

FREED-HARDEMAN UNIVERSITY

EARLY ADMIT HANDBOOK



TEACHING HOW TO LIVE AND HOW TO MAKE A LIVING

2024-2025

TABLE OF CONTENTS

WELCOME TO FHU EARLY ADMIT	3
OUR MISSION	3
THE PURPOSE OF EARLY ADMIT	4
• Benefits of Early Admit	
• Eligibility	
RESOURCES FOR EARLY ADMIT	6
• Tutoring	
• The Office of Student Accessibility	
• The Loden-Daniel Library	
• FHU Bookstore	
THE EARLY ADMIT OFFICE	8
OUT OF STATE TUITION	9
PAYING FOR EARLY ADMIT COURSES	10
• Tuition	
• Payment Options	
REGISTERING FOR CLASSES	11
• Dropping/Adding Classes	
• Withdrawing from Classes	
• Attendance Policy	
• Transcript Request	
YOUR GRADES AND THE GRADING SYSTEM	15
• FHU Grading System	
• Course Syllabus	
ACADEMIC MISCONDUCT	16
GRADUATION REQUIREMENTS	17
GENERAL INFORMATION AND GUIDES	18
• Student Rights and Responsibilities	
• Step-by-Step Guide to Dual Enrollment	
• Dual Enrollment Mathematics Prerequisites	
• Advice for Success	
• Early Admit Q and A	24

WELCOME TO FHU EARLY ADMIT

We are thankful that you have chosen FHU to assist you with your dual enrollment (DE) goals. Your selection to the FHU Early Admit (EA) Program proves that you are ready to meet the challenge of university coursework. This handbook outlines the policies and procedures of our program. We are here to assist you, so please do not hesitate to contact us with any questions or concerns.

OUR MISSION

The mission of Freed-Hardeman University is to help students develop their God-given talents for His glory by empowering them with an education that integrates Christian faith, scholarship, and service. Our Early Admit Program provides affordable access to high school sophomores who are interested in preparing for their postsecondary goals by completing their Associate's degree alongside their high school diploma.



THE PURPOSE OF EARLY ADMIT

Admission into the FHU Early Admit Program allows an opportunity for a selective and exceptional group of high school sophomores to participate in dual enrollment with the intent of simultaneously completing their high school diploma and an Associate of Arts in General Studies from Freed-Hardeman University. The Associate of Arts is a 60-hour program. Students will complete a modified Liberal Arts Core and then will take electives to total the 60 hours. Dual enrollment at FHU also provides students access to campus events and resources such as the library, myFHU, and student email.

Students enrolled in the FHU Early Admit Program are considered college students. Accordingly, they are subject to all of the rules and policies set out by Freed-Hardeman University. Each EA student can expect to be held to rigorous standards that are crucial to academic success.

