
assignments designed by the seminary faculty must be fulfilled. Approval will be granted for more than four hours of credit only when the foreign stay involves actual *in situ* class work.

Grading System

To distinguish various levels of achievement in the mastery of subject material, in effectiveness of research, in fulfillment of assignments and responsibilities, or in improvement in personal and ministry skills, as appropriate for each course, the seminary employs the following grading symbols:

- A and A- = Exceptional achievement
- B+, B, and B- = Above average achievement
- C+, C, and C- = Fair or average achievement
- D+, D, and D- = Below average, minimally acceptable achievement
- F = Unacceptable achievement, failure
- I = Incomplete work
- W = Withdrawal during the third through the sixth weeks of regular semesters
- WP = Withdrawal while passing during the seventh through the twelfth weeks
- WF = Withdrawal while failing during the seventh through the twelfth weeks, or any withdrawal after the twelfth week

Grade points are awarded according to the following scale:

- A = 4 points for each semester hour
- A- = 3.7 points per credit hour
- B+ = 3.3 points per credit hour
- B = 3 points per credit hour
- B- = 2.7 points per credit hour
- C+ = 2.3 points per credit hour
- C = 2 points per credit hour
- C- = 1.7 points per credit hour
- D+ = 1.3 points per credit hour
- D = 1 points per credit hour
- D- = 0.7 points per credit hour
- F = 0 points per credit hour
- WF = 0 points per credit hour
- I = Not counted until changed

The grading symbols W and WP do not affect grade point averages and the courses for which they are assigned do not count in computing credit hours attempted.

A failing grade (F or WF) is never removed from the student's transcript. Any student who receives a grade of C or below may retake the course. However, when the course is repeated, the second grade is recorded in such a manner as to delete any negative effect of the failing grade (F or WF) when computing grade points.

The following system for converting number grades or percentages to letter grades, where appropriate, is in general use:

A	96–100	C	80–83
A-	94–95	C-	78–79
B+	92–93	D+	76–77
B	88–91	D	72–75
B-	86–87	D-	70–71
C+	84–85	F	69 and below

Withdrawal

A grade of W indicates withdrawal during the third through the sixth weeks of the semester (or failure to meet attendance or other requirements as an auditor). Withdrawal during the second six weeks of the period results in a WP if the student is passing, or a WF if the student is not passing at the time of withdrawal. All withdrawals after the twelfth week of the semester are recorded as Failures (F). Information on refunds and penalties for failure to withdraw officially may be found later in this catalog.

Incomplete

A grade of I may be granted only in instances of unusual circumstances such as an extended serious illness. An Incomplete (I) indicates that the work done for the course has been acceptable but that some portion of the required work is incomplete for an excusable reason. Requests for an Incomplete must be addressed, in writing, to the Vice President for Academic Administration, and must be approved, or rejected, by a faculty committee. An Incomplete (I) automatically becomes a Failure (F) unless the requirements are satisfactorily completed within 60 days after the end of the semester. No exceptions or additional extensions will be granted except upon written petition by the student and special action by the Vice President for Academic Administration.

Probation

A student may be admitted on academic probation for a variety of reasons, including an inadequate academic record or graduation from an unaccredited institution.

The term “probation” refers to a status, assigned by institutional regulations or administrative decision, which indicates that the student has failed to meet the stated expectations of the seminary. In the majority of cases it is the result of unsatisfactory academic performance. Unless the probationary status is removed at the end of the semester of probation the student will be placed on final probation. A student may be on probation for one semester only, and on final probation for one semester only. A student on probation may, at the discretion of the Vice President for Academic Administration, be limited in hours of enrollment and thus required to lengthen the time required for completing the remainder of his program. A student on final probation is not permitted to enroll for more than 12 hours of course work in any semester.

A student whose cumulative grade point average falls below 2.5 (or 2.0 for Bachelor of Theology and Diploma of Theology students, and 3.0 for Master of Theology students) will be placed on probation for the following semester. If the minimum grade point average is not achieved at the end of the semester of probation the student will be placed on final probation. A student on final probation for any regular semester must terminate his program at the end of that semester if the final probationary status is not removed by achieving the cumulative grade point average required for graduation from his program.

A student whose program has been terminated for academic reasons may appeal this action. Such an appeal must be addressed to the faculty, through the Administration office, in writing, and must include an explanation of why the minimum academic requirements were not met and why consideration of an exception is warranted. The appeal must be received within two weeks of notification of termination. The faculty decision with regard to the appeal is final.

An application for admission after termination for academic reasons may be considered only after a full academic year of non-enrollment.

A student whose program has been terminated for academic reasons may appeal to the faculty, through the Administration office, for permission to enroll as a special student for a maximum of one full semester (or 16 hours).

Satisfactory Progress

For a full-time student satisfactory academic progress is defined as requiring completion of a minimum of 11.5 semester hours of credit per semester with a cumulative grade point average of 2.5 or higher (or 2.0 for B.Th. and Dip.Th. students). Full-time students are expected to complete all graduation requirements within three-to-five years from the date of matriculation.

For a part-time student satisfactory academic progress is defined as requiring completion of a minimum of 6 semester hours of credit in any semester with a cumulative grade point average of 2.5 or higher (or 2.0 for B.Th. and Dip.Th. students). Part-time students are expected to complete all graduation requirements within six years from the date of matriculation.

Application for Graduation

Students anticipating graduation in May must complete an Application for Graduation form available from the Administration office. This must be completed when registering for the final semester prior to graduation.

Academic Honors

Any student in the Master of Divinity, Bachelor of Theology, and Diploma of Theology programs who completes at least sixty hours of his program at The Master's Seminary with a high grade point average is eligible, upon graduation, for academic honors as follows:

- 3.700–3.799 Cum Laude
- 3.800–3.899 Magna Cum Laude
- 3.900–4.000 Summa Cum Laude

All grade point averages are based exclusively on course work completed at The Master's Seminary.



Continuing Registration

A student enrolled in any program is expected to register for each successive semester until graduation from that program. To maintain active student status a student who does not register for credits, either class or thesis credits, during any regular semester must register for Continuing Registration. This may be viewed as a non-credit course which is required whenever there would otherwise be an interruption in the student's program. A student may register for Continuing Registration for no more than two successive semesters. Continuing Registration counts as regular enrollment and does not lengthen the six-year maximum time allowed for graduation. Continuing Registration is not required for students who skip a semester of enrollment in order to be involved in an approved cross-cultural or missionary internship.

The fee for Continuing Registration is \$50. A student who fails to register for either course credits, thesis credits, or Continuing Registration during any semester regularly scheduled for his program will be dropped from the program and must re-apply for admission prior to any subsequent registration. If re-admission is granted, the student must meet any changed program requirements (i.e., he is admitted under the requirements given in the current catalog).