



Academics

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 from the Admissions Office. The student should register for only those courses which will satisfy the requirements of that Program Checklist. The student should keep in touch with their academic advisor, especially if any problems develop.

- For questions concerning acceptance, the student should contact the Office of Admissions at 410-323-6211 Ext. 114 or by email at J.Lepera@FTS.edu
- For questions concerning finances, the student should contact the Business Office at 410-323-6211 Ext. 113 or by email at S.No@FTS.edu
- For questions concerning financial aid, the student should contact the Financial Aid Director at 410-323-6211 Ext. 113 or by email at L.Coleman@FTS.edu
- For academic advising, the student should contact the Academic Advisor by email at M.Christ@FTS.edu
- For questions concerning academic status, the student should contact the Office of the Registrar by email at Registrar@FTS.edu

New Student Orientation

Orientation for students is provided through an opening event each semester and through the provision of videos on important topics such as library use, Populi (College Management System), and Schoology (Learning Management System). Orientation is done when needed in the course of student advisement and counseling through the various offices of the Seminary.

Recommended Course Sequencing

Students are encouraged to follow the progressive sequence of courses in their Program Checklists. 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. Each semester consists of fifteen weeks excluding holidays. Semester courses normally meet in two hour and forty-five minute sessions.

Testing

The Seminary offers the option of testing out of several bachelors classes which include English and Math through the College Level Exam Program (CLEP) Tests. More information about CLEP: <https://clep.collegeboard.org/exam>.

The Seminary does not offer testing for educational placement, but will refer out to off-campus resources.

Definition of a Credit Hour

FTS shall award 1 credit hour for a minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays.

FTS shall award 1 credit hour for a minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays.

Course Time Limitations

The student is to complete all assigned work within the semester. In exceptional circumstances, the student may petition the Academic Committee for permission to complete missed work.

Program Time Limitations

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

- BAR (120 credits) 3-8 years
- M.Div. (90 credits) 2-6 years
- D.Min. (30 credits) 2-5 years
- Th.D. (60 credits) 3-7 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 Populi is not official until payment for the course is made.

Minimum Class Attendance Policy

- Students are required to attend at least 80% of the class meetings for each course in which they are enrolled.
- This means that in a standard semester composed of 14 class meetings, a maximum of three class periods may be missed. Any student who misses more than 20% of the meetings will receive a grade of "WP" or "WF."
- Students enrolled in intensive courses must attend all class meetings.
- Exceptions to the Maximum Absences Policy may be made only in cases of extreme circumstances and only with the approval of the Academic Dean, and only when the student has completed all required work and assignments and submitted such when due or when acceptable to the professor and the Academic Dean.
- The student is held responsible for absences due to late registration. Missed initial classes due to late enrollment are treated as absences under this policy. Note that late registration policies stipulate that a student is not permitted to enroll for a course after the second week of classes.

Excused and Unexcused Absences Policy

- Absences should be taken only for important and necessary reasons.
- Excused absences are those for which any missed work or other assignments may be submitted or made-up, and graded at the discretion of the professor.
 - Further details about how excused absences are requested and handled are set by each professor and can be found in the course syllabus.
 - The fact that an absence is excused does not create an exception to the Minimum Class Attendance Policy.
- Unexcused absences are handled at the discretion of the professor and will result in a zero or failing grade for course participation, course grade demotions, and failing grades on course work or other assignments missed.

Grades, Grade Points, and Grade Point Average

A student cannot receive a grade even if the work was completed successfully if he is not properly registered.

A student's Grade Point Average (GPA) is calculated on the basis of the number of grade points in a given period of time divided by the total number of credits taken. A student's Cumulative Grade Point Average is a calculation of the average of all of a student's grades for all semesters and courses completed up to a given academic term.

Standing	Grade points	Percentages
Exceptional	A = 4.0 points	94 - 100
	A- = 3.6 points	90 - 93
Above average	B+ = 3.3 points	87 - 89

	B = 3.0 points	84 - 86
	B- = 2.6 points	80 - 83
Average	C+ = 2.3 points	77 - 79
	C = 2.0 points	74 - 76
	C- = 1.6 points	70 - 73
Below average	D+ = 1.3 points	67 - 69
	D = 1.0 points	64 - 66
	D- = 0.6 points	60 - 63
Failure	F = 0.0 points	below 60
Withdraw Passing	WP = no points	-
Withdraw Failing	WF = 0.0 points	-

“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.

A change in a recorded grade 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 nine hours per semester.

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 Arts in Religion 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.

Doctor of Ministry and Doctor of Theology 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.

Graduation

Graduation Requirements

Bachelor of Arts in Religion and Master of Divinity Programs

- Satisfactory completion of the semester hour and course requirements of the degree program.

- A minimum cumulative GPA of 2.0. FTS will not include credits awarded for remedial education towards the credit hours required for graduation.

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 April 15.
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 will be awarded only in May.