

**GRACE COLLEGE,
GRADUATE PROGRAM & THEOLOGICAL SEMINARY**

ACADEMIC POLICIES MANUAL

March 8, 2007
ACADEMIC AFFAIRS COMMITTEE

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POLICY FOR ACADEMIC HONORS

Grace College Honors is subject to the following criteria:

- A student must complete a minimum of 60 hours in residency at Grace.
- A student may receive honors regardless of his/her full or part-time status.
- For the purpose of public recognition at Commencement, the cumulative GPA announced is the official GPA available from the most recent term completed. Upon receipt and posting of the final grades for the last term attended, the final GPA is recorded.

Any adjustments affecting a student's academic honor status will be so noted on the permanent transcript and communicated to the student by letter.

Academic Honors:

CUM LAUDE	3.650 - 3.799
MAGNA CUM LAUDE	3.800 - 3.939
SUMMA CUM LAUDE	3.940 - 4.000

ACADEMIC PROBATION POLICY

PROBATION CATEGORIES (COLLEGE)

Academic Restriction (Rest)

Academic restriction applies to students who do not meet regular admission requirements, but upon the recommendation of the Student and Academic Status Committee (SASC), are allowed to attend. This also applies to continuing students who, once enrolled, fail to meet the GPA standards commensurate with their total hours.

The following are the restrictions of this status:

- Limited to 15 credit hours per semester or a maximum of 5 courses. The SASC personnel must approve course schedule changes.
- Limited to participation in extracurricular activities subject to the approval of the SASC
- Limited to 15 employment hours per week
- Participation in the SUCCESS program
- Weekly meetings with an accountability partner

If a student does not fulfill these requirements and attain the minimum GPA for their total hours by the completion of the current semester, he/she will be placed on Academic Probation.

Academic Probation (AP)

Students failing to do satisfactory work are placed on academic probation. Academic probation is based on semester grades and includes those students whose cumulative GPA is below the following scale:

<i>TOTAL HOURS</i>	
0 - 28 hours	1.500
29 - 38 hours	1.650
39 - 48 hours	1.800
49 - 58 hours	1.900
59+ hours	2.000

All requirements for this status follow the academic restriction requirements. If a student does not fulfill these requirements and attain the minimum GPA for their total hours by the completion of the current semester, he/she is placed on Limited Academic Probation.

Limited Academic Probation (LAP)

LAP applies to students who do not go to regular status after being on Academic Probation and for students who do not meet regular admissions requirements but are accepted by the SASC. The purpose of this status is to give students the opportunity to complete their degree at a reduced pace and with a clear academic plan for graduating. Students on LAP meet with SASC personnel to discuss the requirements for this status.

The following arrangements apply, in addition to, or in lieu of, the requirements for Academic Probation:

- Limited to a maximum of 12 hours per semester subject to approval of the SASC
- Eligibility for financial aid is subject to approval by the SASC
- The Student Development staff must approve on-campus housing
- Strict adherence to an academic plan containing GPA goals per semester

If a student does not fulfill these requirements and attain the prescribed GPA, he/she is dismissed for one academic calendar year.

Exceptions:

- Freshmen and/or transfers admitted as regular students who attain less than a 1.000 at the end of their first semester are placed on Academic Probation. If the committee feels that the GPA is excessively low, they may recommend that a student be placed on Limited Academic Probation.
- Transfers and/or continuing students on regular academic status who attain a cumulative GPA that is 0.500 less than the required for their total hours are placed on Academic Probation. If the committee feels that the GPA is excessively low, they may recommend that a student be placed on Limited Academic Probation.
- The Retention Committee reserves the right to dismiss any student who earns three or more Fs in any semester.
- The Retention Committee reserves the right to keep students on probation that are deemed capable of graduating.
- Any senior who enters the second semester of his/her final year on Academic Probation or Limited Academic Probation might not be eligible to graduate with his/her class.

Readmission Procedure

Following one academic calendar year, a student dismissed for academic reasons may apply for readmission. The Admissions Committee reviews his/her case and an appropriate status is assigned.

APPEAL PROCEDURE

Any student who loses Title IV Aid or is placed on any type of academic probation by the SASC because of previously listed criteria may appeal to the committee for a change in their decision by the following procedure:

- A letter is written by the student with his/her request for an appeal within two weeks of the notification of the probation status or loss of Title IV aid.
- That letter, along with the student's academic record, is submitted to the SASC for review. The letter is addressed to the chair of the committee and sent to that office.
- The student appears before the SASC if requested.
- The committee acts on the information and decides to either maintain the original decision or hand down a new decision.
- The Office of Financial Aid Services and the Office of the Registrar are notified of any changes in the student's status.

Title IV Loss

Any student who loses Title IV aid or is placed on academic probation and then withdraws from school must follow these procedures when he/she chooses to be re-enrolled.

- Submit an updated pastor's reference form and the re-application fee to the Admissions Office.
- Submit transcripts from any other academic institution attended while absent from Grace.
- The Admissions Committee, which determines the applicant's qualifications for re-admission, will review the information.
- The student is readmitted with the same academic status for loss of aid as was assigned at the end of the most recent semester of enrollment.

Incompletes

When a student receives an incomplete, he/she has six weeks from the end of the semester to complete the work for the course. The "I" is changed to the appropriate grade. If the "I" is not removed, the grade becomes a failure (F).

RESTRICTION CONTRACT

This status applies to students who do not meet admission standards but, upon the recommendation of the Admissions Committee, are allowed to attend Grace College and to continuing students who did not meet the GPA minimum for their total hours.

The following is a summary of the contract requirements for this status:

- The student is limited to 15 credit hours per semester. SASC personnel must approve all course schedules and changes.
- The student is limited to one major or two minor extracurricular activities.
- The student is limited to 15 hours of work per week.
- The students must complete the requirements of the *SUCCESS* program.
- The student attends periodic meetings with an accountability partner.

If the student does not fulfill these requirements and attain the minimum GPA for their total hours by the completion of the current semester, he/she is placed on Academic Probation.

I, the student, do understand and agree to abide by the above requirements.

Date: _____ Signature of student: _____

Date: _____ Signature of SASC personnel: _____

PROBATION CONTRACT

This status applies to students who do not meet admission standards, but upon the recommendation of the Student Academic Status Committee (SASC) are allowed to attend Grace College and to continuing students who did not meet the GPA minimum for their total hours.

The following is a summary of the contract requirements for this status:

- The student is limited to 12-15 credit hours per semester. SASC personnel must approve all course schedules and changes.
- The student is limited to participation in extracurricular activities subject to the approval of SASC.
- The student is limited to 15 hours of work per week.
- The student must complete the requirements of the *SUCCESS* program.
- The student attends weekly meetings with an accountability partner.

If the student does not fulfill these requirements and attain the minimum GPA for their total hours by the completion of the current semester, he/she is placed on Limited Academic Probation.

I, the student, do understand and agree to abide by the above requirements.

Date: _____ Signature of student: _____

Date: _____ Signature of SASC personnel: _____

LIMITED ACADEMIC PROBATION CONTRACT

This applies to students who do not go to REGULAR status after being on Academic Probation and to students whom the SASC accept on a provisional basis.

The following is a summary of the contract requirements for this status:

- The student is limited to two courses per semester (also Freshman Seminar during the initial semester). SASC personnel must approve all course schedules and changes.
- The student's participation in extracurricular activities is subject to approval by the SASC.
- The student's eligibility for financial aid is subject to approval by the Financial Aid Office.
- The student is limited to 15 hours of work per week.
- The student must complete the requirements of the *SUCCESS* program.
- The student attends weekly meetings with an academic mentor.
- The Student Development Staff must approve on-campus housing.
- The student must achieve the following semester GPA: _____

If the student does not fulfill these requirements and attain the minimum GPA for their total hours by the completion of the current semester, he/she will be dismissed from Grace College for one academic year.

I, the student, do understand and agree to abide by the above requirements.

Date: _____ Signature of student: _____

Date: _____ Signature of SASC personnel: _____

POLICY FOR ACADEMIC PROBATION – MASTER OF ARTS PROGRAM

Admission without Academic Probation

The student is accepted into full academic standing in the department without conditions and is expected to maintain his/her excellent standards of performance.

Admission With Academic Probation

Faculty will indicate the provisions, restrictions or contingencies to the student's continued participation in the M.A. in Counseling Program. For example, the student may be referred to counseling, tutoring, or other academic or support services that enhance the student's ability to meet the academic and personal demands of the program and carry out the functions of a professional counselor.

When the GPA is maintained at 3.0 for the first 15 credit hours, the student may be removed from Admission with Academic Probation status. For those who are admitted with Academic Probation status with course deficiencies, it is required that these courses be completed within the first 15 credit hours of the program with a GPA of 3.0 or higher. Students will not be permitted to enroll for any additional M.A. Counseling credit hours beyond 15 without completing deficiencies. When the deficiencies are satisfactorily completed, students will be taken off Academic Probation status.

POLICY FOR ACADEMIC PROBATION – M.A. PROGRAM & SEMINARY

Academic Probation

A student failing to do satisfactory works will be placed on Academic Probation. Academic Probation is based on the cumulative average at the end of each regular semester (not including summer school). Academic probation for degree programs is based on the following minimum requirement scale:

<i>Master of Divinity</i>		<i>Master of Arts</i>	
<u>Hours</u>	<u>GPA</u>	<u>Hours</u>	<u>GPA</u>
0-9	2.00	0-9	2.00
10-19	2.25	10-19	2.25
20+	2.50	20+	2.50

Doctor of Ministry students must maintain, for each semester in residence, the grade point average required for graduation. *Diploma and Certificate* students must maintain a grade point average of 2.0 or above.

