

# GENERAL INFORMATION

## Master of Divinity at TBS

### ACADEMIC CALENDAR

The Bible Seminary's standard academic calendar includes one Fall Semester (typically September through December) and one Spring Semester (typically January through May). Some specialized courses may also be offered during a Summer Semester (typically June through August).

### CLASS SCHEDULES

Semester classes for the graduate program are currently generally held on weekdays and occasionally weeknights. Most 3-credit hour classes meet twice per week throughout a semester, although some courses may occasionally be held in one week or longer condensed intensives. Other intensives typically include one 3-credit hour course stretched across a summer or other period of time, although shorter full-time intensives are allowed on a case by case basis.

### COURSE LOAD

The Bible Seminary accepts full-time, part-time students, and may accept some audit students, for most graduate classes, with some limitations, according to the definitions below. The standard course load for full-time students is 15 hours per Fall and Spring semester, and 3 hours per Summer term.

- Full-time (9 or more credit hours per semester) - Students accepted, registered, paying according to a full-tuition schedule, and attending 9 or more credit hours per Fall or Spring semester and 3 credit hours for Summer terms.
- Part-time (8 or less credit hours per semester) - Students accepted, registered, paying according to a part-time tuition schedule, and attending less than 9 credit hours per Fall or Spring semester and less than 3 credit hours for Summer terms.
- Audit - Students registered, paying according to audit tuition schedule, and attending 3 or more credit hours per term. The number of students allowed to audit a course may vary per course in accordance with the class structure and provision(s) offered by the professor(s).

### COURSE WORK

Each standard 3-credit hour course at the graduate level typically requires an additional five (5) to seven (7) hours of work per week outside of class. Full-time students should expect to spend approximately 40 hours per week engaged in classes and course study and preparation.

### CREDIT HOUR

One credit hour at The Bible Seminary is equivalent to a minimum of 750 minutes of formalized instruction. Instruction may include classroom instruction, exams, experiential learning (such as internships), field trips, hybrid instruction, online instruction (timed and reported), scheduled formal reading and study sessions, supervised individual instruction and/or team projects, and workshop instruction, as well as breaks. A three-credit hour course totals 45 hours, including 32.5 hours of formalized instruction. Typically, out-of-class assignments average twice the amount of formalized instruction (1,500 minutes per credit hour). Most courses at The Bible Seminary are designed to include weekly 180-minute sessions. Our standard course designs for a 3-credit hour course are based on a 15-week semester that includes a reading week and final exam week and 13-weeks of:

- Two weekly sessions of one hour and fifteen minutes each = 3 hours minus two 15-minute breaks
- One weekly session of two and half hours = 3 hours minus two 15-minute breaks

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### CREDIT TRANSFERS

The Bible Seminary (TBS) is open to considering the eligibility of credits earned at other educational institutions toward course and program requirements at TBS.