Benefits of Early Admit

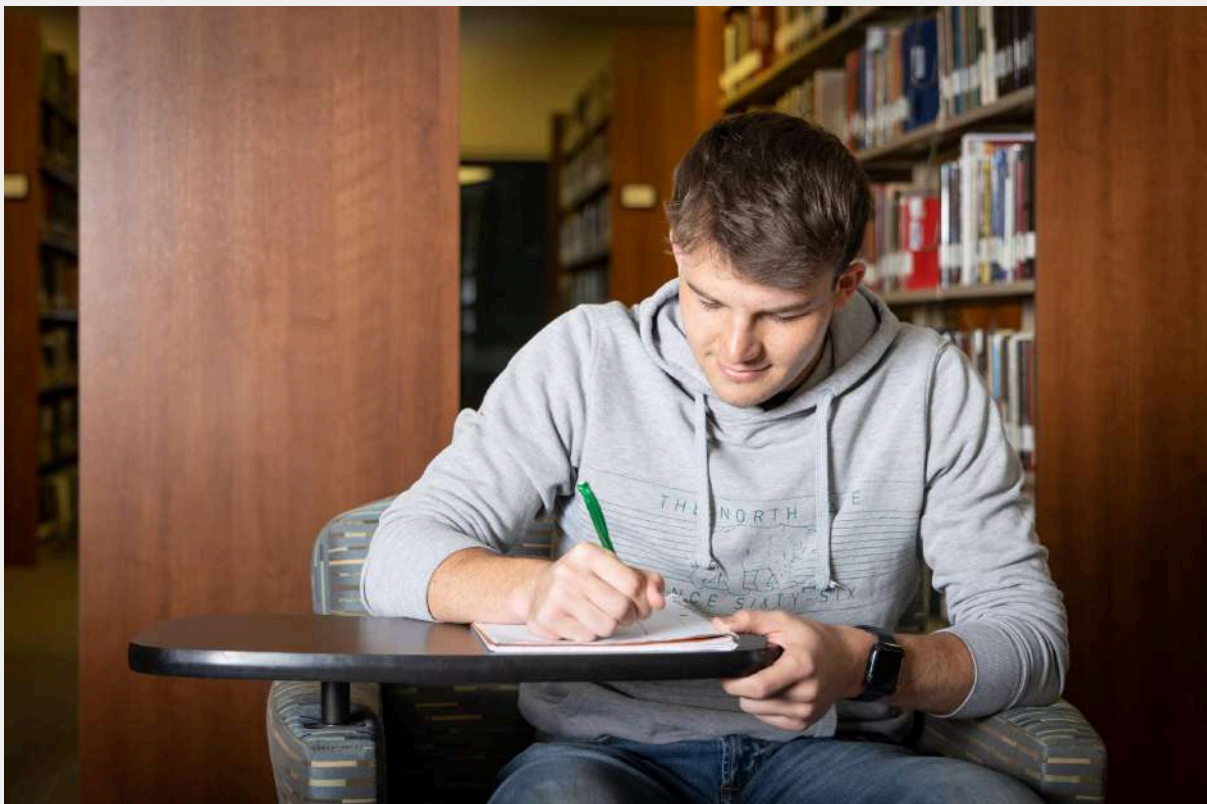
- Completing 60 hours of college credit at a reduced tuition rate
- Creates efficient timelines for completion of a bachelor's or graduate degree
- Prepares students for the rigors of university life
- Creates flexibility for internships, study abroad, etc. once a student is in their four-year degree path
- Allows students to maximize their time in high school while allowing them to still participate in the social and extracurricular activities that define their high school experience

Eligibility

To be eligible for admission, a student must:

- Be an upcoming Sophomore in high school or a homeschool program **AND**
- Have a cumulative GPA of 3.750 **OR**
- Have a cumulative GPA of 3.250 with an ACT score of 21 or higher
- Two academic letters of recommendation
- Complete a 500-word minimum proctored essay on an assigned topic

There are additional prerequisites for math classes. See page 17 of this handbook for more information on the prerequisites for College Algebra, Introductory Statistics, and Precalculus.



RESOURCES FOR EARLY ADMIT

Tutoring

Tutoring and supplemental instruction are offered by The Learning Center located in the Hope Barber Shull Academic Resource Center. Tutors can assist you in writing, math, and science. You can set up an appointment at cgann@fhu.edu or 731-989-6061.

The Office of Student Accessibility

The Office of Student Accessibility is committed to creating an accessible learning environment. This is done through a reasonable accommodation process. Reasonable accommodations can include: alternative testing spaces, extended time on tests, note-taking assistance, and other academic accommodations as necessary. Accommodations are provided on a case-by-case basis.

The review process does take time. Disability documentation should be provided to the instructor no later than the third class meeting of the semester.

To learn more about our services or to discuss available options, please contact Missie Ellis by email at mellis@fhu.edu or by phone at 731-989-6029.

The Loden-Daniel Library

As a dual enrollment student, you have access to both on-campus and online resources. The Loden-Daniel Library at FHU provides a scholarly environment for students who are focused on academic excellence. The first floor is a central location for group work and study sessions, while the second floor offers study areas for individual students. Students are welcome to bring food and drink into the library, while snacks and drinks are also for sale.