Transfer students must obtain the appropriate grade point average for their program during their initial semester to avoid academic probation.

A student on probation is expected to improve his or her grade point average each semester. The student may remain on academic probation provided that his or her grade point average is improving each semester. Failure to do so will require that he or she be placed on final academic probation.

Final Academic Probation

A student on academic probation is placed on final academic probation when his or her grade point average for the semester falls below the established scale. He or she is not permitted to take more than 9 credit hours in a regular semester.

The following students may be placed on final academic probation at the discretion of the Dean of the Seminary:

- Regularly admitted students in their initial semester obtaining a grade point average of less than 1.0.
- Regularly admitted transfer students in their initial semester obtaining a grade point average .500 less than the requirement for their classification.
- Any student who accumulates a grade point average, that is .500 less than the requirement for his or her classification.

Students may appeal the decision to the Seminary faculty.

At the conclusion of the final probation semester, a student failing to raise his or her grade point average to the appropriate level may be dropped for poor scholarship. Any student who enters the spring semester of the senior year on final academic probation should not expect to graduate with his class.

Students who have been dropped for academic reasons are declared ineligible to return to school for one year. If the student is deemed eligible for readmission, the Admissions Committee, in consultation with the Dean of the Seminary, will establish a written agreement between the institution and the student. The student is required to earn a designated grade point average as determined by the committee. Whatever the established grade point average, it must be earned each semester by the student or he or she may be dropped for the second and final time.

Limited Academic Program

If a student is dismissed from Grace Theological Seminary because of low academic achievement, that student may be placed on a part-time program of six credit hours or less at the discretion of the Dean of the Seminary.

In order to be admitted to this limited academic program, the student must appeal to the Dean of the Seminary after being dismissed from seminary. During the semester(s) that the student is in the limited academic program, he or she must continue to show academic improvement. If the cumulative grade point average does not show continued improvement, the student will be dismissed at the end of the semester. Under this program a student must raise his or her grade point average to the level required for readmission to *REGULAR* status.

ACADEMIC APPEAL AND REVIEW PROCESS

This policy/process is designed for use of students and/or faculty when a conflict arises. It may be used to appeal a decision in classroom evaluation or to review procedures, a situation, or performance.

The appeal/review process is initiated in the following manner:

- There must be an attempt between the parties involved to reconcile the matter. The issue must be put in writing for the process to continue to the next level. If the matter is still not resolved, the following process may be invoked.
 - An appeal or call for review to the Department is put in writing. If the Department Chair is one of the involved parties, the appeal is made to the Vice-President of Academic Affairs who appoints a mediator.
 - The Chair reviews the matter in consultation with both parties and renders a decision.
 - If there is still dissatisfaction, either party may proceed to the final level of the appeal/review.
 - The party must submit a written document requesting the Vice President for Academic Affairs to convene a committee to evaluate the appeal or review.
 - The Vice President for Academic Affairs determines if the appeal/review request is worthy of further evaluation by an appeal/review committee.
- If the Vice President deems it worthy, a committee of the following composition is convened:

1. Vice President for Academic Affairs (presiding)
 2. Department Chair of the faculty member involved

 3. If the appeal involves the Department Chair, another Department is chosen by the Vice President for Academic Affairs
 4. A faculty member selected by the student
 5. A faculty member selected by the involved faculty member
 6. Student Body President or representative
 7. The student's Resident Assistant (RA) or Resident Director (RD) as selected by the student
- The parties must submit the appeal/review in writing to the committee with complete documentation. Both parties must receive a copy of this appeal at least one week before the committee is to meet. The committee may wish to interview both individuals involved. The appeal/review request may be withdrawn at the agreement of both parties. The committee's decision is binding. In case of a tie vote, the decision made by the mediator stands.

Freshman

Each applicant completes an application providing the Admissions Committee with pertinent, personal information. A statement of Christian experience and beliefs is employed to evaluate if the candidate is a born-again believer. The prospective student is asked to sign a Christian Commitment, which is part of the application. This commitment indicates the spiritual standards and the Christian conduct that is expected at Grace College.

Each applicant is considered upon his/her own merit, regardless of sex, race, color, national and ethnic origin, handicap, denomination, or church affiliation.

The prospective student authorizes recommendations from his/her guidance counselor or principal and a pastor's reference. In cases where a church is without a pastor, a reference from a church leader is acceptable. The information is treated with confidentiality.

In cases where especially complex or difficult issues arise, such as past problems with morality, communication is established with the applicant's pastor. Counseling sessions are suggested where deemed advisable. In these situations, special weight is given to the pastor's recommendation. Student development is notified to provide proper mentoring for the student.

Persons with any record of divorce should be aware that their applications are given special scrutiny. Such applications will be approved only when there is substantial maturity and a pastoral commendation. The admission policy is based on the conviction that God hates divorce (Mal. 2:16, Mt. 19:5-9). It should be noted, however, that (1) neither admission nor graduation is viewed as a recommendation for ordination and that (2) some of the college's programs are designed to prepare students for effective educational and lay ministries not involving pastoral or eldership responsibilities. Applicants with a history of divorce must submit a written statement including all pertinent details. In addition, an interview with the Dean of Enrollment, Chaplain, and/or the Admissions Committee may be required.

NOTE: Guidelines to be followed in dealing with applicants who have been divorced:

1. The divorce must have occurred at least five years prior to the granting of admission.
2. Grace must have a written recommendation for admission from a pastor aware of the circumstances of the divorce.
3. Before admission, a divorced applicant must be advised that enrollment may be terminated at any time upon evidence of deception or inappropriate friendships or dating relationships.

A transcript of the student's high school record is required to verify the student's academic achievement and graduation. Those who have taken the GED exam must submit a record of the results for evaluation. Home schooled students must provide verification that they have completed the equivalent of a high school diploma producing a GPA, not just "pass or fail" grades. Home schooled students are also required to take the SAT or ACT.

It is recommended that the applicant take a college preparatory program consisting of four years of English, two years of Language, and two to three years of Mathematics, Science, and Social Science. Additional units of mathematics and science are encouraged for students planning to enter those areas in college.

ACT and SAT Test Scores

The American College Testing (ACT) exam or the Scholastic Aptitude Test (SAT) is required of entering freshmen; acceptance remains pending until the Director of Admissions has received the scores. If the applicant lives in a location where the ACT or SAT exams are not available, or if the applicant has not taken either test, then this student is required to take the ACT exam after arriving on campus.

The appropriate application fee and two pictures are required. The application cannot be processed until the application fee has been paid or waived by the appropriate Admissions personnel. This fee and the photos should be submitted with the application. The photos are for identification purposes and for the student's permanent file. If not available at the time of application, the student should see that the photos are at the Admissions Office prior to the first day of classes.

Upon acceptance, the student is mailed the Grace Health Questionnaire and the Residence Hall Reservation form. These are to be completed and returned to the appropriate offices prior to matriculation.

All unmarried students under 24 are required to complete the residence hall reservation form to reside in college-owned housing. The reservation allows the individual to indicate preferences relative to housing, roommate, etc. The Housing Office attempts to meet the student's preferred requests.

All students accepted for admission to Grace College are granted regular acceptance. Those who have graduated in the upper half of their graduating class and have an ACT standard composite score of 20 or higher or total SAT score of 950 or higher and GPA of 2.3 or higher on a 4 point scale will be granted regular acceptance without restriction. Those in the top 10 percent of their high school class are admitted with distinction.

Those students granted admission who fail to meet the above requirement are limited to 14 academic hours and 15 employment hours. In addition, they are required to take a specialized course designed to assist them in their academic endeavors.

Students who receive an ACT standard composite score of 14 or lower or SAT total score of 660 or lower and/or are in the bottom 15% of their high school graduating class may be granted provisional admission on a one-semester basis with a restricted academic, employment, and extra-curricular load determined by the Admissions Committee. If granted admission, the academic status of the individual is reviewed at the end of the initial semester to determine whether or not he/she is granted continuance in the school.

The Admissions Committee has the option of waiving SAT or ACT test scores for transfer students who have not previously taken these standardized tests, yet are clearly acceptable for admission based on strong high school and college classroom performance/grades. In these rare cases, class placement should be determined by previous academic work at the high school and college level instead of the test scores. However, when the grades on the transcripts raise concerns, the Registrar may require ACT or SAT scores.

*Interpretation: In the rarest circumstances, the student may have very weak grades in both high school and college levels prior to transferring. In those cases, to be fair to the student, we may want to consider an objective test score/measure rather than a subjective guess or assumption on remedial courses—especially in mathematics and writing skills. Our recommendation is that, when there is doubt, please consult with the Registrar before waiving the required standardized test scores. (ACT/SAT) The committee is not willing to grant an automatic waiver in every case without verifying that there are strong high school and college grades.

Any student who receives a standard score of 15 or less on the ACT English section or 380 or lower on the SAT Verbal must take Functional Grammar before registering for Effective Writing. Any student scoring 20-23 on the ACT or 410-490 on the SAT verbal must take a Proficiency Writing course. In both cases, after completing the courses, the student must also take Effective Writing.

Any student who receives a standard score of 19 or less on the ACT Math section or 520 or lower on the SAT Math must take Basic Algebra before registering for the liberal arts math requirement. If a student transfers a math course from another college/university, the Basic Algebra course is waived.

