the ultimate creator and sustainer of all things in heaven and on earth;
- The Holy Bible is the inspired, authoritative, written Word of God, progressively revealing God's will for humankind who, though created by God in His image, rebelled and needs redemption;
- Jesus Christ is the Living Word of God, Who made known God's plan for redemption in His virgin birth, sinless life, atoning death, bodily resurrection, and ascension; and Who will return in power and glory;
- The Holy Spirit is God present in the life of the believer, testifying to the Lordship of Christ and enabling the believer to live a godly life; and
- The Church is the community of believers who express their unity in Christ by loving and serving Him, for each other, and for all humankind.

## **Code of Conduct**

All students of TUFWO are expected to conduct themselves in an appropriate manner, whether attending a class at a Taylor location or participating in a distance-learning course. The following standards of conduct are expectations of members in this learning community.

- Students participating in classes at a Taylor location are expected to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs and substances, or narcotics not authorized by a physician while at the location.
- Discrimination against others on the basis of race, national origin, sex, or disability is not acceptable.
- Any kind of demeaning gesture or word, threat of violence, or physical attack directed toward another person will not be tolerated. Vandalism of property, including computer viruses and sabotage, is also unacceptable.
- Plagiarism, an effort to steal and pass off the words or ideas of another as one's own, is wrong and will be punished. Students are expected to give proper credit to sources.
- Since much work will be done outside the purview of an instructor, students are expected to exercise academic integrity and only submit work that is one's own.

TUFWO reserves the right to exclude at any time learners whose conduct is deemed undesirable or prejudicial to the university's best interests.

# BBA Program Application Fee Form

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Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL FEE: \$40**  Check or Money Order (made payable to Taylor University) - U.S. funds only

MasterCard  VISA  Discover Card Expiration date on card: \_\_\_\_\_ / \_\_\_\_\_

Card Number:

Name printed on card: \_\_\_\_\_

Signature (as shown on card): \_\_\_\_\_

Application will not be processed without proper fee paid.

Please return completed forms, personal statements, and application fee to:

**Taylor University Fort Wayne Online**

**1025 W Rudisill Blvd.**

**Fort Wayne, IN 46807**

Contact information:

Phone: 800.845.3149

260.744.8750

E-mail: [bba@fw.taylor.edu](mailto:bba@fw.taylor.edu)

Fax: 260.744.8796

Web: <http://fw.taylor.edu/online>

Submit completed form with application including a check  
money order, or credit card information.

Applications cannot be processed without payment.



TAYLOR UNIVERSITY FORT WAYNE

## After You Have Applied for Admission...

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### **Financial Aid**

At Taylor University Fort Wayne Online, we believe that the value of a Christian education far exceeds the cost. The goal of our financial aid office is to assist students and families in maximizing possibilities for financial assistance.

We encourage all students to apply for financial aid. To qualify for need-based aid from the federal government, you must complete the Free Application for Federal Student Aid. If possible, do so online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or if needed, you can obtain a hard copy from your high school.

If you have any questions concerning financial aid, please call 1.800.233.3922 or 260.744.8644. You may also write to:

Taylor University Fort Wayne  
Office of Financial Aid  
1025 West Rudisill Blvd.  
Fort Wayne, IN 46807

### **Types of Financial Aid**

#### NEED-BASED AWARDS

- Federal Grant Programs
- Federal Loan Programs

#### NON-NEED BASED AWARDS

- Federal Loan Programs

### **Contact / Meet Us**

As a BBA Program student, you will have the opportunity to build relationships with faculty, staff, and students that will last a life time. We would like to begin that relationship with you now – whether you decide to enroll or not. If possible, we would like to meet you in person.

Call today to arrange a meeting!

Phil Maurizi  
Director of Extended Studies  
260.744.8763

# BBA PROGRAM TRANSFER VERIFICATION FORM

## TRANSFER STUDENT – COMPLETE BOX

**Transfer Applicant:** Print your name in the space below and give this form to the Office of Student Affairs at the last college you attended, requesting that it be completed and returned to Taylor University Fort Wayne Online, ATTN: BBA Program Enrollment Office, 1025 West Rudisill Blvd., Fort Wayne, IN 46807.

