

## APPLICATION FOR GRADUATION

Students who plan to graduate from The Interdenominational Theological Center must file an Application for Graduation by October 15 of the year of intended graduation. The awarding of a degree is contingent upon successful completion of all requirements prior to graduation day. Those who do not graduate at the time originally requested must reapply.

This form may be picked up in the Registrar's Office. A list of candidates for graduation is then forwarded to the faculty in March and the board of trustees in April of each year for approval for the ceremonies in May. Graduating students are expected to be present at Commencement unless excused by the provost for justifiable reasons, stated in a written petition.

## AUDITING COURSES

Persons who do not qualify academically for admission to a degree program or who do not wish to enroll in a course for credit may be admitted as auditors to some classes with special permission and upon payment of designated fees. Such persons must have approval by a denominational dean or by the advisor for the at-large constituency. They may be admitted to any one of the following categories:

The term "audit" is reserved for formal arrangements in which a student agrees to attend a course regularly and be responsible for reading and other obligations as agreed with the instructor, yet without academic credit toward a degree. Students may register for an audit through the regular registration process prior to the end of the first week of classes, provided they meet the prerequisites for the course(s). Permission of

the instructor is required prior to registration.

A student may not receive graduate course credit for a course that s/he audited. To receive graduate credit, the student must take the course for credit. A student may not audit a course in order to meet the prerequisites or requirements of a program. Students must pay a tuition fee per credit hour for auditing a course. (*See Financial Section.*)

**NOTE: Grades are not to be reported, nor in any instance may credit be granted for work taken by audit.** For more information, please direct your query to The Office of the Registrar.

## CHANGE OF GRADE

Once a grade is assigned for a course, no change of grade is possible on the basis of additional work. Faculty may, in exceptional circumstances, change a grade on the basis of a re-evaluation of work already completed if this change is made within one semester of the time the grade was assigned.

## CHEATING, PLAGIARISM AND ACADEMIC MISCONDUCT

The ITC is actively engaged in the pursuit of academic excellence. We realize the discipline that such a pursuit demands. Therefore, we have tried to give attention to those activities that could negatively impact our desired goal. If conduct is contrary to the commitment of Christian ministry so that discipline, moral lapse, questionable integrity, or action are not in the best interest of the ITC, the conduct of that person(s) will be investigated and appropriate action taken.

Below is the actual text of the motion passed by the Board of Trustees, which should govern all of our behavior.

As part of an academic assessment program that provides students accurate information regarding their progress toward the degree, the faculty has adopted the following grading system. This grading system is used in all degree programs. All supervised ministry internships and some elective courses with prior approval and notice, are graded on a pass/fail basis. Pass/fail grading for electives must be approved by the professor. Any student who is interested in taking a particular elective as pass/fail should contact the professor for the course or the Office of the Registrar with any questions.

Grade	Quality Points	Numerical Value
A	4.0	96-100
A-	3.7	90-95
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69

D	1.0	63-66
F	0.0	60-62

The following symbols are approved for use in the cases indicated:

**NG** The grade “NG” (no grade) may be assigned to courses continuing beyond a semester. These courses are: IPSC 720B & C, IINT 409 and 411, ATA 901, 967, 977, 985, 989, 996, 998, and 999.

**AU** This indicates an audited course. No grade is given, no credit hours earned, and grade points are not calculated. *Students must register for an audit through the regular registration process prior to the end of the first week of classes, provided they meet the prerequisites for the course(s).* Approval for an audit cannot be granted after the first week of class. Audited classes are not eligible for financial aid.

**EX** This indicates that a student has exempted a course through examination. No credit hours are given for courses that are exempted.

**TR** This indicates that a student has been awarded transfer credit from another institution. Credit is given but no grade points are calculated.

**P** Pass (Quality of work no less than “C” on a conventional grading scale).

**W** Withdrew after the second week of the semester. A withdrawal from a course is the privilege of the student until four weeks before the end of

each semester. Tuition charges apply to all withdrawal courses with a grade of "W." Ordinarily, a student may not withdraw from a course after the *twelfth* week of the semester. No credit is given and no grade points are calculated.

- I An incomplete grade is given only when circumstances beyond the control of the student prevent the completion of assigned work before the end of the semester.
- F A grade of "F" is given when the quality of the work in a course clearly falls below the passing standard and may not be brought up to a satisfactory level by remedial work. An "F" remains permanently on the transcript and is calculated in the grade-point average as 0.00. If the student takes the same course again, or another course to substitute for it, the original "F" is not removed but the new grade is recorded in the usual way.

Core courses for which a final grade of "C-" or below is received must be retaken until the course is passed with a grade of "C" or better. Only the better grade will be used in computing the grade point average (GPA), although both grades remain on the transcript.

The credits from a grade of "C-" or below in one course that meets the exegetical or

religions of the world requirement may be used as elective credits if the repeated course for the exegetical or religions of the world core requirement is not the same course in title and content. In this case, both grades remain on the transcript, and all quality points are used in computing the grade point average. Students desiring to exercise this option should notify the registrar in writing. Otherwise, only the better grade will be used in computing the grade point average and the credits for the first course will be excluded from the degree.

A grade of "C-" or below may not be received in more than nine elective credits of the eighty-nine semester credits required for the M.Div. degree or six elective credits of the sixty semester credits required for the M.A. degree. Only repeating the course can change a grade of "C-" or below. Elective courses for which a final grade of "C-" or below is received may be retaken once. Both grades remain on the transcript but only the better grade will be used in computing the GPA.