The library is full of resources for students including various periodicals, microfilms, and an expansive reference collection. Visit <https://www.fhu.edu/library> to learn more. For more assistance, please contact Wade Osburn at wosburn@fhu.edu or 731-989-6936.

FHU Bookstore

The FHU Bookstore has an on-campus location as well as a website. Textbooks and other course materials are available the first week of August for the fall semester and the first week of January for the spring semester. On the main page of the FHU Bookstore website, there is a textbook lookup feature. Students need to use their term (Fall/Spring), department (ex. ENG/PSY/HIS), course identifier (ex. 101/210/222), and section number (ex. 01/04/14) to find the correct textbook. You can access the website at [FHU Bookstore](#).

Students can also use their course syllabus to find their textbook needs, but the bookstore website has that information available before the semester begins.

Some online courses may have electronic books which have access codes that are built into the Canvas course, and students will be automatically charged two days after the drop/add deadline. If your course has an electronic textbook, you will not need to purchase an additional hard copy textbook.

THE DUAL ENROLLMENT/EARLY ADMIT OFFICE

The Dual Enrollment and Early Admit offices are located on the third floor of the Hope Barber Shull Academic Resource (ARC).

Academic Advising

We are here to assist you during the application process and course registration. Our office collects your federal privacy agreement as well as your credit and payment agreement. You are welcome to contact us by email, phone, or in person.

Physical/Mailing Address

Academic Resource Center

123 N Cason Avenue

Henderson, TN 38340

Phone: 731-989-6439

FAX: 731-989-6650

EMAIL: hmalone@fhu.edu



Out-of-State Tuition

	Out-of-Pocket
Sophomore Year Fall	\$1,560
Sophomore Year Spring	\$1,560
Junior Year Fall	\$1,560
Junior Year Spring	\$1,560
Senior Year Spring	\$2,080-\$2,600
Senior Year Fall	\$2,080-\$2,600
Total Cost	\$10,400 - \$11,440

PAYING FOR EARLY ADMIT COURSES

Tuition

Dual enrollment and Early Admit students are not eligible for loans or other forms of financial aid and do not fill out a FAFSA application. All courses cost \$520 regardless of credit hours.

FHU does not mail out billing statements. You can review your billing information in your [Colleague Self-Service](#) account and pay your bill online or through the mail. Tuition must be paid in full before a student can register for a subsequent semester.

Payment Options

A balance owed on your student account may be paid using any of the following options:

- Go to [Colleague Self-Service](#) and click on Student Finance. Then, select Make a Payment.

OR

- Mailing a check to:

Freed-Hardeman University

Student Accounts

158 East Main Street

Henderson, TN 38340

If you use a credit card, there is a processing fee. There is no fee to use an eCheck. Any unpaid amount from a previous monthly statement will be subject to a 1% per month (12% per year) service charge.

REGISTERING FOR CLASSES

Each semester students will register for classes. The adviser will coordinate with the student to choose courses and complete the Course Confirmation sheet. The adviser will register the student.

The Early Admit office is also open for face-to-face advising. Please make an appointment by contacting the Early Admit Advisor at hmalone@fhu.edu or 731-989-6439.

Dropping/Adding Classes

At the beginning of each semester, there is a drop/add deadline. It is usually about a week after classes start. During this time you are allowed to drop courses or add courses to your schedule. If you drop a course by this deadline, you will not be financially responsible for tuition related to that course. Adding a course will increase your financial responsibility by \$520 per course.

Withdrawing from Classes

Withdrawing from a class is not the same as dropping a class. The withdraw passing deadline is usually the week following midterms. If you choose to withdraw from a course after the drop/add deadline but before the withdraw passing deadline, you will receive a W grade for that course. This W grade will not be averaged into your GPA, so it will not lower your GPA. However, you will still be financially liable for the tuition related to that course.

Please contact your school counselor and the Dual Enrollment coordinator if you have more questions.

