Beginning Studies at Faith Theological Seminary

After acceptance, the student will receive an Acceptance Letter and a Program Checklist with all transfer credits noted on it. The student should register for only those courses which will satisfy the requirements of that Program Checklist. The student should keep in touch with an academic advisor, especially if any problems develop.

- For questions concerning finances, the student should contact the Business Office at 410-323-6211 Ext. 113 or by email at BusinessManager@FTS.edu
- For questions concerning acceptance, the student should contact the Office of Admissions at 410-323-6211 Ext. 114 or by email at Admissions@FTS.edu
- For questions concerning academic status, the student should contact the Office of the Registrar at 410-323-6211 Ext. 112 or by email at Registrar@FTS.edu

Recommended Course Sequencing

Students are encouraged to follow a progressive sequence of courses to complete their degree programs. Sequencing recognizes that upper level coursework is based on introductory level knowledge and ensures a better learning experience and student progress. Students should begin by completing foundational courses such as introductions. These courses provide a foundation for later study.

Following the foundational courses, the student should then select various courses which build upon those broad studies in more specific areas. These will then sharpen the focus of what has been learned from the foundational coursework. Assignments in upper-level courses often assume skills that are practiced in the introductory courses.

Each semester consists of fifteen weeks including holidays. Semester courses normally meet in two-and-a-half hour sessions. Doctoral cohort courses ordinarily meet on four Mondays of each scheduled month from 9am to 5pm. Intensive classes consisting of four-day, 9am to 5pm classes are also provided to accommodate student needs.

Definition of a Credit Hour

FTS considers a credit hour as being one hour of classroom or direct faculty instruction with a minimum of two hours of out-of-class work each week of an academic term.
Course Time Limitations

The student is to complete all assigned work within the semester. When a student receives an Incomplete for a semester grade, the "I" will become an "F" after sixty days unless a change of grade has been submitted by the professor.

A student receiving an Incomplete due to medical reasons may be allowed more than sixty days to complete the course requirements. Documentation from the treating physician will be considered in the determination of time limits.

Program Time Limitations

The minimum and maximum time limitations for the following degrees are effective upon acceptance by FTS into the particular degree program.

- B.Th. (120 credits) 2-8 years
- M.Div. (90 credits) 2-6 years
- D.Min. (36 credits) 2-5 years
- Th.D. (60 credits) 3-7 years
- CBS Non-Degree (48 credits) 2-4 years

Any student exceeding these program time limitations must reactivate and will be required to complete the degree program under the published guidelines set forth in the catalog in effect when reactivation into the program occurs.

Class Attendance

Students must be on the official class roster to be counted as present in a class. To be registered for a course, the student must be cleared through the Business Office. Pre-registration on the website is not official until payment for the course is made.

Students are required to attend at least 80% of the class meetings for each course in which they are enrolled. This means that a maximum of three class periods may be missed. Any student who misses more than 20% of the meetings will receive a "WP" or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Academic Committee. The student attending intensive courses must attend all class meetings.

Absences should be taken only for important and necessary reasons. The student is held responsible for absences due to late registration. Consequently, a student is not permitted to enroll for a course after the second full week of classes.

A professor will report to the Registrar any student who:

- Habitually comes in tardy or leaves early;
- Misses the whole class session three weeks in succession;
- Misses 20% or more of the classes for a particular course.
Each professor will employ the following rules for determining absences:

- Only tardiness of less than 15 minutes may be counted as a tardy;
- Three tardiness count as one absence;
- Tardiness of more than 15 minutes counts as one hour of absence.

Excessive absences could affect the I-20 status of an international student.

Such absences also result in one being required to repay any financial aid received as well as any additional charges incurred by FTS.

### Grades, Grade Points, and Grade Point Average

In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Office of the Registrar. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

<table>
<thead>
<tr>
<th>Standing</th>
<th>Grade points</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>A  = 4.0</td>
<td>97 - 100</td>
</tr>
<tr>
<td></td>
<td>A- = 3.6</td>
<td>94 - 96</td>
</tr>
<tr>
<td>Above average</td>
<td>B+ = 3.3</td>
<td>91 - 93</td>
</tr>
<tr>
<td></td>
<td>B  = 3.0</td>
<td>88 - 90</td>
</tr>
<tr>
<td></td>
<td>B- = 2.6</td>
<td>86 - 87</td>
</tr>
<tr>
<td>Average</td>
<td>C+ = 2.3</td>
<td>83 - 85</td>
</tr>
<tr>
<td></td>
<td>C  = 2.0</td>
<td>80 - 82</td>
</tr>
<tr>
<td></td>
<td>C- = 1.6</td>
<td>78 - 79</td>
</tr>
<tr>
<td>Below average</td>
<td>D+ = 1.3</td>
<td>75 - 77</td>
</tr>
<tr>
<td></td>
<td>D  = 1.0</td>
<td>72 - 74</td>
</tr>
<tr>
<td></td>
<td>D- = 0.6</td>
<td>70 - 71</td>
</tr>
<tr>
<td>Failure</td>
<td>F  = 0.0</td>
<td>below 70</td>
</tr>
<tr>
<td>Withdraw Passing</td>
<td>WP</td>
<td>Does not affect G.P.A.</td>
</tr>
<tr>
<td>Withdraw Failing</td>
<td>WF</td>
<td>0.0 points Counted in G.P.A.</td>
</tr>
<tr>
<td>Incomplete</td>
<td>I</td>
<td>Not counted until changed</td>
</tr>
</tbody>
</table>

“l” - This grade may be assigned only if the student has been unable to complete the course because of unavoidable circumstances. The reason for an "Incomplete" must be approved by the professor of the course and shall be noted on all grade reports. A course in which the student received a grade of "l" must be completed within sixty days
after the end of a semester unless special permission is granted by the instructor and the Academic Dean. Failure to complete the work within those time limits will result in a grade of "F." Merely failing to complete the work on time is not a legitimate justification for the use of "I." If the grade of "I" has not been officially changed within sixty days, the grade will automatically be changed to "F."