All students are required to pay the advance deposit on tuition and fees by the published date.

Transfer Students

Transfer students are required to meet all standards established for freshmen. In addition, a transcript and recommendation form must be submitted from each institution attended since high school.

Full credit is granted for satisfactory work (C- or better) taken in regionally accredited colleges or universities. Credit is not normally transferred from unaccredited schools unless approved by the Director of Admissions or the Vice President for Academic Affairs, and then may be limited to 60 semester hours of work. A maximum of 30 hours of Bible courses and 30 hours of non-Bible courses are normally transferable from Bible colleges and institutes. All transfer students must complete a minimum of 60 hours at Grace College to be eligible for a degree from Grace.

Any transfer student who has successfully completed 30 semester hours of work (C or better) does not need to take the ACT or SAT exam.

Unclassified Students

College students who enroll for 11 hours or less in a non-degree program are considered unclassified students. These students are required to complete Grace's Unclassified Application form and to comply with any other stipulation(s) that might be placed on the individual student by the Admissions Committee for the best interest of the student and/or the school. Such stipulations may include the number of hours to be taken, the place of residency while a student, and attendance at chapel.

Unclassified seminary students are those who are not pursuing a program (Certificate or Diploma) or a degree.

Unclassified seminary students are restricted to a cumulative total of no more than 12 credit hours. If an unclassified seminary student who desires to pursue a program or a degree must make formal application to the Seminary Admissions Office.

Graduate School unclassified students are those who are not pursuing a program (Certificate) or a degree.

Unclassified students are restricted to a cumulative total of no more than 9 credit hours. An unclassified student who desires to pursue a program or a degree must make formal application to the College Admissions Office.

Re-Admit Students

Former students of Grace College or Seminary who dropped out of school of their own volition (for one or two semester) must complete an updated application, pastor's reference, and personal testimony. If the student is out for more than two semesters, then a full application is required, and they must go through the admissions process.

International Students

International students need to go through the normal procedure for admission to Grace College and Seminary. In addition, they need to provide verification that they had TOEFL scores of 500 or higher on paper-based evaluation or 173 or better on computer-based evaluation.

Students must submit a detailed financial statement officially certifying and documenting that they have sufficient financial resources to provide for their educational expenses (tuition, fees, room and board, books, supplies, personal expenses, and transportation). If the financial responsibility lies beyond the student, the student must supply names, addresses, and phone numbers for any person(s) supplying financial support for that student. If there is more than one member of the family that will be living in the Winona Lake area, then the financial resources must be sufficient to provide for their expenses as well.

Grace College reserves the right to request students who are considered independent (married, not living with or being supported by one or both parents) and dependent (single, living with or being supported by one or both parents) to show financial resources. These financial resources must be enough to care for two semesters' estimated charges for tuition, fees, room, board, books and supplies, personal expenses, and travel expenses to Grace Schools prior to enrollment each academic year.

MASTER OF ARTS PROGRAM ADMISSION POLICY

Application materials are available from the Director of Recruitment, the M.A. in Counseling Office, and the Visitors Center. Admissions forms are now available on-line at www.grace.edu. The program is competitive and students are advised to follow the application directions carefully.

Prospective students must submit the following:

1. A completed application for admission and a \$25 non-refundable application fee (Checks made payable to Grace College). Applications are available on-line at www.grace.edu.
2. Official transcripts from all colleges and/or universities attended (send no Grace College transcripts; they will be obtained by the Admissions Office; however, students must provide written authorization for transcript release to the Admissions Office).
3. Letters of recommendation from at least three people familiar with your academic or professional work and/or your Christian commitment and church involvement (refer to application).
4. Submission of the Graduate Record Examination (GRE) score. For information about the GRE, go to our website at www.grace.edu to access the *GRE link*.
5. The Applicant's Confidential Questionnaire is to be completed and returned to Grace College to the attention of the Department Chair.
6. Limited Criminal History Search. Many mental health agencies require background checks as prerequisites for employment and field placement. In light of this, we ask that you go to the following website, <http://www.in.gov/isp/lch/> to obtain a request form. Fill out the information for the "Limited Criminal History" Information. Please have this response mailed to Grace College.
Note: You are not required to fill out the information regarding the "Full Criminal History."

Admission requirements to the M.A. in Counseling Program are not meant to be punitive, restrictive, intimidating, or exclusive. It is meant, however, to be the first step in you "professionalizing" as a practitioner-in-training and a collaborative process through which you and the faculty carefully assess your "fit" with the counseling work profession. Please ask the M.A. in Counseling faculty any questions you may have about the admissions process, even if you are not yet ready to apply. The faculty want you to be comfortable with the process and confident to proceed.

For entrance into the M.A. in Counseling Program, the applicant is recommended to have completed an Introductory Psychology course and at least four (4) additional psychology and/or behavioral science courses.

Possible behavioral science courses would include: *Theories of Personality, Statistics, Social Psychology, Educational Psychology, Abnormal Psychology, and Psychology Test and Measurement*. Students with few undergraduate hours in psychology may find the M.A. in Counseling Program difficult. It is also recommended that students have at least nine (9) hours of Theology/Bible.

Students who wish to be formally admitted into the M.A. in Counseling must complete the Admissions Application provided by the department. Admission Packets may be obtained from the Counseling office and the M.A. in Counseling website. Students should review the Admission Packet, complete it in its entirety, and submit the Application Packet for review by faculty no later than August 1 for the fall semester. Admission priority will be given to full-time students. Students who are not declined at this stage, but are not among those initially selected, will be put on a waiting list and will be notified if a space in the fall class becomes available.

Once the completed Admissions Packet is received, the M.A. in Counseling Admissions Committee will review the application. All students who meet the admission requirements may schedule an interview with the M.A. in Counseling faculty. Those who clearly do not meet the admissions criteria will be notified of this in a letter outlining how to become eligible and how to re-apply.

If there is an interview, faculty will review their recommendations for admission with the student. Admission to the M.A. Counseling Program will be decided according to the Policy for Academic Probation.

Denial of Admission

Faculty may decide not to permit admission into the M.A. in Counseling Program. Reasons that admission may be denied include, but are not limited to, the following:

- GPA lower than 3.0 in his/her undergraduate work
- GRE scores below 1000 for combined verbal and quantitative scores.
- One or more references recommending admission with reservations and/or not recommending admission.
- If the criminal background check reveals past felonies and/or serious misdemeanors.
- If the Confidential Questionnaire reveals serious ongoing personal problems that could interfere with the counseling profession.
- Failure to demonstrate actions that are consistent with the ACA and AACC Code of Ethics.
- Inability to establish and maintain personal relationships.
- Failure to demonstrate motivation for the M.A. in Counseling profession.
- Gross violation of the College's standards of conduct (see Student Handbook).

Students are notified of their admission status at the conclusion of the Admission Committee decision making process. Reasons for not being fully admitted into the program are put in writing and given to the student. The student may reinitiate the admission process when objectives have been met. If a student is concerned about the objectivity or fairness of the process or its outcome, the student may initiate the Academic Appeals and Review Process outlined in the M.A. Counseling Program Catalog, and the Grace College Student Handbook.

Additional considerations for prospective students include, but are not limited to, the following:

- their openness to personal and professional growth,
- their ability for insight, self-examination, and understanding,
- their commitment to their own wellness, and
- their desire and ability to integrate faith and values within the field of counseling.

This may be determined based on responses to the application, personal interview, and/or confidential questionnaire.

Discrimination Policy

Grace College admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Grace College is committed to compliance with the Title IX of the federal Education amendments of 1972, except as claimed in a filed religious exemption.

It does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by applicable federal law and regulations.

GRACE THEOLOGICAL SEMINARY ADMISSIONS POLICY

Pre-seminary College Program

The basic requirement for entrance into the master's degree programs is a four-year baccalaureate degree or its equivalent (for international students) from a recognized institution of higher learning. Graduates of Bible colleges, liberal arts colleges, and state colleges and universities are encouraged to apply.

Those who are planning to obtain a baccalaureate degree in preparation for seminary should include in their studies both a broad exposure to general education subjects and English Bible courses.

A student who received an undergraduate degree at an institution that is not accredited or who achieved less than a 2.5 grade point average in the undergraduate program may be admitted on academic restriction.

Admissions Requirements

Since the various curricula and courses of the seminary are designed for those who are capable of undertaking a graduate standard of work, the ordinary academic requirement for admission is evidence of satisfactory completion of a 4-year accredited college or university baccalaureate program or the equivalent.

In no case, however, will the seminary regard mere academic achievement or high intellectual ability as sufficient to justify admission. There are certain spiritual, moral, and personal qualifications without which any attempt to prepare for the ministry of the gospel can result in nothing but personal tragedy. The seminary administration, therefore, will regard these matters as proper subjects for investigation in all cases and reserves the right to withdraw the privileges of the school from those who after admission may prove to be lacking in these necessary qualifications.

Each applicant is assured careful consideration regardless of his or her gender, denomination, race, or national origin.

Students who are divorced or married to a divorced spouse will be considered for admission to Grace Theological Seminary. However, additional information and a reference from a pastor acquainted with the situation may be requested.

It should be noted that Grace Theological Seminary takes the position that the modern tongue movement does not fulfill the pattern of the divine gift of tongues as set forth in the Scriptures. Therefore, any such exercise purporting to be the gift of tongues shall not be practiced nor promoted on the Grace campus.