Applicant's last name First name Middle initial

Home address City State Zip/Postal code

Name of the last college or university attended Dates of attendance

Under the provision of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records. The Act further provides that you may waive your right to see letters written on your behalf for admission.

I  waive/  do not waive (check one) my right of access to this recommendation written on behalf of my candidacy for admission. I give my permission to release the information requested to Taylor University Fort Wayne.

Signature

Date

## TO BE COMPLETED BY THE OFFICE OF STUDENT AFFAIRS

The above student is applying for transfer admission to Taylor University Fort Wayne Online. We value your comments and request a full and candid report so that fair consideration may be given to the applicant.

### ACADEMIC

In good standing?  Yes  No

On academic probation?  Yes  No

Academically dismissed?  Yes  No

### CITIZENSHIP

Outstanding  Good  Fair  Poor

Would you readmit the applicant?  Yes  No

### EMOTIONAL

Has the student evidenced emotional difficulties?  Yes  No

If yes, may we contact you to discuss this matter further?  Yes  No

Phone number: \_\_\_\_\_

Please use an additional sheet of paper if necessary, to give additional data that you feel would be helpful in evaluating this student's readiness to continue his/her education at Taylor University Fort Wayne.

Signature

Date

Title

Institution

# BBA EMPLOYER RECOMMENDATION

## APPLICANT – COMPLETE BOX

**Applicant:** Print your name in the space below and give this form to your current (or recent) employer, requesting that it be completed and returned to Taylor University Fort Wayne Online, ATTN: BBA Program Enrollment Office, 1025 West Rudisill Blvd., Fort Wayne, IN 46807.

Applicant's last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Under the provision of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records. The Act further provides that you may waive your right to see letters written on your behalf for admission.

I  waive/  do not waive (check one) my right of access to this recommendation written on behalf of my candidacy for admission. I give my permission to release the information requested to Taylor University Fort Wayne.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TO BE COMPLETED BY THE EMPLOYER

The above student is applying for admission to Taylor University Fort Wayne Online in the BBA Program. We value your comments and request a full and candid report so that fair consideration may be given to the applicant.

## EMPLOYMENT BACKGROUND

How well do you know the applicant?  By name/sight  Casually – few personal contacts  Very well – numerous contacts  
 How long have you known the applicant? Years \_\_\_\_\_ Months \_\_\_\_\_

## EMPLOYMENT TRAITS AND RATINGS

	Outstanding	Above average	Average	Below average	Insufficient
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the above ratings:

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I recommend this applicant for admission to TUFWO BBA program:

Concerning academic promise

- With enthusiasm
- Without significant concern
- With mild reservation
- With significant reservation
- Not at all

Concerning character and personal promise

- With enthusiasm
- Without significant concern
- With mild reservation
- With significant reservation
- Not at all

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Name (please print)

E-mail

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Signature

Date

---

Company/Organization

Title

Phone number

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Mailing address

City

State

Zip/Postal code

Are you an alumnus of Taylor University?  Yes  No If so, which campus?  Upland  Fort Wayne

Are you aware of any Taylor University graduates who are working at your organization? Please indicate their names and positions:

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Thank you for taking the time to complete this form. Your observations will assist us in our evaluation of the applicant.

Please return to:

**Taylor University Fort Wayne Online**  
**1025 W Rudisill Blvd.**  
**Fort Wayne, IN 46807**

Contact information:

Phone: 800.845.3149

260.744.8763

E-mail: [bba@fw.taylor.edu](mailto:bba@fw.taylor.edu)

Fax: 260.744.8796

Web: <http://fw.taylor.edu/online>

# BBA PROGRAM PASTOR'S RECOMMENDATION

## APPLICANT – COMPLETE BOX

**Applicant:** Print your name in the space below and give this form to your pastor or mentor, requesting that it be completed and returned to Taylor University Fort Wayne Online, ATTN: BBA Program Enrollment Office, 1025 West Rudisill Blvd., Fort Wayne, Indiana 46807-2197.

Applicant's last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Under the provision of the Family Educational Rights and Privacy Act of 1974, you have the right to review your educational records. The Act further provides that you may waive your right to see letters written on your behalf for admission.