“WP” - This indicates that the student is withdrawing as passing. This grade has no bearing on the student’s GPA.

“WF” - This indicates that the student is withdrawing as failing. The grade of "WF" will be calculated as part of the student's GPA.

Only courses taken at FTS are used in computing a student's GPA.

The Registrar sends Grade Reports to students in a timely manner after the end of each semester.

A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Academic Dean. The Academic Dean will recognize, as justification for a change of grade, only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.

**Course Load**

**Full-time Students**

A student must carry at least twelve hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than fifteen hours at the undergraduate level and the graduate level requires permission of the Academic Dean.

**Students on Federal Student Aid**

For purposes of Federal Student Aid, course load status will be computed as follows:

**Bachelor students:**

- 3 credits = Less than half-time
- 6 credits = Half-time
- 9 credits = Three-quarter time
- 12+ credits = Full-time

**Master students:**

- 3 credits = Less than half-time
- 6 credits = Half-time
- 9+ credits = Full-time
Doctoral students:

- 3 credits = Half-time
- 6+ credits = Full-time

**Repeating Course Work**

Courses for which grades of “F” or “WF” have been earned may be repeated for credit, with grades for repeated attempts counting for grade point average purposes. All entries on the transcript, however, remain a part of the student’s permanent academic record. Also, any course for which students have received a passing grade (“D” or better) may be repeated, but only three credits will be applied to the student’s transcript for the course with the higher grade. Students may also repeat courses as audit without credit for self-improvement. All normal tuition and fees will apply to all repeated courses.

**Academic Probation, Suspension, and Dismissal**

The student will be notified in writing by the Academic Dean of any action involving probation, suspension, or dismissal.

**Bachelor of Theology and Master of Divinity Degree Programs**

**Probation:**

Students who fail to maintain a 2.0 cumulative GPA for two consecutive semesters will be placed on academic probation. Students will be allowed to continue on a semester-by-semester basis under the condition that they maintain a 2.0 GPA each semester. When the student's cumulative GPA reaches 2.0 or better, he or she will be removed from academic probation.

**Suspension:**

While on probation, if a student fails to maintain a 2.0 GPA in any semester, he or she will be suspended for one semester.

After the period of suspension, a student may re-enroll on probation. The above probation procedures will be followed.

**Dismissal:**

Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.

A student who has been dismissed may not make application to reactivate for at least one year. Reactivation is not guaranteed.
Doctoral Degree Programs

Probation:
- A Doctoral student whose GPA falls below 3.0 will be placed on academic probation.
- A student on academic probation will be allowed to continue on a course-by-course basis under the condition that he earns at least a "B" for each course. When the student's cumulative GPA reaches 3.0 or better, he will be removed from academic probation.

Suspension:
- While on probation, if a student fails to maintain a 3.0 GPA in any semester, he will be suspended for one semester.
- After the period of suspension, a student may resume his coursework on probation. The above probation procedures will be followed.

Dismissal:
- Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.
- A student who has been dismissed may not make application to reactivate for at least one year. Reactivation is not guaranteed.

Academic Integrity

Plagiarism
- Plagiarism means representing any work as your own that is not your own.
- Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.

Falsifying Information
- Forging an instructor's name.
- Submitting another's work as one's own.
- Providing false or misleading documentation.

Other Forms of Academic Dishonesty
- During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student.
• Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above will receive an "F" for the course and will receive an academic warning. A student proven to have been guilty a second time will be dismissed.

Academic Appeals

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within thirty days of the grade being posted, follow this procedure:

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email. The email will detail the professor’s decision regarding the grade. A copy of the correspondence shall also be sent to the Academic Dean for record keeping.
3. If the issue is not resolved to the student’s satisfaction, he or she shall address a written appeal via email or via mail to the Academic Dean. The Academic Dean will review the complaint and send a determination to the student within 7 business days. The decision of the Academic Dean is final.

Mrs. Gloria Hague teaching Music and Worship class
Graduation

Graduation Requirements

Bachelor of Theology and Master of Divinity Degree Programs
- Satisfactory completion of the semester hour and course requirements of the degree program.
- A minimum cumulative GPA of 2.0.

Doctoral Programs
- Satisfactory completion of the semester hour and course requirements of the degree program including dissertation/research project.
- A minimum cumulative GPA of 3.0.

Graduation Procedures

Students planning to graduate within twelve months must follow the procedures listed below:
1. Complete the Application for Graduation form (available at the Seminary and on the FTS website)
2. Pay the Graduation Fee (non-refundable and non-transferable)
3. No applications will be processed after March 1.
4. A student may receive a Letter of Completion before the May commencement exercises if the student has submitted an Application for Graduation and the graduation fee has been paid by the deadlines stated above. The diploma itself will be dated May, and will be awarded only in May.

Commencement Attendance

Commencement exercises are held only in the month of May. Attendance at commencement is required for every graduating student. A diploma cannot be received until the graduation exercises are completed.