Application Materials

All students considering entrance to the seminary should make formal application as early as possible in order to get full consideration for financial aid. Financial aid awards are made according to established deadlines. Students applying for financial aid are encouraged to contact the Seminary Admissions Office in order to obtain the most recent information on what financial aid is available and the deadlines for financial aid applications.

An application packet may be secured from the Seminary Admissions Office. The packet includes complete instructions on application procedures. Materials to be submitted include the following:

- The application form with all applicable questions answered in full, including an attached written testimony of the student's conversion and spiritual growth over the past few years
- A non-refundable application fee
- Two recent photographs of the applicant
- Reference forms, including pastoral, personal, and church endorsements
- Official transcripts from all colleges and/or seminaries attended
- TOEFL scores (International students only)

In most cases the applicant will be notified of his or her admission status within two weeks after all the application materials have been received. The Admissions Committee may grant admission on the basis of the credentials named above, may request the applicant to submit additional materials, or may ask the applicant to come for an interview with the Director of Admissions and Dean of the Seminary or another representative of the seminary.

Advanced Standing

Students in the Master of Divinity, the Master of Arts in Theological Studies, the Master of Arts in Specialized Ministries, and the Diploma programs only may receive advanced standing credit for a select list of required courses based on work done in undergraduate studies. Credit is earned in two ways:

- Through taking course work at Grace College or other approved institutions and having graduated within the last two years
- By passing an examination (written or oral) supervised by the appropriate department

Before a student can apply for advanced standing, the seminary must have a transcript on file showing a grade of "B" or better in a course similar to the required course in the Grace curriculum. Advanced standing credit will be granted once the transcript has been verified.

For those taking an examination, application for permission is then obtained through the Academic Dean's Office. A non-refundable fee is charged for each exam taken.

Students are limited to a total of 30 hours of advanced standing credit. Students may, however, waive required courses and replace them with elective credit hours beyond the 30 hours if they can demonstrate to the satisfaction of the department involved that undergraduate work of sufficient quality and parallel content has been successfully completed.

It is important to note that students applying for advanced standing credit must do so through the Academic Dean's Office within the first semester after they have been officially admitted to Grace Theological Seminary. Examinations will be conducted as scheduled by the respective instructors.

Further information and the list of courses available for advanced standing testing can be obtained by contacting the Academic Dean's Office.

In some cases, a Master of Divinity equivalency is recognized as adequate foundation for admission to the Doctor of Ministry program. If the applicant has an undergraduate degree from an approved Bible College or Christian liberal arts college, having majored in Biblical studies, Christian Ministry, or some related degree, and has completed 60 credit hours of work at an approved seminary, he or she may be granted Master of Divinity equivalency by action of the Doctor of Ministry committee. At least 6 credit hours of Hebrew or Greek must have been successfully completed.

POLICY FOR AUDITING A COURSE

Grace College

A student may register as an auditor and participate as much or as little as the student desires. The faculty

member determines specific expectations of an auditor. Although the student pays a lesser tuition rate, he/she does not receive academic credit toward a program or degree.

Due to their prerequisites, course requirements, or limited enrollment, some courses may not accommodate auditors. Students should check with the Registrar's Office for availability of courses.

A student who registers for "credit" and then decides to change to "audit" is permitted to do so during the first ten weeks of a semester but is subject to the refund schedule per the Business Office. (Summer School changes are treated in the same manner on a pro-rated basis.)

A student who registers for "audit" and wishes to change to "credit" may also do so during the first ten weeks of a semester with the following stipulations:

- The student must secure written or verbal verification from the faculty member that he/she has been performing at credit-level status.
- The student must pay the tuition difference between the audit and credit rates.

A student who registers for an audit course but fails to attend or participate in class has this indicated on a transcript as an AU/W per request of the professor.

Grace Theological Seminary

Ministers, missionaries, other Christian workers, and spouses of seminary students who desire to hear the lectures in a course without undertaking the course work for credit may be admitted as auditors to selected courses by making proper application with the Admission's/Registrar's Offices. Though no credits or grade points are involved, auditors are required to pay the appropriate fees and to meet class attendance requirements. Those who do not meet attendance requirements will receive the "grade" of W, whether or not they have officially withdrawn.

At the discretion of the department and/or professor involved, auditing is not permitted for some courses, especially for seminar and laboratory classes. In other courses, auditing is permitted only if the student completes the course assignments as specified by the professor. An auditor may enroll for only one semester as a "full-time" auditor (12 hours or more). A spouse of a student taking a seminary course for credit may sit in classes without registering as an auditor provided that the permission of the instructor has been secured in advance.

Pastors in the area are invited to participate in one class per semester for a fee set by the institution. Pastors are asked to register with the Academic Dean's Office each semester. Courses are available at the discretion of the professor. A list of courses open for auditors is available each semester from the Dean of the Seminary.

POLICY FOR CLASS ATTENDANCE

Class Attendance

Each student is expected to faithfully attend every course in which he/she is enrolled. However, each faculty member determines the parameters of faithful attendance in a course for which he/she is responsible. The faculty member determines the penalty for failure to faithfully attend. It is that faculty member's responsibility to provide the student with information describing attendance expectations for any given course.

Faculty need to take attendance in their classes meticulously. At the end of the semester, the records should either be kept by the professor or turned over to the library for storage.

Faculty will notify the Student Academic Counseling Center when student absences reach the equivalent of one week of class:

1. If a student misses 1 class (if class meets only 1 time per week)
2. If a student misses 2 consecutive classes (class meets 2 times weekly)
3. If a student misses 3 consecutive classes (class meets 3 or more times weekly)

At the end of the first three weeks of classes, if a student has frequent absences (the equivalent of at least one week's worth of class out of the three), the faculty member is to notify SACC. Any time during the semester that class attendance becomes a concern for a particular student, faculty members are requested to notify SACC immediately.

SACC will be responsible to follow-up with the student and notify the appropriate offices about the situation.

MASTER OF ARTS PROGRAM ATTENDANCE POLICY

Non-Clinical Course - Attendance in class is required and more than three unexcused hours per class and/or a pattern of lateness will affect a student's grade.

Clinical Courses - Attendance is mandatory. No unexcused absences are allowed. Unexcused absences of more than six hours will result in a "No-Credit" for the course.

Restriction on Total Hours During Two-Week Term

During the two-week term (Term I) of Summer School, students may not take more than three credit hours without the permission of the Registrar.

The criteria for such decisions include the necessity for the additional hours, the cumulative GPA of the student, the demands of the course, and the nature of extracurricular responsibilities during that time (e.g., work, travel, etc.)

COLLEGE POLICY FOR TRANSFER/ONLINE/CORRESPONDENCE COURSES

For any student pursuing a degree, the maximum number of transfer course hours accepted toward a Grace degree cannot exceed 16 credit hours. However, certain departmental restrictions may apply, thereby reducing this number of hours. The acceptance of more than 16 hours transfer courses toward a degree at Grace requires the written approval of the major/minor department chair involved and the student's advisor as well as the Registrar.

Matriculated students at Grace College can transfer in credits from other approved institutions only if the course work has been pre-approved by the Registrar's Office and the respective department involved. Students wanting to take classes elsewhere for transfer back to their program must get approval in advance. Information and request forms are available in the Registrar's Office.

All transfer/online courses taken during the year prior to graduation must be completed and a transcript received by the Registrar's Office no later than August 1st of the graduation year in order for the student to be a May graduate.

MASTER OF ARTS PROGRAM POLICY FOR CORRESPONDENCE COURSES

For any student pursuing the M.A. in Counseling degree and/or a Graduate Certificate in Behavioral Science Studies, correspondence courses are not accepted.

POLLICY FOR COLLEGE CREDIT BY EXAM

Advanced Placement, CLEP, Prior Learning, Department Exams

- There is a deadline scheduled and posted each semester by the Vice President for Academic Affairs' Office before which CLEP subject exams must be completed.
- Departmental Exams are scheduled by the Department Chair.
- Students are limited to one attempt to "test out" of a course in either a CLEP Exam or Department Exam. Additional attempts require special petition.
- CLEP and departmental exams may be taken at any time prior to the beginning of the year of graduation. The office of the VP for Academic Affairs acts as a clearinghouse for all CLEP and departmental exam petitions.
- Each student is limited to a maximum of 30 hours of any combination of Advanced Placement, CLEP, Prior Learning, Department Exams, and Correspondence Courses. The maximum that can be obtained in any one category is 16 hours.
- Any exception to the above guidelines will be granted only through appeal to the Academic Affairs Committee.

MASTER OF ARTS PROGRAM CREDIT BY EXAM POLICY

For any student in the M.A. in Counseling degree and/or the Graduate Certificate in Behavioral Science Studies, advancement placement, CLEP, prior learning credit and/or department exams are not permitted.

GRACE THEOLOGICAL SEMINARY PRIOR LEARNING CREDIT

Prior Learning Credits

Students with at least ten years of full-time vocational ministry experience may apply for prior learning credits toward selected pastoral ministries requirements in the Master of Divinity program only. A portfolio documenting ministry activities, continuing education experiences, and major projects completed is to be submitted to the Pastoral Ministries Department. The department will then review the portfolio and evaluate the credits to be granted. Any appeal of that decision can be made to the Academic Affairs Committee, whose decision is final.

Applicants to the Doctor of Ministry program, who do not have sufficient credit hours from an approved seminary to meet the Master of Divinity Equivalency requirement, may submit a portfolio for consideration. The portfolio must meet the same requirements and will be reviewed in the same way as listed above.

