



Academic Policies

Dual Registration

A student who wishes to register at another college while in attendance at this institution may do so without formal approval.

Credit for Courses

A student must register before the first week of the course and pay for the tuition and fees at the time of registration. Students should see the short syllabus online to order texts in advance of the start of the course.

Auditing Courses

Students auditing a course receive no course credit for the class toward completion of the degree and therefore need not fulfill class assignments, papers or tests. Students who are enrolled in a course and wish to change their status to an audit can do so at any time prior to the seventh week of classes. Some tuition may be refunded if this change is made in the first two weeks; see “Tuition and Fees;” access to lectures will be granted through the semester.

Dropping Courses

Courses may be dropped any time prior to the date of the final examination. To officially withdraw from a course, a student must send their notice of cancellation in writing to the Registrar and the course Professor.

If a student drops a course any time before the seventh class is posted online, a pro rata refund will be made to the student, and a grade of W will be assigned whether or not the student is passing. (See “Tuition and Fees” for Refund Policy.) If the withdrawal is initiated after the seventh week of the semester, a mark of W for Withdrawal will be assigned if the faculty member confirms with the Registrar that the student had a passing grade at the date of the official withdrawal. A mark of F will be assigned if the student is failing at the time of withdrawal (after Monday of the seventh week) or if the student does not complete the proper procedures for dropping a course.

Leave of Absence from the Seminary

Health difficulties, financial concerns or family circumstances may lead a student to consider leaving the Seminary for a year or longer. The Leave of Absence option allows students to interrupt their studies for a specific length of time. Students should make the request for leave of absence in writing to the Registrar. The granting of a leave of absence indicates a continuing relationship with the Seminary and allows students to resume studies at a specific time without reapplying for admission to the Seminary. A leave of absence generally does not exceed four semesters in length.

GRADES

Grading System

Grades are given with the following significance:

- A *Excellent*. Four grade points per hour.
- B *Good*. Three grade points per hour.
- C *Satisfactory*. Two grade points per hour.
- D *Poor* (lowest passing grade). One grade point per hour.
- F *Failure*. No credit or grade points.
- W *Withdrawal*. W given for courses dropped by the student before the eighth week of the semester. Student must send a notice of cancellation in writing to the Registrar and course Professor prior to the eighth week.

Incomplete Grades

A student will be given an *Incomplete* grade when all the following conditions are applicable: (1) whenever required course work is missing, (2) when that missing work would result in the student receiving a lower final grade and (3) when the required course work is missing due to illness, or other sufficient cause. In all other instances, a regular letter grade is given with the missing work counted as “zero” or “failure.” All missing course work must be made up in consultation with the faculty member within seven weeks of the end of the term, unless otherwise arranged.

Should exceptional circumstances prevent the satisfactory completion of the missing work prior to the end of the extension, a student must petition the Dean of Faculty.

Computing of Grade Point Averages

The grade point average for a particular period is determined by dividing the total number of semester hours of all courses for which the student received a grade into the total number of grade points. Grade point averages are used as criteria for continued enrollment at the Seminary, academic honors and graduation.

SCHOLASTIC REQUIREMENTS

Academic Probation

Academic probation serves as a warning that a student is in danger of academic disqualification. A student who has not achieved both a term and cumulative grade point average of 2.0 (C) or higher at the close of a term (semester or summer session) will be placed on academic probation.

Academic Disqualification

A student becomes academically disqualified and may not continue enrollment under any of the following conditions:

- (1) A student fails in six or more hours of course work for any given year.
- (2) A student on academic probation fails to achieve both a term and cumulative grade point average of 2.0 (C) or higher.

The Retention Committee may waive academic disqualification if individual circumstances warrant such action.

A student who becomes disqualified academically may appeal the disqualification by filing an appeal petition at the Registrar's Office within two weeks of the date of notification of disqualification. Official forms for this purpose are available at the Registrar's Office.

After the appeal has been considered by the Retention Committee, the Registrar will notify the student of the decision. Once this decision has been made, no further appeal is allowed.

Disqualified students are not eligible for readmission until at least three terms have elapsed. If readmitted, the student will be on academic probation and will be expected to satisfy the requirements for removal from probation by the end of the term.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the Seminary. While a student's records are on hold, registration will not be allowed, nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction of the office or department instituting the hold.