- Credits earned at regionally accredited institutions of higher education are preferred for consideration. Credits from unaccredited institutions may be considered on a case by case basis.
- No more than 49% of credit hours may be transferred into a TBS graduate program.
- Credits applied must have a comparable match with the student's course work and/or degree program at TBS.
- Assessment of credit eligibility may be determined in accordance with standards used by the National Course Atlas ([www.courseatlas.com](http://www.courseatlas.com)) or other acceptable comparison resources.
- Credit(s) earned at an undergraduate level are not eligible for transfer toward a graduate program.
- Credit applied previously to another degree, or credits deemed outdated (typically more than 10 years old), are not eligible for transfer.
- The grade received in the course must be equivalent to a C (2.0) or higher at TBS. Pass/Fail or Credit/No Credit courses will not be transferred. Rare exceptions may be granted by the Provost.
- Credit transfers do not include the course grade, but only the credit hours. Thus, transferred credits do not count toward a student's overall GPA at TBS.
- For institutions that utilize another form of academic credit (quarter hours/units/trimesters) besides 15-week semesters, transferred credit(s) will be converted into semester hours.
- Students desiring to transfer credits must request that their school(s) submit an official transcript to TBS for evaluation. In some cases, a school catalog and/or course syllabus will also need to be submitted to assist in determining credit transfer eligibility.
- Notification of assessment to students will include the course(s) eligibility (Yes or No), any equivalency to TBS credit(s) and a determination of credits assigned toward a student's program of study at TBS, as well as any relevant notes.
- Verification of eligible credits and associated documentation must be kept on record in the student's official file at TBS.
- Assessment of credit transfer eligibility and final determinations are made by the office of the Provost. Reconsideration of denied credit may be requested on appeal to the Provost, but only after submitting full documentation and a formal case for appeal for each credit requested. Appeals will be decided and the student notified, typically, within 30 days of submission.
- Current TBS students considering taking a course from another institution to apply toward required program credit at TBS should submit a request for consideration of potential eligibility to the Provost prior to taking a course. Completion of a course anticipated to be eligible, but not confirmed in writing prior to taking, may or may not be approved. Upon completion of a pre-approved course, the student must request that the school(s) submit an official transcript to TBS for final verification, and final approval must be documented, filed, and the student notified as outlined above.

#### **Course Exemption**

In some cases, students may request exemption from required courses based on previous course work completed at another school, or based on relevant, verifiable life experience. However, exemption does not necessarily equal a transfer of credit. As such, alternate courses may need to be taken to make up the total number of credit hours required for a degree. Students desiring exemption should submit all pertinent documentation and a formal request in writing to the Provost.

#### **Transferability Disclosure**

Educational institutions are autonomous in determining policies for transfer of credit. Since transfer of credit is controlled by receiving institutions, TBS does not guarantee transfer of credits either to or from another educational institution. Students should thoroughly examine the policies of other schools to which they may wish to apply in the future regarding the potential acceptance, or non-acceptance, of credit(s) or a degree from TBS.

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### DEGREE COMPLETION PARAMETERS

Full-time students can expect to complete the 84-hour Master of Divinity program in three (3) years, or the 48 to 60-hour Master of Arts programs in two (2) years. Students will be allowed up to ten (10) years from the date of first enrollment to complete the program.

Full-time non-degree students could complete the Licensed Professional program in as little as one (1) year, depending on the availability of courses. Bible Certificate students can generally complete the program sequence in approximately two (2) years.

### ENROLLMENT CLASSIFICATIONS

#### Master Arts (MA)

- Juniors - First-year students with 0-30 credit hours
- Seniors - Second-year students with 31+ credit hours

#### Master of Divinity (MDiv)

- Juniors - First-year students with 0-30 credit hours
- Middlers - Second-year students with 31-60 credit hours
- Seniors - Third-year students with 61+ credit hours

### ENROLLMENT STATUS

- Enrolled - All students accepted into the graduate programs and actively enrolled in specific course(s) will be considered enrolled, with one of the following qualifications:
  - In good standing: All admissions materials have been received and student meets all preliminary requirements for the intended degree.
  - With Provision: Noted when a student's file lacks an official document, or when a student does not meet a preferred preliminary requirement for the intended degree. Provision is removed when a student's file is complete, or student meets criteria noted by the Admissions Team relative to the provision.
  - On Probation: Noted when a student has a below preferred minimum GPA, but may also relate to other circumstances as designated by the TBS Admissions Team or Administration.
- Non-enrollment- Students not enrolled in any class(es) for a period of one-year from the date of last enrollment will be inactivated, except under special, pre-approved circumstances as noted below. Inactive students will be required to reapply for admission.
  - Medical Leave - Provisions can be made for students with documented medical or psychological circumstances to maintain their acceptance status during leave without requiring reapplication for admission. This must be documented by appropriate professionals, and conditions of leave must be mutually agreed upon between the student and registrar and must be pre-approved by the seminary registrar, except in sudden emergency cases.
  - Military Leave - Similar provisions noted above can be made for students in military service.
  - Limitation on Term of Leave - Leave lasting longer than two years may require reapplication.
  - Delinquent payments - Students with delinquent payments may jeopardize their official status as enrolled students, including being dropped from a course or courses, and withdrawn for non-payment from the program altogether. Students withdrawn for non-payment and who desire to continue to study at The Bible Seminary must reapply for admission and reconsideration.