Credits recognized in response to a portfolio review for Master of Divinity Equivalency will not be recorded on the student's official transcript unless accompanied by an official petition from the Vice President of Academic Affairs. It will be counted as applicable toward the 60 hours required of those seeking Master of Divinity Equivalency. The credits recognized will be documented and kept in the student's file.

All portfolios will be kept by the Registrar and will be available for review by the accrediting agency.

POLICY ON DISCIPLINARY DISMISSAL AND DISCIPLINARY SUSPENSION

If the date of dismissal is during the "W" period, the student receives a "W" on his/her Academic Transcript. If the student is dismissed after the "W" period, the student receives an automatic Failure "F." Exceptions are granted only by permission of the Vice President for Academic Affairs.

Before a dismissed student leaves campus, the student's advisors and professors should be notified in case he/she has departmental or college materials that should be returned.

With regard to financial refunds, both Tuition and Room & Board are based on the Refund Schedule published at the beginning of each semester. Prorated refunds are based on verification of when the student last attended classes.

COLLEGE GRADUATION REQUIREMENTS

Any student pursuing a degree (A.S., B.A., B.S., B.M., or B.S.W.) must complete a formal application and must be accepted into a degree program by the Admissions Office in order to be a candidate for graduation.

B.A., B.S., B.M. or B.S.W. Degree

1. A student must complete a minimum of 124 semester hours in order to graduate from Grace College with a B.A., B.S., B.M., or B.S.W. degree.
2. As a part of the 124 hours, a student must complete all of the general education requirements, the major requirements, and the minor requirements (if required for that particular major).
3. Any student who is a non-education major must have a cumulative GPA of 2.000. All education majors must have a cumulative GPA of 2.500. The mathematical rules that apply to Grace's GPA procedures are that the decimals are carried out to four places and rounded to the third.
4. All non-education majors must have a 2.200 GPA in their major field of study. Education majors must have a 2.500 in their major.
5. No particular GPA is required in the minor area of study or the Liberal Arts core.

Associate Degree (A.S.)

1. Minors are not required for the A.S. degree.
2. Students obtaining the A.S. degree are required to have a cumulative GPA of 2.000.
3. The total number of hours required to complete an A.S. degree varies with each program. Refer to the individual program requirements.

General Requirements for All Degrees

1. To be a candidate for graduation, a student must complete an Application for Graduation by the end of the fall semester, or by the date specified by the Registrar's Office.
2. All candidates for graduation must complete a Senior Audit and a Senior Audit Review of their degree program with the Registrar before they can be considered a graduation candidate.
3. Payment of all debts, encumbrances, fees, etc. must be cared for by the student in order to receive his/her diploma/degree. For Perkins Loan and/or Stafford Loan borrowers, this also includes attendance at the prescribed Exit Interview.
4. Each student pursuing a degree must take full responsibility for meeting graduation requirements. This includes knowing the catalog and student handbook and the policy outlining graduation requirements, and counseling with the major academic advisor. Other sources of information are the Registrar's Office and the Office of the Vice President for Academic Affairs.
5. Each department chair provides the Registrar/Director of Admissions with a list of courses that must be taken at Grace College, courses for which transfer credit will not be granted.

TWO-YEAR ASSOCIATE DEGREE PROGRAMS

Minimum GPA Requirements

The following chart sets forth guidelines of minimum GPAs for the two-year Associate Degree programs in Bible and Information Processing:

<u>Hours</u>	<u>Cum. GPA</u>
10	1.5
20	1.6
30	1.7
40	1.8
50	1.9
61+	2.0

MASTER OF ARTS PROGRAM GRADUATION REQUIREMENTS

The 61 hour M.A. in Counseling degree is designed to furnish a broad foundation for people entering the counseling/mental health field, full-time ministry and/or for those wishing to pursue doctoral work in counseling. The 61 hour M.A. in Counseling degree will have a mental health counseling emphasis, and its purpose is to prepare the student for future licensure in mental health counseling.

Because this program is preparation for professional standing, students must meet both academic and personal standards. Each student is reviewed at several stages, including 1) Counseling Skills, 2) Practicum, 3) Candidacy, 4) Internships, and 5) Comprehensive and Portfolio Examinations. Student evaluations will not be limited simply to academic performance, but may include ethical standards, personal maturity, psychological stability, and professional competencies.

GRACE THEOLOGICAL SEMINARY GRADUATION REQUIREMENTS

Grace Theological Seminary offers programs leading to the Master of Divinity (M. Div.), Master of Arts (M.A.), and Doctor of Ministry (D.Min.) degrees. These programs include majors in theology, ministry, missions, and counseling.

Master of Divinity

The Master of Divinity program provides the basic curriculum in graduate theological study for a ministry of the Word in a pastoral, counseling, or missions setting. It is a three-year program requiring 92 semester hours of credit. Advanced standing credit may be obtained for the first year of the curriculum and prior learning credit may be obtained for up to eighteen hours of the third year. The third year of the Master of Divinity program is to be completed in a ministry setting. Those desiring an emphasis in either intercultural ministry, counseling or general studies may take alternate tracks that replace the third year in-ministry courses focusing on pastoral preparation.

After completing approximately 60 hours towards the Master of Divinity degree, qualified students will advance to a level of M. Div. Candidacy in order to be eligible to continue in the program. An application for candidacy status must be completed during the same semester in which the student is planning to reach the 60 credit hour level. Matters for consideration include the student's academic record, evidence of Christian maturity, doctrinal commitments, ministry orientation, and relational skills. Students denied candidacy may appeal their decision in writing within 72 hours of notification to the Vice President for Academic Affairs who will follow the procedure established for academic appeals. For complete details, the student should consult the Grace College and Seminary Student Handbook.

Master of Arts in Theological Studies

The Master of Arts in Theological Studies is a 60-hour program containing the core of biblical and theological studies offered in the Master of Divinity program. It is designed for those students already having had extensive pastoral training or experience, or those students seeking graduate theological training for non-pastoral ministries. A thesis is required.

Master of Arts in Specialized Ministries

The two Master of Arts in Specialized Ministries programs are 60 and 61 credit hour programs that allow a student to establish a basic foundation of biblical studies with a particular ministry focus, such as Youth & Family or Intercultural Ministry. The curriculum is designed to assist those planning to enter a local church ministry not leading to a pastoral role with major preaching and administrative responsibilities.

Master of Arts in Intercultural Ministry

The Master of Arts in Intercultural Ministry includes 28 hours of graduate work plus a thesis for a total of 30 credit hours. Students may elect not to write a thesis and take 4 credit hours of classes in its place for a total of 32 credit hours. The classes are offered in the summers to allow missionaries to complete the program on an extended furlough.

Doctor of Ministry

The Doctor of Ministry program is designed to bring further professional development to Christian leaders and pastors who have had at least four years of vocational ministry experience after earning a Master of Divinity degree from an approved seminary (or, in exceptional cases, its equivalent). The curriculum is built around eight, one-week seminar modules and a major degree project. The program is designed to enable pastors and other ministry professionals to complete it without leaving their current ministries. Complete information and application for this program can be obtained through the D. Min. Handbook available by request from the Seminary Admissions Office.

Diploma in Theology

The Diploma in Theology is awarded upon completion of a reduced curriculum drawn from the Master of Divinity program. This program is open to those whose circumstances make the acquisition of a pre-seminary college education impractical. Students may choose to follow a track in Greek or Hebrew studies.

Certificate in Biblical Studies

The Certificate in Biblical Studies is awarded upon completion of a one-year curriculum. This program emphasizes theology and biblical studies. Students can request the option to pursue other special interests.

SUMMER GRADUATION POLICY

A student who has nine hours or fewer remaining in his/her program may still participate in the May Commencement Program as long as the following process is satisfied:

- The course should be taken at Grace providing it is offered. The reason for encouraging enrollment at Grace is to guarantee course offerings early enough for student planning. The student registers during the week of Summer School Registration.
- In the event the course is not offered at Grace, the student needs to make arrangements with the Registrar for work at another institution. Approval of course work, credit hours, and transferability is worked out at that time.
- The Registrar must receive an official transcript no later than July 31 of the summer when the course work is being taken. If not received by this date, the student forfeits graduation, the graduation fee, and the diploma for that year. The student applies for Graduation the following year and pays the graduation fee.
- Students are not permitted to take a correspondence course necessary for graduating during the summer of graduation.

COLLEGE GRADING PROCEDURES

- There is no "standard" grading scale to which all faculty members must adopt or adhere. Each faculty member has the freedom to establish his/her own scale and is to communicate that grading scale at the beginning of each term.
- Grace operates on a four-point system, meaning that for each hour of credit, the weight of each grade is as follows:

A = 4 points	C = 2.000
A- = 3.667	C- = 1.667
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0

- The respective values are multiplied by the number of hours in the course to determine the quality points.
- Grace collects grades from each professor at midterms (approximately eight weeks into the semester). Mid-term grades afford a "bench mark" of progress for the student. Mid-term grades are not collected in the Seminary.
- The date when Final Grades are due is published in the Academic Calendar each semester.
- The following are the only acceptable grades or symbols to be assigned to Grace students: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR (credit), NC (no credit), W, AU/W, NG (only at mid-terms), I, or AU (audit).
- An Incomplete is an indication that a portion of a course has not been completed. The professor must have permission from the Academic Affairs Office to issue an incomplete. An "I" is to be assigned only in the case of a serious illness or other emergency. The instructor is to communicate the requirements and deadlines to the student. A student is allowed six weeks from the end of the semester to complete the course work. Due dates are published in the Academic Calendar. If the course work is not cared for and submitted to the instructor within the six weeks, the "I" automatically becomes an "F."