I  waive/  do not waive (check one) my right of access to this recommendation written on behalf of my candidacy for admission. I give my permission to release the information requested to Taylor University Fort Wayne.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## TO BE COMPLETED BY THE PASTOR/YOUTH DIRECTOR

The above student is applying for admission to Taylor University Fort Wayne Online. We value your comments and request a full and candid report, so that fair consideration may be given to the applicant.

- How long have you known the applicant? \_\_\_\_\_
- How well do you know the applicant? Check where appropriate:  
 Casually - by name/sight  Moderately well – few personal contacts  Very well – numerous personal contacts
- To your knowledge, has the applicant made a personal commitment to Jesus Christ?  Yes  No  Unsure
- How would you rate the applicant's Christian commitment?  High  Consistent  Average  Sporadic  Low
- Indicate applicant's level of participation in church activities. Check one:  
 Attends regularly and is fully involved  Attends regularly and is somewhat involved  
 Attends, but shows little interest  Seldom attends
- Evaluate the applicant in the following areas:

	<i>Excellent</i>	<i>Above average</i>	<i>Average</i>	<i>Below average</i>	<i>Do not know</i>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christian Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity and honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moral character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments on any of the above ratings: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

7. Describe the applicant's level of motivation for college study. (Is the applicant a self-starter? Complete tasks?) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. In social relationships, the applicant is:  Sought out  Well-received  Tolerated  Avoided Please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Are there personality traits that hinder the applicant's relationship with others?  Yes  No Please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. This applicant's influence on his/her peers is:  Positive  Neutral  Negative Please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Please share any information you may have about the applicant that would help in our evaluation. This information may cover recent experiences or incidents in the applicant's life, or could be a general personality appraisal.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Overall recommendation?  Highly recommend  No reservations  Average  With reservations  Not recommended  
 Comments on any of the above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please return this page to Taylor University Fort Wayne Online**

Name (please print)	E-mail		
Signature	Date		
Title	Church	Phone number	
Mailing address	City	State	Zip/Postal code
Are you an alumnus of Taylor University? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which campus? <input type="checkbox"/> Upland <input type="checkbox"/> Fort Wayne			
Is a member of your staff an alumnus of Taylor University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate name:			

Thank you for taking the time to complete this form. Your observations will assist us in our evaluation of the applicant.

Please return to:

**Taylor University Fort Wayne Online**  
**1025 W Rudisill Blvd.**  
**Fort Wayne, IN 46807**

Contact Information:

Phone: 800.845.3149  
 260.744.8763  
 E-mail: bba@fw.taylor.edu  
 Fax: 260.744.8796  
 Web: <http://fw.taylor.edu/online>

# The BBA Program Policy Briefs

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This page lists major academic policies in brief. A full copy of the TUFWO Academic Policies will be sent upon acceptance to the program. These provide an idea of the program details and expectations.

## Classification of Students

All BBA students are expected to take a full 9-hour load each semester and between 6-9 credit hours each summer, depending on a student's other commitments. Full-time status is 12 credit hours per semester.

## Coursework

During each BBA module, students take online classes in a cohort. Each cohort starts and ends courses together handling in assignments as required by the instructor (weekly, bi-weekly, etc.). Students interact with each other through discussion board assignments, topics, and a one-week intensive seminar. Select courses are offered as independent studies during the summer.

## Extensions/Withdrawals

Since these courses operate on a semester basis, extensions will only be granted due in extenuating circumstances beyond the student's control. Extended courses must be completed before the next cohort begins. Withdrawal from a course will follow a prescribed schedule for tuition reimbursement. Extensions or withdrawals can affect the successful completion of the BBA degree in a timely manner.

## Tuition Refund Policy

1 <sup>st</sup> week (first 5 days of the term)	90% of tuition paid
2 <sup>nd</sup> week	90%
3 <sup>rd</sup> week	75%
4 <sup>th</sup> week	60%
5 <sup>th</sup> week	45%
6 <sup>th</sup> week	20%
7 <sup>th</sup> week to end of semester	0%

## Registration

Registration is handled online or through the BBA office. No audit registrations are currently permitted in the BBA Program. Failed courses must be repeated. All attempts in a course are reflected on the student's transcript. The cumulative grade point average will reflect the most recent grade in the repeated course. Duplicate credit hours are not awarded when repeating a course.