Attendance Policy

CLASS ATTENDANCE Learning that occurs within the classroom is at the heart of the FHU experience. Student interactions with faculty and with other students, and the relationships that grow from those interactions, are instrumental toward achieving the University's student learning and spiritual formation outcomes. In cases of poor class attendance, accomplishment of these outcomes, as well as the capacity of the University to achieve its overall mission, is in jeopardy. The University has established there is a strong correlation between class attendance and academic success as measured by semester grade point averages. Therefore, students are expected to attend class daily.

Undergraduate. Students must attend at least 75 percent of all scheduled class meetings in order to receive academic credit for completing a class. Students who do not complete 75 percent of all scheduled class meetings will be dropped from that class and receive a grade of "WA." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings. Absences due to late registration or change of class prior to the drop/add period will be included in the above percentage. In extreme situations, students may appeal their grade of "WA" with an Academic Petition Form to the associate vice president for instruction. This must be done within five school days following the dismissal from class. The student should continue to attend the class until the appeal has been decided. Faculty within a college may establish additional attendance requirements. Attendance requirements adopted by a college must at least require 75 percent attendance as outlined in this policy; however, college attendance requirements may be greater. College attendance requirements, if adopted, must treat excused and unexcused absences consistent with the definitions found in this policy. If adopted, attendance requirements by a college shall be consistently implemented by all faculty teaching courses within the college. Attendance requirements adopted by a college are subject to approval by the vice president for academics. A faculty member may also establish attendance requirements for a specific class taught by him/her. Class attendance requirements established by a faculty member must at least require 75 percent attendance as outlined in this policy and must at least require attendance consistent with any college requirements. Class attendance requirements adopted by faculty must treat excused and unexcused absences consistent with the definitions found in this policy. Class attendance requirements adopted by faculty are subject to approval by the department chair, the graduate director, the dean, and/or the vice president for academics. The University's attendance policy, as well

as any additional attendance requirements adopted by the college or a faculty member, shall be stated in the syllabus distributed to all students enrolled by the second meeting of that class.

Absences for officially approved school business, sponsored trips, athletic contests, illness, required military training or service (less than 30 days), or a death in the student's immediate family are excusable and will not be penalized, provided they are explained within one week of the student's return to class. These absences, and all excused or unexcused absences, will count toward the 75 percent class attendance explained in the section above regarding undergraduate class attendance. Sponsors should provide a written notice to each student for presentation to the instructor, and one copy should be sent by the sponsor to the Office of Academics. A faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. Final exams must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excused absence. In the case of military service, a copy of military orders should be presented to the instructor as soon as they are available and preferably before the leave takes place.

Penalties for absences that do not meet the excused absence criteria, as stated above, and for tardiness shall be left to the discretion of the faculty member but must adhere to individual college parameters. Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

Digital Learning Environment (DLE) Course Attendance

The student attendance policy for DLE-based courses is the same as traditional courses. The timing of assignments and activities will be scheduled in a manner that is equivalent to traditional courses. Attendance will be monitored through the timely completion of these assignments and activities. Failure to complete assignments or participate in class activities within the corresponding time period will result in an absence. The instructor will follow the same policy for reporting absences in DLE-based courses as they do in traditional courses.

Transcript Request

Upon completion of dual enrollment courses, final grades are submitted to the FHU registrar's office and posted to students' transcripts. All students can access an unofficial transcript at [Colleague Self-Service](#) using their FHU username and password. Official transcripts must be issued by the registrar's office. If you plan to continue your undergraduate studies at FHU, you do not have to request an official transcript. Your transcript will be available for your academic advisor at your registration event. Students who plan to continue their education at another postsecondary institution will need to request an official transcript be sent there.

To request an official transcript, go to fhu.edu/academics/registrar/transcript and click on the Parchment button. Follow the instructions on setting up a Parchment account and ordering a transcript. If you experience any issues, please contact the registrar's office at 731-989-6456.

YOUR GRADES AND THE GRADING SYSTEM

Students enrolled in EA courses will receive both a high school grade and a FHU grade for each course they take. Grades can be accessed through my.fhu.edu and Canvas. It is important to check your grades and stay on top of assignments. These courses are a part of your college transcript.

A midterm grade report will be available halfway through the semester. Please check the FHU Academic Calendar for the exact date. This report will help you assess your academic standing and focus on areas that may need improvement.