MASTER OF ARTS PROGRAM GRADING PROCEDURES

Students must maintain an overall GPA (grade point average) of 3.9 or higher in all course work in order to meet degree requirements. The degree must be completed in seven years from initial enrollment. Grade points are awarded according to the following scale:

A = 4 points	C = 2.000
A- = 3.667	C- = 1.667
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0

The student's grade point average is determined by dividing the total number of quality points earned at Grace

College by the total number of semester hours attempted (excluding courses bearing a grade of “W” and repeated courses).

Students may receive a grade of “C” on their transcript but should be cautioned that “C” work is not acceptable graduate work. Students must have a 3.0 GPA to earn their M.A. in Counseling degree from Grace. If a student is receiving grades of “C” or below, serious thought should be given to remedial work or withdrawal for a period of time from the program. In several courses, a Credit/No-Credit system is also used (See Credit/No-Credit Policy for Internship and Advanced Internship).

An Incomplete “I” indicates the failure to complete a portion of a course’s requirements and may be assigned only in case of serious illness or other emergency. The Incomplete grade is considered temporary and students must make up the work without repeating the course. The Incomplete grade must be replaced with a letter grade within six weeks of the close of the semester or the grade will become an “F”.

At the end of each semester, students can visit the Grace web site on-line to check their grades indicating the term and cumulative GPA through the Campus Web. When a final grade has been reported to the Registrar, it cannot be changed except by the professor within the specified dates on the academic calendar. All indebtedness to the college must be satisfied before a transcript of record will be issued.

Final course letter grades will be calculated using the following scale:

94-100 = A	80-83 = B-	67-69 = D+
90-93 = A-	77-79 = C+	64-66 = D
87-89 = B+	74-76 = C	60-63 = D-
84-86 = B	70-73 = C-	59 or less = F

The grading scale is offered only as a guideline. It may vary with individual faculty members and individual courses. Faculty members have the prerogative of adjusting grades at their discretion.

MASTER OF ART PROGRAM grading policy for Portfolio/Portfolio Exam/Comprehensive Exam Portfolio

There are three parts to the Portfolio:

1. Portfolio – includes all the items on the Portfolio Checklist
2. Portfolio Exam
3. Comprehensive Exam

A. Portfolio Checklist

Students will need to collect and compile a variety of items according to the Portfolio Checklist form. The items need to be placed in a binder and labeled clearly ‘Portfolio Checklist.’

Portfolio Checklist includes the following items:

- Résumé/Vitae
- Course Syllabi (all courses)
- Counseling Skills Evaluation
- Practicum Hours (be as specific as possible)
- Practicum Evaluations
- Internship Hours (be as specific as possible)
- Internship Evaluations
- Adv. Internship Hours (be as specific as possible)
- Adv. Internship Evaluations
- Research Paper (APA style) from Research and Statistics
- Write your philosophy of counseling /theoretical orientation (3-5 pages)
- Example of case study, diagnosis, and rationale for diagnosis
- Example of Treatment Plan

The Portfolio Checklist items are to be submitted to the Master of Arts program Department Chair. The

Portfolio is due April 1 for students graduating in May of that same year. If this date falls on the weekend, the portfolio is due on the following business Monday.

B. Portfolio Exam

For the Portfolio exam students will need to submit three (3) audio or video tapes (i.e. at least one video tape) of the student's best counseling work with three (3) clients, preferably within the last two to three months. The tapes will be viewed by the Portfolio Committee and appraised according to the Portfolio Evaluation form. Internship tapes are preferred but Practicum tapes may be used if the student's Internship site does not allow for a tape to be taken off the site. Students will need to complete a diagnosis (and rationale) and a treatment plan for one of these sessions. Students will receive a "Pass" or "Fail" according to the Portfolio Evaluation form.

If the student receives a "Fail" for this exam, remedial work will be given and the student may submit three more tapes after the remedial work has been completed. If the remedial work is not completed in a satisfactory manner, or the student receives a second "Fail." After submitting new tapes, the student will need to meet with the Department Chair in order to discuss possible continuation or dismissal from the program.

The Portfolio Committee will consist of two M.A. in Counseling faculty members and one non-program professional counselor.

The tapes are due April 1 for students graduating in May of that year. If this date falls on a weekend, the portfolio is due on the following business Monday.

C. Comprehensive Exam

The Comprehensive exam will consist of 100 multiple choice questions compiled from previous class exams. The exam will contain questions that each professor considers as crucial information from the following classes: Theological Foundations of Counseling, Marriage and Family Counseling, Personality/Counseling Theories, Psychotherapy I and II, Group Counseling, Addictions Counseling, Ethical/Legal Issues, Psychopathology, Research and Statistics, Foundations of Mental Health Counseling, Gender and Sexuality, Human Growth and Development, Social and Cultural Issues, Lifestyle/Career Counseling. The last three courses will include material up to the mid-term exam. A 70% score is required for the student to pass this exam. If a student receives a score of less than 70%, the student may re-take the exam to obtain the needed score. The student will be given study directives before re-taking the exam. If the student fails a second time (less than a 70%), the student will be required to complete remedial work in order to prepare for re-taking an additional exam.

Exam Date: April 15 for students graduating in May of that same year. If this date falls on the week-end the portfolio is due on the following Monday.

Exam Re-take Date: One week following the Comprehensive Exam date.

GRACE COLLEGE AND SEMINARY STUDENTS RECORDS POLICY AND PROCEDURES

Definitions

For the purposes of this policy, Grace College and Seminary has used the following definitions of terms.

Student: any person who has registered for courses at Grace College and Seminary. This would include registered auditors, distance education, prison, CEU, and unclassified students.

Education records: any record in handwriting, print, tapes, film, electronic or other medium that is maintained by Grace College and Seminary or an agent of the schools. Records directly related to a student that are exceptions to this definition include:

1. A personal record kept by a school official (see below) if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person.
2. Records created and maintained by Grace College and Seminary for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used only for the treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after he or she is no longer enrolled at the institution and which do not relate to the person as a student.

School Official: A school official is defined as:

1. A person employed by Grace College and Seminary in an administrative, supervisory, academic, or support staff position. This includes all work study positions in faculty and academic offices.
2. A person elected to the Board of Trustees.
3. A person employed by or under contract to Grace College and Seminary to perform a special task, such as the school attorney or auditor.

ANNUAL NOTIFICATION

Students will be notified of their FERPA rights annually by publication in the student handbook.

PROCEDURE TO INSPECT EDUCATION RECORDS

The designated custodian of any education record may require that the records not leave his or her immediate custody. Those desiring to inspect and review education records are required to do so at the time and place designated by the custodian of those records.

1. Students may inspect and review their education records upon request to the appropriate custodian in the appropriate office.
 - Students should submit to the record custodian or an appropriate school staff person a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
 - The record custodian or an appropriate school staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
 - When a record contains information about more than one student, the student may inspect and review only the records that relate to him/her.
2. School officials or the other designated parties as listed below, may inspect and review education records upon request to the appropriate custodian in the appropriate office provided that they have a legitimate educational interest. Legitimate educational interest would include the following:
 - Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid.

School officials and other designated parties may inspect and review only records that pertain to the individual student and to the specific legitimate educational interest that they are performing.

3.

Disclosure to Individuals and Government Agencies

Student records may be released to the following:

- Faculty and administrative officers of the issuing institution who have a legitimate need and interest in the student's educational welfare.
- Parent(s) or legal guardian(s) of the student, provided the parent or guardian can establish the student's dependency.
- Federal and State agencies listed in the written law:

1. Comptroller General of the United States
 2. The Secretary of the United States Department of Health, Education and Welfare
 3. The United States Commissioner of Education, Director of National Institute of Education, or Assistant Secretary of Education
 4. State Educational Authorities
 5. State and local officials to whom disclosure is required by State Statute adopted prior to November 19, 1974
- Veterans Administration (PL. 94-502).

Institutions must also disclose academic records without written consent to persons in compliance with a judicial order or lawfully issued subpoena, provided that the institution first makes reasonable attempts to notify the student(s).

Disclosure to Other Individuals and Organizations

- Institutions may, without written consent, release information identified by the institution as public, or directory information, provided the following conditions are met prior to disclosure:
 1. The institution informs students of categories designated as directory information.
 2. The student is given opportunity to refuse disclosure of any or all categories of directory information.
 3. Students are given reasonable time in which to state such refusals in writing.
- Directory information may include the following categories:

Category I	Name, address, telephone number, dates of attendance, class
Category II	Previous institution(s) attended, major field(s) of study, awards, and honors (includes Dean's List), degree(s) conferred (including dates and any graduation honors)
Category III	Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth

Release of public or directory information by telephone is permissible; however, information released in this manner should be restricted to categories specified in written institutional policy.

- Institutions may disclose information about students without their written consent to persons in an emergency if the knowledge of that information is necessary to protect the health or safety of the students or other persons.

New section added to Indiana Code Effective July 1, 1991

SECTION 2. IC 35-43-5-10

A person who intentionally makes a false written statement in an academic achievement record with the intent to enhance a person's employment or educational opportunity commits a Class A misdemeanor.

