



# Admissions

## Admissions Policy

Persons wishing to enroll at Faith Theological Seminary must apply by completing the web-based Application for Admission on the FTS website ([www.FTS.edu/apply](http://www.FTS.edu/apply)). When the required information and Application Fee have been received, the applicant will be notified in a timely manner of their acceptance or denial.

In considering applications, the Office of Admissions reviews the prospective student's complete Application for Admission, Pastoral Reference, personal testimony, and official academic transcripts. If the prospective student meets the required criteria for acceptance, they are admitted into FTS until they complete their program or become inactive.

Applications should be received by the Admissions Office at least two weeks prior to the last day of registration (see Academic Calendar). Applications for a degree program will only be considered by the Office of Admissions when all documents have been received. Classes can be taken only by those who have completed the application process (degree or non-degree credit) and have been admitted into the Seminary. Applicant filed documents will be retained in the Office of Admissions for a period of three years after the Application for Admission was submitted. If the applicant's admission is not finalized within three years, all documentation will be destroyed.

## Ability-to-Benefit Policy

Faith Theological Seminary does not admit Ability-to-Benefit students. Faith Theological Seminary does not participate in Ability-to-Benefit. Applicants must have graduated high school, have a GED, and/or have 24 transferrable credits from an accredited college/university in order to be considered for admission.

## Admissions Process

1. Apply by completing the web-based Application for Admission on the FTS website ([www.FTS.edu/apply](http://www.FTS.edu/apply)). The application includes the following:
  - a. A 250-500 word personal testimony that includes evidence of Christian faith in Jesus Christ and aspiration for Christian service.
  - b. A Pastoral Reference Form which must be completed by the applicant's pastor. A link to this form is sent to the pastor by email.
  - c. The Application Fee of \$50 (non-refundable). No application will be processed without this fee.
2. Request that Official Transcript(s) from previous academic institutions be sent to the FTS Office of Admissions.

## **International Admissions**

Faith Theological Seminary is authorized under federal law to enroll non-immigrant students. Any applicant desiring international admission should allow three to six months to complete their application process.

International students in need of F-1 status must reach final acceptance by completing the initial admissions process and submit the following documentation:

- International Student Application for Admission ([www.FTS.edu/apply](http://www.FTS.edu/apply))
- Affidavit of Financial Support
- Verification of funds from student and/or sponsor
- Copy of valid passport
- Copy of student visa (if applicable)
- Copy of I-94 (if applicable)
- Official TOEFL scores
- Application Fee and the I-20 Processing Fee

Send the documents to the Director of Admissions at Faith Theological Seminary, 529 Walker Avenue, Baltimore, Maryland 21212, USA.

Allow two months lead time to include consulate interview.

F-1 applicants currently residing in the US and not planning to depart the country before beginning a degree program at Faith Theological Seminary must complete the Transfer-In Form for F-1 Students.

International applicants whose native language is not English, or who have not received a bachelor's degree or its equivalent in an English-medium program, must send official results of the Test of English as a Foreign Language (TOEFL) to the Office of Admissions. The minimum required score is 550 on the written test and 80 on the Internet based test. For information concerning the TOEFL, applicants may contact the US embassy in their country, or write: Educational Testing Service, Princeton, NJ 08540, USA. Faith Theological Seminary's TOEFL code is 7961.

According to the Student and Exchange Visitor Program (SEVP), F-1 students must maintain the following requirements:

- Be enrolled full-time according to their program of study
- Attend courses registered for regularly
- Pass courses registered for
- Pay tuition and fees

Change of Status to F-1 may take three to five months.



## **Program Requirements**

Each degree program requires a prerequisite: a high school diploma or GED is necessary to apply for a Bachelor degree; a Bachelor degree is necessary to apply for a Master degree; a Master of Divinity degree, or its equivalent, is necessary to apply for Doctoral degrees.

Applicants must be able to employ a sufficient level of computer literacy for theological research and writing. Computer and printer access or ownership is required.

### **Bachelor of Arts in Religion (BAR)**

Applicants desiring entrance into the Bachelor of Arts in Religion program must have completed the requirements for a GED or high school diploma with a GPA of 2.0 (on a 4.0 scale). Students who wish to enter with a GPA of less than 2.0 may enter under Academic Probation maintaining a minimum 2.5 GPA taking at least twelve credits per semester. Upon successful completion of one semester, a student will be removed from Academic Probation.

### **Master of Divinity (M.Div.)**

Applicants desiring entrance into the Master of Divinity program must have obtained a bachelor's degree with a cumulative GPA of 2.5 (on a 4.0 scale). Students who wish to enter with a GPA of less than 2.5 may enter under Academic Probation maintaining a minimum 2.5 GPA taking at least nine credits per semester. Upon successful completion of one semester, a student will be removed from Academic Probation.