### **Calculating Grade Point Average (GPA)**

The grade point average is computed by dividing the total credits for which a student is officially enrolled into the total number of quality points earned each semester. To calculate student grade point average, use this formula:

**Grade point equivalent (GPE) x credit hours = total quality points**

Example: Grade Point Equivalents

			Credit		Quality	
	GPE		Hours		Points	
A	=	4.0	x	2.0	=	8.0
B	=	3.0	x	5.0	=	15.0
C	=	2.0	x	4.0	=	8.0
D	=	1.0	x	5.0	=	5.0
Total	16.0		Total	36.0		

Multiply the number of credit hours for each course times the assigned grade point equivalent. Total all credit hours (16.0), and then total all quality points (36.0). Total quality points divided by total credit hours equals grade point average (GPA). 36.0 divided by 16 equals 2.25 GPA.

## **INCOMPLETE GRADING**

The grade of **"I"** should ordinarily *not* be given except in providential circumstances that in some way inhibit a student's ability to turn in the last of her/his work before the end of class. Providential circumstances should be limited to those matters outside of a student's control (health, legal affairs, family emergencies, etc.). Should a professor deem that a student should be granted an **"I,"** that student must covenant, in writing that s/he will complete all necessary coursework no later than four weeks after the end of the semester.

If students do not turn in the work within the designated period, the professor may turn in a grade reflective of total semester's work. If no grade is turned in after those four weeks, the grade of **"I"** will automatically turn into an **"F"**. After this point, neither professor nor student will be able to change this grade, unless there is evidence of a professor's error. If there is such evidence, the appeal process must be followed. (*See Student Handbook*).

**Students with incompletes in two or more classes will not be allowed to enroll in a new semester or term without permission from the Vice President for Academic Affairs and Provost.**

## **Grade Appeal Policy**

All changes grades are the result of either the result of grade change or grade appeal processes. Students are invited to be in conversation about course submissions and grading at all times as demonstration of the highest benefit of their matriculation. When there are questions about an assigned course grade, it is incumbent upon the student to be in conversation with the course faculty member about their concern(s) which is the primary move toward resolution. A student can file an Appeal of Grade in the Office of Student Services only after they can demonstrate that they have met all the requirements of the assignments and course and they are aggrieved as a result of there not being a change of their grade.

The grade change is the result of student's conversation with the professor requesting a review of submitted or re-submitted assigned work which could or could not result in a change in grade. In either case it is not expected that the student's grade should be lower than initially assigned. Upon completing this review, the faculty member in conversation with the student determines whether or not this review will result in an improved grade and finalizing the subsequent change in grade. Faculty member obtains grade change form from the Provost Office.

It is completed in conversation with the Associate Provost. After obtaining the appropriate signatures, the Provost has final review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Registrar's Office for subsequent grade change recording. If the Provost or other Administrator is faculty of record for the course, either the

Associate Provost, Master of Divinity or Master of Arts in Christian Education Degree Coordinator processes the Change of Grade to the Office of the Registrar. The Provost or determined Academic represented herein stipulated has review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Registrar's Office for subsequent grade change recording.

### **Step 1**

A student who is dissatisfied with a decision by an instructor relative to a final course grade and is able to document an error in the computing of that grade, must seek to reconcile the grievance with the instructor within two weeks after receiving the semester grade report from the Registrar's Office. If there is no satisfactory resolution, the student may appeal the instructor's decision.

### **Step 2**

The student should notify the Office of Student Services in writing of their intent to appeal their grade within two weeks of initiating a change of grade request conversation with the instructor for the course in question. Notice should state the factual reasons the student has been aggrieved by the final grade received, attach all supporting evidence for the arguments set forth in the letter; i.e., examinations, term papers, book reports, emails, etc. Student should retain original document(s). The Office of Student Services will notify the Office of the Provost of the formal grade appeal who will then notify Said faculty member for subsequent consultation. The Provost will set a date for review of materials and consultation with both Faculty member and student for resolution.

### **Step 3:**

During the grade appeal process, the Provost will hear each party, allowing opportunity to present any additional data, facts, records, etc. supporting the earlier resolution of grade change by the faculty member and grade appeal by the student. The Associate Vice President of Academic Service for Academic Services and Associate Vice President of Student Services may be involved in the process as consultants to faculty and student respectively.

If the Provost or other Administrator is faculty of record for the course, either the Associate Provost, Master of Divinity or Master of Arts in Christian Education Degree Coordinator processes the Change of Grade to the Office of the Registrar. The Provost or stipulated Academic representative has review of the process and forwards the completed Change of Grade/Incomplete Removal document to the Registrar's Office for subsequent grade change recording.

## **GRADE REPORTS**

Students may view their academic records and print out unofficial grade reports at any time using their 'Self Service' login and password. Grade reports will not be mailed at the close of a term. Requests for official transcripts must be made in writing (no phone or email) to the Registrar's Office.

## **GRADE SUBMISSION POLICY**

Faculty will input all grades online using the 'Self Service' system. Final grades are due within three days after final exams during Fall and Spring semesters. During the summer, grades will be submitted two weeks after the final class assignment is due and during the January term and early Fall term, grades will be submitted at the end of mid-term of the current semester.

## **CHANGE OF GRADE**

Once a grade is assigned for a course, no change of grade is possible on the basis of additional work. Faculty may, in exceptional circumstances, change a grade on the basis of a re-evaluation of work already completed if this change is made within one semester of the time the grade was assigned.