SECTION 1. IC 35-43-5-1

"Academic achievement record" means the following:

1. For secondary education academic achievement, a transcript, diploma, attendance record, or certificate of enrollment that purports to verify or certify the contents of a person's transcript from an accredited public or private high school in Indiana.
2. For post secondary education academic achievement, a transcript, diploma, or certificate of enrollment that purports to verify or certify the contents of a person's transcript, diploma, or certificate of enrollment, from an approved institution of higher learning (as defined in IC 20-12-21-3(2)).

CLASS "A" MISDEMEANOR

A person who commits a Class "A" Misdemeanor shall be imprisoned for a fixed term of not more than one year; in addition, he/she may be fined not more than five thousand dollars (\$5,000).

ACADEMIC FORGIVENESS POLICY

When a course is repeated, only the current grade is used to calculate the current and cumulative grade point averages. Original grades are still listed on the academic transcript even though they are not used to calculate the cumulative GPA.

The "forgiveness policy" applies to all courses (or their equivalents) currently being offered and may be used by both current and former students.

- This policy takes effect only with courses repeated during the fall semester 1990 and following. Students having repeated courses previous to this will not have their transcripts changed nor their grade point averages recalculated.
- The cumulative grade point average is calculated on the last course taken, even if the grade achieved is actually lower than the original course being repeated.
- The school allows the repeating of courses only if such courses (or their equivalent under a different name) are offered in the current curriculum. Academic forgiveness does not apply to courses that are no longer offered.
- A student may repeat a course no matter what the grade was in the original course.
- Please address any questions or requests for clarification to the Academic Dean's Office.

RESIDENCY REQUIREMENTS

To be eligible for a college degree, all students must complete a minimum of **60 hours** at Grace College.

POLICY FOR SECOND MAJOR OR DEGREE

A Student Seeking another Major after Earning a Degree at Grace:

A student who graduates with a degree from Grace College and returns to pursue another major with the same degree needs to meet the requirements of the major in existence at the time of their re-entrance. Because of having earned a degree from Grace, the other Liberal Arts requirements are automatically fulfilled.

A Student who has earned a Degree from another School and Now Desires to Complete the Requirements for another Major at Grace:

If the student wants to complete a major that has been started at another school, he/she should check with the institution that granted the first degree to see if he/she can take the necessary courses at Grace, but have those courses transfer back to the degree-granting institution. That institution would then add the second major to the already existing degree.

If the student wants to complete another major at Grace but not receive another degree, the Registrar makes a review of the former degree. The department involved reviews the former record and determines which major and supporting non-major courses are still needed for the new major.

A Graduate of Grace Seeking a Second Degree at Grace:

A student who has earned a degree from Grace College (e.g., B.S.) and desires to return and earn another degree (e.g., B.A.) from Grace is required to take a minimum of 30 semester hours of work. This course work must be totally different from all previous work on their academic record for the first degree. This means that once the major is chosen under the new degree, there cannot be any overlap or duplication of courses from the prior degree to the new degree. Of most importance, the student must fulfill the requirements for the B.A. (a second year proficiency in a Foreign Language) or the B.S. (six hours of a Language or the three prescribed courses in the Liberal Arts Core: Christianity and Critical Thinking, Global Perspectives, and Scripture and Interpretation).

A Student who earned a Degree from another School and Desires to earn another Degree:

This student needs to take a minimum of 30 semester hours of work at Grace. The 30 hours elected are in consultation with the major department involved. All requirements of the major, as well as the Liberal Art Core, must be met. No minor is required by virtue of the major earned with the first degree.

POLICY ON TRANSCRIPT REQUESTS & SERVICES

- All academic information about a student is confidential; the Registrar's Office makes every attempt to treat it as such. The Registrar is delegated with the responsibility to see that academic information on a student is released only to individuals and agencies that have legally authorized access to it.
- Students have a right to inspect and review their academic records and to challenge any content that they believe to be inaccurate or misleading. A staff member should be present during the review.
- Students have the right to receive transcripts, or have transcripts sent, unless they have a financial obligation to the school, including amounts owed on their account or defaulted student loan indebtedness. Transcript requests should be in writing. The transcript is labeled "Issued to Student." The institution is not obligated to provide students with copies of transcripts or source documents from other institutions unless state laws dictate otherwise.
- The following individuals and agencies may be provided with a student's transcript without the written consent of the student:
 1. Faculty and administrative officers of the issuing institution who have a legitimate need and interest in the student's educational welfare.
 2. Parent(s) or legal guardian(s) of the student provided the parent or guardian can establish the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.
 3. Appropriate Federal and state agencies
- Other than those individuals and agencies identified above, no other person or organization has a right to review a student's academic record or to receive a transcript without the written consent of the student. However, institutions may release, without written consent, information identified as public or "Directory Information," provided the student has been given reasonable opportunity to refuse disclosure of such information.
- Telephone requests are not accepted because of the difficulty of verifying the requestor's identity. A signed transcript request form or letter transfers the legal burden to the signer and protects the Registrar in case of a forged signature.
- Students can legally be denied transcript services for indebtedness to the institution or failure to complete a Financial Aid Exit Interview. All financial obligations must be cleared before transcripts are released. Specific questions as to the account balance should be directed to the Controller's Office of Grace Schools.
- The Office of the Registrar attempts to process transcript requests within 6 to 10 business days of the request.
- The Registrar's Office shall retain all transcript requests (release forms and letters) for the period of one year.
- Each transcript request must contain a written signature from the student releasing his/her record. If requests coming from the Teacher Certification Office do not contain written signatures, a copy of the student's certification papers must be included.
- A request for information from a student's academic record(s) received by FAX should be treated in the same manner as a request received by telephone. The sending and/or receiving institution may recover the additional expense incurred in sending, receiving, or verifying the authenticity of

documents received via FAX by charging the applicant/student a fee for this additional service.

- Grace will accept a "request" via FAX as long as the request includes the signature of the student. However, because the original source of a document received through a FAX transmission cannot always be accurately determined, the Registrar's Office will not send or receive Official Transcripts by way of FAX. Based on the inability to verify the "authenticity" of the record via FAX, and based on the recommendation of AACRAO, Grace will only process transcripts with a signed signature as a release. This procedure is consistent with the standards of our institution, the practices of the Registrar's Office, and in the best interest of the student in order to insure confidentiality.
- The Registrar's Office will not release unofficial copies of student transcripts. Any transcript released to students will be an official transcript.

POLICY REGARDING TRANSFER OF CREDIT

General Information

Grace accepts credit on the basis of our semester hour standard. In accepting credits from schools using the quarter system, the following procedure is employed: one quarter hour equals two thirds of a semester hour.

Credit from Regionally Accredited Schools

All credit for courses that satisfactorily meet the institutional requirements (grade of "C-" or above) are transferable to Grace, provided the completed courses are comparable to courses currently offered at Grace.

In cases where more than 90 hours of work is being transferred, a minimum of 60 hours is required in residency at Grace before a degree can be granted.

Credit from State Accredited or Non-Accredited College, Bible Institutes, and Bible College

A maximum of 60 hours of credit is acceptable from schools in this category. These 60 hours of credit are accepted on the same basis as those from an accredited institution.

A maximum of 30 hours of Bible and 30 hours of non-Bible credit is acceptable from Bible colleges and Bible institutes in this category.

Credit Transferred that is less in Credit Hours than the Equivalent at Grace

General Education

- The Admissions Office, the Registrar's Office, and the Academic Dean's Office are the only offices on campus that evaluate transcripts from other institutions for the purpose of granting credit.
- These offices grant credit for course work transferred based on course titles. If more in-depth evaluation of content is needed, departments are contacted or the transfer student is asked to produce a catalog and/or course description describing the course content.
- For any of Grace's General Education courses and their respective credit-hour value, the office accepts a course of one hour less in credit as fulfilling the course requirements at Grace. (e.g., if the course at Grace is 4 semester hours but the student took an equivalent course of only 3 semester hours credit at another school, Grace accepts the three hour course as fulfilling the requirement).
- If the course being transferred is more than one hour deficient, the student needs to either take the entire course or make up the deficiency in readings, independent study, or other supplementary work for credit.

NOTE: It is very important to note that although the above guidelines are general policy for all General Education courses, it is always superseded by particular departmental requirements. For example, an institutional major such as Business Administration or Communications may be able to function with the above policy, whereas an Education major, due to state requirements for teacher certification, may have to make up the one hour deficiency regardless of our general policy. (A common example is English Composition for Education majors who are transfer students.)

Major/Minor Requirements

- A student who transfers course work from another institution that is less in credit hours than our course equivalent must make up the deficient hours within the major and/or minor.
- It is up to the department to determine whether that work must be done within that particular course discipline or within the general major/minor area of study. For example, if a student is one hour deficient in Marketing, the department decides whether the student needs an additional hour in Marketing, or another hour in any Business elective.
- All students must meet the total hour requirement for their major and minor. There are no exceptions to this. If the student's major is 36 hours and due to transfer of credits he/she ends up with 35 and two-thirds hours, he must take at least one other hour or course to earn the required 36.