FHU Grading System

FHU does not have a one-size-fits-all grading system. Instructors set their own point system. If a course has several sections taught by different instructors, the grading system may be set by the department chair to ensure there is continuity among instructors.

Course Syllabus

The syllabus for your course is a document that is vital for success. Please review it as soon as you receive it. A syllabus is a contract between you and your teacher. It outlines the procedures, expectations, assignments, dates, and grading scale for your course. It is your responsibility to know what it contains. You are accountable for all of the information laid out in this document. If you are negligent in reading it, you cannot plead ignorance to your instructor. A syllabus is also a document that provides protection for you. Once your course has begun and the syllabus has been distributed, the instructor cannot decide to change information without proper notification.

ACADEMIC MISCONDUCT

Academic dishonesty violates the Christian principles and standards of Freed–Hardeman University. The following are examples of intentional academic dishonesty:

- Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
- Fabrication—falsifying or inventing any material in an academic exercise.
- Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.
- Plagiarism—adopting or reproducing another person’s words or ideas without acknowledgment.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class. Academic dishonesty at the undergraduate level should be reported to the dean of student services, who may prescribe additional penalties. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.



Graduation Requirements

- Complete a minimum of 60 hours
- Earn a minimum 2.000 GPA on all courses
- Satisfy the Liberal Arts Core requirements
- Complete a minimum of 32 semester hours from FHU
- Complete 24 of the last 33 semester hours from FHU
- Complete a minimum of 30 hours at a senior-level institution
- Complete BIB121 and BIB122
- Earn no more than one-fourth of the credit hours applied to any degree through examination or special studies.

GENERAL INFORMATION AND GUIDES

- Student Rights and Responsibilities
- Step-by-Step Guide to DE
- DE Mathematics Prerequisites
- Advice for Success



STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Receive a quality education from a dedicated faculty, aided by a supportive staff and a strong administration.
- Learn in an environment that fosters spiritual, intellectual, physical, emotional, and social development.
- Participate in on- and off-campus events that encourage such growth.
- Engage in all activities of the University free from any form of discrimination, including, but not limited to, harassment on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status.
- Enjoy personal privacy, except as described in the policies or procedures of the University and as prescribed by law.
- Have access to the Academic Catalog, Student Handbook, University Calendar, and other relevant program handbooks via the University website (www.fhu.edu).
- Voice their opinions and concerns regarding the mission, vision, and Aims of the University.
- Express their opinions and concerns about any phase of their college experience to appropriate personnel.
- Have appeals processes in place relating to all aspects of life at the University.
- Be notified regarding changes in University policies or procedures in a timely manner.
- Have access to the University Crime Report, prepared annually by the Director of Campus Safety.

Students have the responsibility to:

- Be familiar with and accountable to the policies and procedures in the current Academic Catalog, Student Handbook, and other relevant program handbooks.
- Take advantage of the opportunities provided by FHU to develop spiritually, intellectually, physically, emotionally, and socially.
- Respect the property of FHU and acknowledge that violators are responsible for any damage or destruction to the property.
- Respect the rights and property of others, including other students, faculty, staff, and administration.
- Respect the personal privacy of others.
- Recognize that parental permission does not supersede any policies and procedures in the current Academic Catalog, Student Handbook, or other relevant program handbooks.
- Cooperate with faculty and staff members in providing information concerning violations of University policies and procedures.
- Read and review all University mail, including, but not limited to, email, campus mail, and mail disseminated through the residence hall supervisors.
- Recognize that student actions reflect not only on the individuals involved but also on the entire University community.
- Develop Christian character traits, such as trustworthiness, respect, responsibility, and compassion, and encourage such traits in others.