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### GRADING

The seminary uses the following grading system based on a 4.0 scale:

Letter	Min. Pts.	Grade Pts.	Comments
A+	97.00	4.00	Exceptionally well done
A	94.00	3.75	Excellent
A-	90.00	3.50	
B+	87.00	3.25	
B	84.00	3.00	Above average
B-	80.00	2.75	
C+	77.00	2.50	
C	74.00	2.25	Satisfactory
C-	70.00	2.00	
D+	68.00	1.50	
D	64.00	1.00	Acceptable, but below standards
D-	62.00	0.80	
F	0.00	0.00	Fail, no credit
CR			Credit
NCR			No credit
AUD			Audit
WD			Withdrawn
IP			In progress
I			Incomplete

### ACADEMIC STANDING

TBS defines "Good Academic Standing" as having a minimum cumulative grade point average (GPA) of 2.50 for all course work, satisfactory progress toward the completion of degree requirements, and a reasonable expectation of successfully completing the degree program.

### ATTENDANCE POLICY

The seminary process of learning and discipleship comes from reading and studying in conjunction with meeting regularly with classmates, faculty, and other professionals. The Bible Seminary expects students to attend all regularly scheduled classes. Excused absences caused by illness or other justifiable reasons may be permitted by instructors to a limited extent. Students may not accrue more unexcused absences than the number of course credit hours (e.g., three unexcused absences for a 3-credit course) without a resultant reduction of course grade or possible removal from the course.

Unexcused absences may also result in the student being placed on academic probation.

### LEAVE OF ABSENCE

If it is necessary for a student to take a leave of absence (e.g. maternity, paternity, illness, etc.) for an entire semester or longer, his or her standing as a student is not affected for a period of up to six (6) consecutive semesters or three years. At the end of the leave of absence, the student may again enroll in classes. If a student takes a leave of absence during the semester, he or she can receive an "I"

(Incomplete) for all courses by contacting the school's Provost.

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### **COURSE REPETITION**

Students who receive a passing grade in a course are not allowed to repeat the course for credit. Students who fail a course by receiving an "F" (Fail) may repeat the course for credit, and the failing grade from the first attempt only can be converted to a "NC" (No Credit) and not included in the calculation of the student's cumulative grade point average. Grades from all subsequent attempts following the first one will be included in calculating grade point averages.

### **INCOMPLETE WORK**

A student may receive an "I" (Incomplete) in a course if all work for that course is not submitted to the professor or other designated person by 5:00 p.m. on the last day of Final Exam week each semester. Except for unavoidable emergencies, this circumstance requires pre-approval from the professor and the Registrar. Students will generally have up to the end of ten (10) weeks into the following semester to complete the work, or the "I" (Incomplete) will be converted to an "F" (Fail). Students with an active "I" (Incomplete) in two or more classes will not be allowed to enroll in a new semester.

### **PROBATION**

- New Students - Students admitted on academic probation may be removed from probation following successful completion of a minimum of 18 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- Existing Students - Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 - the standard threshold for consideration for graduation. Probationary status may require a student to take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.
- Readmission - Any students who is dropped from enrollment, as a result of being on academic probation for two consecutive terms may, after a period of one calendar year from the date of removal, seek readmission. In order to be readmitted, the student must reapply for admission and reconsideration. The student must give an explanation of how they have addressed the deficiencies in their education that will enable them to succeed the second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.