Transfer of Credit from Technical or Vocational Schools

- Courses at Ivy Tech or other technical/vocational schools are not automatically transferred into the Grace College curriculum because the course content, structure, and philosophy of education is not the same for liberal arts as it is for technical/vocational schools. The credits are deferred and held in an "escrow" file until the student has completed 12 hours of course work and earned a cumulative GPA of at least 2.2.
- If the student earns the required GPA after 12 hours of course work, the Registrar's Office processes and posts the credit to the Grace transcript. Such transfers of credit are also being required to meet any specific departmental transfer of credit policies. Furthermore, remedial work in either general education courses or in the Major department may be required. The Major department reserves the right to require the student to repeat certain courses (even if a similar course has been accepted in transfer) or do remedial work in order to improve one's competency in the Major. Failure to earn the 2.2 GPA after twelve hours of course work may result in none of the transfer credit being accepted. The student could jeopardize his/her financial aid if satisfactory progress is not met during that first year.
- The Admissions Office will not automatically grant credit for work done at technical or vocational schools. If a student desires to have credit for this work, he/she may prove competency in the subject(s) by taking a C.L.E.P. exam (if offered in that particular discipline). If a C.L.E.P. exam is not available, the student is to contact the department chairman about the procedures for "testing out" of a given course in that department. For a departmental exam, the department determines the scale for scoring the test, but a "B" grade or higher is required institutionally in order to earn credit by exam. After the exam is taken, the results of the test are submitted to the Vice President for Academic Affairs on a Special Petition form (available in either the VP for Academic Affairs' Office or the Registrar's Office). In order to post the information to the student's record, the following data must be included:
 1. The name of the student and student number (SSN)
 2. Course title for which credit is being earned
 3. Number of credit hours being earned
 4. Numeric percentile earned on the exam (i.e., 82%, 94%, etc.)
- The maximum number of hours that can be earned in this manner is the same as printed in the "policy on credit by exam," namely 16 hours maximum in any one method (i.e. CLEP, Advanced Placement, Departmental Exam, or Correspondence) or 30 hours maximum in any combination of the above.
- The cost to the student for taking a departmental exam is always commensurate with the cost that is being charged for CLEP exams.

MASTER OF ARTS PROGRAM POLICY REGARDING TRANSFER OF CREDIT

No more than six credits of course work from another graduate program can be transferred. The program faculty along with the Registrar will determine which course can be accepted for transfer credit. Students should request transfer credit in writing from the previous school. Official transcripts must be submitted to the Registrar's Office with a course syllabus or course description for the course(s) the student wishes to transfer.

POLICY ON TUITION REFUNDS

Policy

Tuition refunds for students dropping a class or withdrawing entirely from school are based on the official date of action that is recorded by the Registrar's Office. It is the student's responsibility to file the proper paperwork within the week the class was dropped in order to receive maximum refund as per the Refund Schedule published by the Controller's Office.

Student Procedure

A student who is dropping a class or withdrawing completely from school must come to the Registrar's Office (Indiana Hall) to complete the proper forms.

A withdrawal from a class or from school entirely is considered "Official" if the student files the proper paperwork with the Registrar's Office. Failure to file the paperwork within the week class(es) were dropped results in a smaller refund to the student. Refunds are based on the date the action is recorded in the Registrar's Office.

A withdrawal from a class or from school entirely is considered "Unofficial" if the student fails to file the proper paperwork and quits attending classes or leaves. Under these circumstances, the student suffers a loss of refund and could incur financial penalties. Refunds are based on the date the action is recorded in the Registrar's Office.

Student Appeal Process

The policy on tuition is published in the student handbook and in the respective policy manuals of the Controller's Office, the Registrar's Office, and the Financial Aid Office.

Any student desiring to appeal his/her situation does so as follows:

- The Registrar's Office makes the printed policy available for review by the student. If in his/her mind, the institution is responsible for the student's loss of refund, then he/she makes that determination known to that office.
- If the Registrar's Office feels an appeal is in order, they determines if it is an academic or financial appeal and proceeds as follows:
 1. An appeal that questions the date of withdrawal, advisor-related issues, or grading matters is addressed to the Registrar.
 2. An appeal that questions the amount of a refund resulting from a withdrawal is addressed to the Assistant Controller/Controller.
- The Registrar refers appeals beyond the procedures of #2 to the Vice President for Academic Affairs and by the Controller to the Vice President for Business Affairs.

- In the event that the institution finds the student needs to have further or broader appeal, the following can be implemented:
 1. A committee is assembled from the following personnel:
 - Registrar
 - Controller/Asst. Controller
 - Vice President for Academic
 - Chief Financial Officer
 - Student Body President or appointee
 - Faculty member chosen by the student him/herself
 2. The Student must place his/her appeal in writing, and state, as well as substantiate with documentation, his/her case.
 3. This committee's decision is final.

UNDERGRADUATES TAKING MA IN COUNSELING CLASSES

1. CACREP does not allow undergraduates to take MA in Counseling courses for undergraduate credit.
2. CACREP does allow undergraduates to take a limited number of MA in Counseling courses for graduate credit as provisional students. This credit cannot be applied to satisfy undergraduate requirements.
3. We will allow Grace College seniors to apply as provisional students in their final semester. These students may take up to two courses in the MA in Counseling program as provisional graduate students during their final semester.
4. This provisional status does not guarantee acceptance into the MA in Counseling Program. Students must go through the entire acceptance process and will be evaluated in exactly the same way as any other applicant.
5. These seniors will be charged regular undergraduate tuition. This will avoid the hardship of double billing for the business office due to the different tuition costs in the two schools. These students would simply be treated in the same way as seminary students taking MA in Counseling classes.

POLICY ON WITHDRAWAL PROCEDURES

Withdrawal from a Course

- Course changes are processed at no charge from pre-registration until the second week of a semester. From weeks three to ten, there is a \$25.00 fee for all course changes. A student who fails to officially register for (add) a course at the Registrar's Office by the end of the tenth week is charged \$25.00 to be enrolled late. A student who fails to officially withdraw from a course is obligated to abide by the guidelines of the Tuition Refund Policy.
- If a student withdraws from a course during the first two weeks of the term, the course is not reflected on the student's transcript. After the second week, withdrawals are indicated as follows: "W," withdrawal beginning the third week through the tenth week; after week ten, the withdrawal results in an automatic failure ("F"), unless otherwise determined by the Vice President for Academic Affairs.
- Tuition charges for withdrawal from a course are refundable in full if a student submits the Withdrawal Form to the Registrar's Office during the first two weeks of classes. For refunds after the second week, see the Tuition Refund Policy.

Withdrawal from College

- Withdrawal Forms may be secured from the Student Development office. Signatures need to be obtained from the Resident Director, Registrar, Dean of Students, Financial Aid Office, and the Business Office. Once the form is complete, it is left with the Registrar's Office. The last day the student attended classes is the date of withdrawal from school. The faculty verifies this.
- If a student withdraws from school during the first week of the term, there is a 100% tuition refund. For refunds after the second week, see the Tuition Refund Policy.

Responsibilities of Withdrawing College Students

Resident Students and Non-Resident Students

In order to minimize any charges to a student's account for the semester of withdrawal, he/she should complete the following before leaving campus:

- Make an appointment with one of the Resident Directors or Dean of Students to obtain a Withdrawal Form and discuss intentions and proper withdrawal procedures.
- Return any outstanding library books.
- Meet with the Academic Advisor to notify them of the withdrawal from Grace.
- Return parking tag to the Campus Safety Office.
- Complete a Drop/Add Form for classes at the Registrar's Office. To maximize the refund, this should be done before the close of the business week in which the desired withdrawal date becomes effective.
- Make an appointment with the Financial Aid Office for an exit interview if any Financial Aid has been received while at Grace. This meeting is very important to determine what aid will be adjusted and will affect the refund.
- Make an appointment with the Business Office:

1. See the Student Accounts Representative regarding a refund or payment.
 2. If you have an NDSL or Perkins Loan, see the Student Accounts Representative for information regarding the loan.
 3. If you have campus employment, notify the payroll clerk of an address for your final paycheck and notify your supervisor of your last day of work.
- If you live in the dorm, arrange a checkout time with the Resident Director. He/she will make an appointment for room inspection and to turn in the room key and student ID card.
 - Submit the completed Withdrawal Form to the Registrar's Office.

All of the above responsibilities are the student's. His/her charges and refunds are determined based upon the published refund schedule included in the registration packet and upon the date that the obligations are cared for and appropriate forms submitted. Any requests made of other students or staff to assist in meeting these obligations does not relieve him/her of the responsibility for timely submission.

WITHDRAWAL FROM THE MASTER OF ARTS PROGRAM

In order to minimize any charges to a student's account for the semester of withdrawal, he/she should complete the following before leaving campus:

1. Make an appointment with the student's advisor to obtain a withdrawal form and discuss intentions and proper withdrawal procedures. At this time the student ID card is submitted to the Department Chair.
2. Return any outstanding library books.
3. Return parking tag to the Campus Safety Office.
4. Complete a Drop/Add Form for classes at the Registrar's Office. To maximize the refund, this should be done before the close of the business week in which the desired withdrawal date becomes effective.
5. Make an appointment with the Financial Aid Office for an exit interview if any Financial Aid has been received while at Grace College. This meeting is very important to determine what aid will be adjusted and will affect the refund.
6. Make an appointment with the Business Office:
 - See the Student Accounts Representative regarding a refund or payment.
 - If you have an NDSL or Perkins Loan, see the Student Accounts Representative for information regarding the loan.
 - If you have campus employment, notify the payroll clerk of an address for your final paycheck and notify your supervisor of your last day of work.
7. Submit the completed Withdrawal Form to the Registrar's Office.

All of the above responsibilities are the student's. His/her charges and refunds are determined based upon the published refund schedule posted in the Business Office and upon the date that the obligations are cared for and appropriate forms submitted. Any requests made of other students or staff to assist in meeting these obligations does not relieve him/her of the responsibility for timely submission.