### **Doctor of Ministry (D.Min.)**

Applicants for the Doctor of Ministry degree must hold a Master of Divinity degree or its academic equivalency maintaining a 3.0 GPA (on a 4.0 scale). Credits taken toward M.Div. equivalence must cover the breadth of a M.Div. curriculum consistent with the FTS curriculum and commitment to Scripture. All applicants must have satisfactorily passed Biblical Hebrew 1-2 and Biblical Greek 1-2 (or equivalents).

### **Doctor of Theology (Th.D.)**

The Th.D. program admits students who show evidence that they are of proven Christian character, endowed with appropriate spiritual gifts, and adhere to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone, and the physical return of Christ.

In addition, the following requirements apply to Th.D. applicants:

Applicants must hold the Master of Divinity (M.Div.) degree or its equivalent have an academic record that demonstrates scholarship and research ability satisfactorily

complete an interview on their Christian experience, scholarship, theology, achievement, and purpose. All applicants must have passed satisfactorily at least Hebrew 1 & 2 and Greek 1 & 2 (or equivalents), as well as passed the “Biblical Language Competency” exam. Reading knowledge (and proof thereof) of two research languages (French, German, or Latin) is also required to enter the Th.D. program. Ideally, such language preparation is best when oriented towards the Dissertation subject and its research needs.

## Transfer of Credit

Faith Theological Seminary accepts transfer credit hours for courses that are:

- (1) From another in-State institution approved by the Maryland Higher Education Commission;
- (2) From an in-State institution that is:
  - (a) Exempted by law from approval by the Maryland Higher Education Commission, and
  - (b) Accredited by an organization recognized as an accrediting agency by the United States Department of Education to grant institutional accreditation;
- (3) From an out-of-State institution that is accredited by an organization recognized as an accrediting agency by the United States Department of Education to grant institutional accreditation; or
- (4) Part of an articulated agreement with a high school for which course competencies are specified, with copies of the agreement being maintained on file.

Credits earned at other schools may be applied to a student’s degree program as stated above if the credits are of a comparable level and reflect a transcript grade of “C-” or better, in a subject appropriate to the student’s degree program. Other restrictions may also apply.

Transfer of credit is not automatic. Official transcripts will be evaluated by the Director of Admissions for course equivalence upon student request. Life experience, remedial courses, workshops, and seminars are not transferrable.

Transfer allowances from accredited institutions for each program:

- Bachelor of Arts in Religion: 39 total credits
- Master of Divinity: 30 total credits
- Doctor of Ministry: 9 total credits
- Doctor of Theology: 12 total credits.

Transfer of Credit from Maryland institutions exempted by law from approval by the Maryland Higher Education Commission will be accepted by Faith Theological Seminary

as determined by the Director of Admissions, whose determination is based on the equivalency of class hours and course work. The transfer allowances are as follows:

- Bachelor of Arts in Religion: 30 total credits
- Master of Divinity: 20 total credits
- Doctor of Ministry: 6 total credits
- Doctor of Theology: 9 total credits.

After matriculation at FTS, a student may request to transfer a maximum of six credits from another accredited institution to satisfy program requirements, so long as they have direct equivalency. Each transfer of course credits will be evaluated on a case by case basis by the Admissions Office. No credits from any unaccredited institutions will be transferrable after matriculation at FTS.

## **Non-Matriculated Students**

Non-Matriculated Student status may be granted to those who have completed the admission process, but do not desire to enter a degree program at the time of application. Such students may attend courses for credit for personal enrichment, learning and upgrading job skills, and fulfilling degree requirements for another institution. If one desires to matriculate into a degree program, it is recommended that the student speak with the Director of Admissions for formal acceptance.

A non-matriculated student is subject to all current institutional policies, including but not limited to financial, academic, and behavioral requirements.

## **Audit Students**

Audit Students do not receive academic credit. Auditors may attend class lectures, but are not typically permitted to participate in class discussions, ask questions, or submit assignments for grading, except under special circumstances and at the Professor's discretion. Unless the Professor stipulates that Audit Student participation is allowed in their class, it is understood that the restriction for Audit Students on class discussions, questions, or assignments will prevail.

A student requesting Audit Student status must submit an Application for Admission along with a copy of valid photo ID. The Application does not require references or transcripts. An Audit Student may attend any course for which he or she is registered as an auditor, upon the payment of the audit fee for each course.

## **Withdrawal from the Institution**

If a student withdraws from FTS, the student must notify the Office of the Registrar in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied.

Failure to make official withdrawal may disqualify the student from reactivation at a later time and release of official documents.

## Readmission Policy

Students who have officially withdrawn or have otherwise become inactive from Faith Theological Seminary for one year may return to classes without penalty. After the one year period, a Reinstatement Fee of \$25 will be charged. To re-enter after an absence of three years, the student must reapply for admission into a program of study.

Students who have officially transferred to another academic institution must reapply for admission into a program of study.