STEP-BY-STEP GUIDE TO EARLY ADMIT

- What are the qualifications for FHU's Early Admit program? (2 options)
 1. A student must have a cumulative high school GPA of 3.250 or above with an ACT or pre-ACT composite score of 21.
 2. A student must have a cumulative high school GPA of 3.750 or higher without an ACT score.
 3. Applicants must complete a proctored 500-word minimum essay on an assigned topic.
 4. A student must provide two academic letters of recommendation.
- Where do I apply? What forms do I need?
 1. Go to fhu.edu/dualenrollment/early-admit-sophomores and fill out the online application.
 2. Send your transcripts and ACT scores to FHU. These can be requested from your school counselor or umbrella school.
 3. Once FHU receives your application and transcripts, you will be notified, and the registration process can begin.
- What do classes cost?
 1. All courses cost \$520 regardless of the number of credit hours.
- Where do I purchase course materials?
 1. Books and other course materials can be purchased from our bookstore or online at fhubookstore.com
 2. Resources should be made available after August 1 for the fall semester and January 1 for the spring semester.
- How do I pay my bill?
 1. Mail: 158 E Main Street, Henderson, TN 38340
 2. Online: Credit card payments can be made online at [Colleague Self-Service](#)

DUAL ENROLLMENT MATHEMATICS PREREQUISITES

For mathematics classes offered through our DE partner schools and online AA courses

MAT101 - College Algebra

- Two years of high school algebra (Algebra I and Algebra II)
AND
- At least one of the following:
 - A 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
 - A 21 or higher Math subscore on the ACT
 - A 21 or higher Math subscore on the residual ACT

MAT235 - Introductory Statistics

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
AND
- At least one of the following:
 - A grade of C or better in MAT101 - College Algebra
 - A 21 or higher Math subscore on the ACT
 - A 21 or higher Math subscore on the residual ACT

MAT120 - Precalculus

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
AND
- At least one of the following:
 - A grade of C or better in MAT101 - College Algebra
 - A 24 or higher Math subscore on the ACT
 - A 24 or higher Math subscore on the residual ACT

Advice for Success

Academic success does not happen by chance. Many strategies exist that can help you be more productive and limit stress as you work toward your course goals.



Create an Effective Study Environment

- **Choose an appropriate location -classroom, library, home.**
- **Limit distractions. Silence your phone. Tell your friends you are unable to chat.**
- **Avoid eye strain. Study in a well-lit room.**
- **Take care of your back, neck, and wrists by choosing proper seating.**
- **Don't multitask. Focus on your assignment, not a movie or TV show.**

Assignment Tips

1. **Check your FHU email daily.** Communicate with your instructor. Ask for help. Alert them if you will be absent.
2. **Read your course syllabus.** Be familiar with course policies and expectations. Note assignment and test due dates.
3. **Stay organized.** This saves time and makes study time more efficient.
4. **Take good notes.** After class, go back over your notes, filling in gaps as needed and organizing them for future review.
5. **Don't procrastinate.** If you begin an assignment early, you will have time to pace yourself or ask for help. Give yourself extra time for difficult tasks.
6. **Set time aside to study.** You are engaged in a university course, not a high school class. Be prepared by reviewing course material and completing homework. Find a study partner. You and your partner can encourage each other and hold one another accountable for assignments.
7. **Use appropriate grammar/language.** Do not use slang, emojis, or terms such as LOL or HaHa in your message boards or writing assignments. Do not act like you are texting a friend.
8. **Take advantage of free tutoring.** You can receive face-to-face, phone, or online tutoring through the Learning Center located in the main library.

Early Admit Program Q & A

Q. Does the Early Admit Program take the place of my highschool courses?

A. No. The Early Admit Program does not replace your highschool curriculum. However, some courses in the program can satisfy both college and highschool credits. The program is in addition to your high school requirements.

Q. Are Bible courses required?

A. Yes, Early Admit students are required to take four hours of Bible as part of the core requirements to receive the Associate of Arts degree.

Q. Do I have to take all Early Admit program courses online?

A. No. Courses can be taken on campus (if offered), transferred from another university, or obtained through testing (AP, CLEP, & DSST).

Q. What happens if I do not complete the program?

A. If you do not complete the program you will not earn the Associate of Arts degree. You do keep any credits completed through the program.

Q. Can I take college courses from another school?

A. Yes. Please see the graduation requirements for more details.