## Grades

Evaluation and grading are an integral part of the learning process. Grades are a means of validating learning and are used to quantify the extent to which course competencies have been met. The unit of credit is the semester hour. Grade reports and unofficial transcripts are available through TOWER (Taylor Online Web Enabled Records system) as soon as they are posted. Access to TOWER is provided for each student at the time of course enrollment. BBA students are expected to track their own grades without repeated inquiries. All requests for change of grade are initiated by the student with the professor of record and then approved by the Dean of Taylor University's Fort Wayne campus. Questions regarding a grade should be directed to the professor within sixty (60) days of the final submission for your course (exam or lesson).

## Academic Progress

A BBA student who meets the minimal grade point average requirements as indicated below is considered to be a student in good academic standing. A student who falls below the minimum required grade point average is placed on academic probation and enters a special advisement program under the direction of TUFWO and his/her academic advisor.

The grade point average of each student is reviewed according to the progress chart to determine whether action should be taken with respect to probationary status.

Cumulative Earned Hours	Minimum Required GPA
00.00-12.99	1.60
13.00-30.99	1.70
31.00-44.99	1.80
45.00-60.99	1.90
61.00 +	2.00

## Academic Probation

For students placed on probation, failure to reach the minimum requirements by the end of the next semester results in suspension from the university, unless during that semester at least a 2.30 grade point average is earned. Students who earn a 2.30 grade point average may be placed on "extended probation" and are not eligible to receive financial aid. First-time suspension is for one semester; a second-time suspension is for one year. A student may apply for readmission after the suspension period. Readmission is not automatic and requires the approval of the TUFWO. Placement on academic probation carries related consequences. Eligibility for financial aid continues for one semester only. For unsatisfactory academic performance, the Dean of Taylor University's Fort Wayne campus may dismiss learners who have been placed on probation and have not met the conditions of their probation. Written notification of dismissal shall be sent directly to the learner.

## Academic Dishonesty

Academic dishonesty constitutes a serious violation of scholarship standards and can result in substantial penalties, including the denial of credit in a course as well as dismissal from the university. Any act that involves misrepresentation regarding the learner's academic work or that abridges the rights of other students to fair academic competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarizing (misrepresenting another's work as one's own original creation), submitting the same paper (or substantially the same) paper in more than one course without prior consent of all instructors concerned, depriving others of necessary academic sources, sabotaging another student's work, having others do the student's work, inappropriate use/choice of proctors who oversee the proctored exams, and inappropriate or disruptive behavior during classes, seminars, or online learning environments.



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**TAYLOR POLICY OF NONDISCRIMINATION:** Taylor University complies with all federal and state nondiscrimination laws. Taylor University is an equal opportunity institution. Direct inquiries to the Office of the President, Taylor University, 236 West Reade Avenue, Upland, IN 46989-5203, or the Office of Civil Rights, DHEW, Washington, D.C.

In accordance with the Federal Student Right to Know Act, Taylor University Fort Wayne is pleased to make available an annual report containing statistics on crimes and arrests, our policies related to reporting crimes and the security of facilities. Information about campus law enforcement, crimes at off-campus locations, alcoholic beverages, illegal drugs and sexual offenses is also included. This report gives testimony to the low number of incidents on our campus and reflects Taylor's commitment to maintaining a safe environment. Our report also contains descriptions of educational programs designed to increase awareness of personal safety, crime prevention and drug/alcohol abuse prevention. You may obtain a copy of this report by contacting the Dean of Students, Taylor University Fort Wayne, 1025 West Rudisill Boulevard, Fort Wayne, IN 46807-2197.

The Student Right to Know Act of 1990 (Public Law 101-542 as amended) requires colleges and universities to maintain records of student enrollment, graduation, and participation in athletically-related financial aid. These data are available upon request to the Institutional Researcher, Nussbaum Science Center, Room 010, 765-998-5504.

The information listed here, while current at the time of publishing, is subject to change without notice.  
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