**ACADEMIC REGULATIONS**

**Course Load**
Most master's seminary students will typically enroll for a full-time course load. A student taking a course load of nine semester hours is considered a full-time seminary student. Students intending to take an excess of 18 hours during the fall or spring semesters or 12 hours during the summer semester must seek approval from the Office of the Associate Dean or the Director of Academic Services.

Students are urged to consider the demands of the rigorous graduate theological education program of Truett Seminary when planning academic schedules combined with off-campus employment and ministry obligations. Students who are serving in vocational ministry positions, working full-time, or commuting for more than one hour should consult with their faculty advisor when selecting courses.

**Time Limit**
In order to fulfill the broad educational and formational goals of the M.Div., an M.Div. program shall require a minimum of three academic years of full-time work or its equivalent. All course credits applied toward degree requirements should be earned within 10 years of the awarding of the degree.

**Course Numbering System**
Baylor course numbers consist of an alpha prefix followed by a four-digit course number. The level is specified by the first digit; “7” indicates a seminary course. The second digit specifies the number of semester hours of credit assigned to the course. The letter “V” is used as the second digit for courses that may be taken for a varying amount of credit.

**Attendance Policy**
Students are required to attend all classes in the student's schedule. Under no circumstances will credit be given for courses in which the student is absent more than the maximum number of allowable absences for the class. Unless a smaller number of classes is designated by the professor, the “maximum number of allowable absences” shall be 25 percent of the total number of class meetings. A student having absences for more than the maximum number of allowable absences will receive an “F” (or a “W” if the student drops the course prior to the last date to drop a course). Excessive tardiness will be dealt with by the individual professor.

Class absences are one of the early signs that a student may be experiencing academic, personal, or emotional challenges or distress. Resources in the Paul L. Foster Success Center (PLFSC) and Counseling Center are available for students who are experiencing difficulties related to class attendance.

For additional assistance, students may contact the Office of the Academic Dean.

**Students Called for Active Military Duty**
An enrolled student who withdraws as a result of being called into active military duty (reserves or National Guard) may choose to:

1. receive a refund of tuition and fees paid toward the current term, or
2. be given full credit of tuition and fees paid toward the current term to apply toward the future term’s chargers for enrollment, or
3. if late enough in the term, request an “incomplete” so that the remainder of the work could be completed at a later date and receive no refund or credit of tuition and fees.

If the student has met the academic requirements for the term, a grade will be assigned and no tuition refund or credit will be granted.

Board charges are refunded on a pro rata basis on the date of the student’s withdrawal. Room charges are refunded on a pro rata basis based on the date a student officially vacates on-campus housing.

Students having federal/state financial aid will be withdrawn according to the published withdrawal policy. Any refund or credit for a student being called into active military duty who has such financial aid will be considered on a case-by-case basis.

**Grading System**
The method and manner of evaluation at the seminary is left to the discretion of the course instructor as outlined in the course syllabus. A student may take an examination at a time other than the scheduled time only under extenuating circumstances and with permission from the instructor. The following criteria may be used at Truett Seminary in assigning letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Points per Sem.Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>74-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-73</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>64-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>60-63</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0-59</td>
</tr>
</tbody>
</table>

**Grade Description**
- **I**: Incomplete; usually because of excused absence from the final examination or permission for extension of time to submit a report or term paper. The "I" must be removed by the last day of class the next semester (summer terms included); if the course is not completed by this time, the "I" will automatically be changed to the grade of "F". Once an "I" changes to an "F", the "F" becomes the permanent grade. An "I" is not included in hours earned or grade point average until it expires or becomes a grade.
- **IP**: Used for courses in which the specified time for completing an incomplete has expired but for which the instructor has submitted an extension of time request.
- **W**: Withdrawal
- **P**: Pass; used for courses graded on a pass-fail basis. If a grade of "A", "B", or "C" is earned, the grade will be recorded as "P".
To obtain an official academic transcript, students can place an order through the Registrar web site (https://registrar.web.baylor.edu/records-services/transcript-information/) for the University, which is located in Robinson Tower.

Students who have proficiency in Greek and/or Hebrew may skip the introductory courses in Greek and/or Hebrew, but must pass a three
credit-hour course in Greek Readings and/or Hebrew Readings with at least a "B" to reduce hours to complete their degree.

**Independent Study**

A student may request to take an Independent Study in extraordinary situations. Application for Independent Study is to be made by the student per the Independent Study Request Form and submitted to the Associate Dean for Academic Affairs for approval.

**Academic Probation/Dismissal**

**Probation and Academic Failure Policy**

**Probation**

A student encounters probation in two ways:

First, he/she may be admitted under probation (provisional acceptance) because of the following factors:

1. The student does not hold a bachelor's degree from an accredited university.
2. The student’s undergraduate GPA was under the standard 2.7 recommended for admission to Truett.
3. The student is an international student living in the United States who has not yet taken the TOEFL exam because of special circumstances.

To remove the academic probation upon acceptance and receive full admission status, a student must produce a 2.00 GPA during the first semester (9 hours minimum). Part-time status must be approved by the Associate Dean.

Second, a student is considered failing and will automatically be placed on academic probation if his or her cumulative GPA drops below 2.00.

**Academic Failure**

If a student has two consecutive semesters in which his or her cumulative GPA is below 2.00, that student is considered as failing and will not be allowed to register for further class work at Truett.

**Procedures of Probation and Failure**

A student will be notified upon acceptance concerning whether he or she is accepted on probation. It will be up to the student to secure clearance by initiating a meeting within the Office of Student Services after the 9 hour compliance minimum to apply for full admission.

A student who fails to maintain a minimum grade point average will be notified. After a semester of below minimum work, the student will be notified by mail concerning this change in his/her status. An appointment with the Associate Dean for Academic Affairs will be scheduled at the initiative of the student. If the student continues to fall below a minimum grade point average after the subsequent semester, the student will be notified by mail and will no longer be allowed to register for classes. It will be the student’s responsibility to arrange for a hearing with the Associate Dean of the seminary to appeal for reinstatement.

**Reasonable Progress**

Each student must make reasonable progress toward satisfying the requirements for graduation. To remain in good standing, a student must maintain a cumulative grade point average of 2.00 or higher.

**Sequence of Courses**

Students should seek recommendations from the Director of Academic Services concerning the suggested sequence of all courses including the academic concentration and biblical language courses. If a student does not complete degree requirements within six years, the student then comes under the current catalog, which may entail changes in the requirements to graduate.