



Academic Life

Academic Guidance

The academic program of IMF Bible College is designed to prepare the student for effective ministry. Therefore, guidance relating to individual programs of study, course enrollment, and graduation requirements is provided through the Academic Dean.

Registration

Students should arrive on campus on registration day. Classes missed because of late registration will be counted as absences and will count in the total of absences for the semester.

Transfer Students

Students desiring to transfer credits into the Institute from another Institute are required to submit an official transcript. A copy of their catalog or equivalent available information may be required by the school. Credit may be granted for relevant work done on an equivalent level.

For those schools who have not developed a catalog, a transcript cover letter can serve to provide the necessary information to a receiving school. In some cases, the Institute may require additional support information from the sending school, such as grading scale, scheduling, course description, and syllabus, before final approval of transfer of credit.

Transfer of Credits

The student should inquire directly with the school which he/she plans to attend to determine if they will accept credits from this institution.

Transcripts

Transcripts may be obtained by submitting a Transcript Request form to the school office. The cost is \$5 (five dollars) per transcript.

Grading System

The Institute uses the following grading scale to record and report academic achievement:

Grading System

90-100	=	A
80-89	=	B
70-79	=	C
60-69	=	D
59&below	=	F

Grading Codes

CXL	Canceled	Drop without penalty. Only if within the first two weeks would this apply.
DP	Drop Pass	Drop without penalty. Drop after two week window with excuse (i.e. job transfer, hospitalization, etc.)
DF	Drop Fail	Drop with penalty
INC	Incomplete	Only applies if excused absence and student makes up final or missing work within two weeks of final date. No exceptions!
P	Pass	Credit received from other source.
A	Audit	No credit.

Grading Standards

Excellent/outstanding	A – 4.0
Good/above average	B – 3.0
Average/satisfactory	C – 2.0
Poor/acceptable	D – 1.0
Failure/unacceptable	F – 0.0

Course Load

The Administration defines a full time student as one who is taking two or more classes a term.

Audit

Permission to audit a course must be given by the Academic Dean at the time of registration or within the allowable period for schedule changes (changes are not allowed beyond the second week of classes). Audit courses may never be changed to credit courses. If a student desires a course status change from a credit course to an audit, the appropriate forms must be completed and approved by the Academic Dean.

Students auditing a class are there to learn through observation not participation. Audit students are not permitted to ask questions or make comments in class.

Dropping and Adding Courses

Students who desire any type of course change must receive approval from the Academic Dean and complete all required forms. Until mid-term, a student with excuse (i.e. hospitalization, job transfer, etc.) may drop a course without academic penalty. To withdraw from or drop a course, the student must first complete a Drop/Add form and secure the approval signatures of the instructor and the Academic Dean.

If a course is dropped within the first two weeks, the teacher will record *canceled*. After the two week window with excuse for dropping a course (i.e. hospitalization, job transfer, etc.), the teacher will record a *withdraw pass (WP)* or for dropping without excuse after two weeks, the teacher will record a *withdraw failing (WF)* on the Drop/Add form. The form is then forwarded to the school office and posted on the permanent record.



Failure by the student to follow proper procedures when dropping a course could result in an automatic failing grade for that course.

The portion of tuition to be refunded will **only** be given the first two weeks of the semester. There is no tuition refund for a student who withdraws from or drops a course after the second week of the semester. Books are **always** non-refundable.

The allowable time to add or change a course is during the first two weeks of the semester. To add or change a course, the student must first complete a Drop/Add form and secure the approval signatures of the teacher and the Academic Dean.

Academic Difficulties

Any academic difficulties are to be referred to the Academic Dean. For an appointment, please call the Institute office.

Repeat Courses

Courses may be repeated for students who have dropped or failed. If a student receives a letter grade of F, only the higher grade is computed in the overall grade point average. Full tuition cost is required for repeat courses.

Class Attendance

Students are expected to attend **All** classes. If a student knows in advance he will be absent, prior arrangements are to be made with the instructor.

Unexcused absence from two (2) classes will result in a full grade drop (i.e. A- reduced to B+). No student shall be allowed to pass a course if the total of all absences, excused and unexcused, is equal to or exceeds 120 minutes of classroom instruction per credit unit offered. Students leaving class early without permission of the instructor will be counted absent.

Fifteen minutes late to class constitutes a tardy. Three (3) tardies constitute an absence.

When a student exceeds the maximum allowable absences in a course, the Academic Dean will be notified and the student will normally be dropped from the course. In the exceptional case involving excused absences, the student may appeal to the Dean for a policy waiver. Waivers will be granted on the basis of course work being made up. Until the appeal is processed, the student should get permission from the instructor to attend the class on a temporary basis.

When excessive absences result in a student being dropped from a course, policies regarding dropping courses will apply. (See Dropping/Adding Courses.)

An absence for any reason except for unavoidable emergency or illness will not be an excused absence.

The instructor is responsible to warn the individual student and notify the Academic Dean before the limit of absences is reached.



Assignments and Examinations

Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that sufficient time is allotted for study.

All assigned work (term papers, book reports, etc.) will be due on date designated by the instructor. **Failure to submit work when due may result in a grade reduction.** The student is responsible for all make-up work when absent from class, and the due date set by the instructor remains mandatory.

Assignments and examinations must be completed on schedule, as outlined by the instructor. Late tests will be administered only for excused absences. Final examinations are to be taken at the time scheduled. Ordinarily, no early exams are given. All students are required to take scheduled final examinations.

Academic Probation

A student must achieve a cumulative grade point average of 1.75 at the end of the first semester in order to carry a full course load the second semester. A 2.0 grade point average should be maintained for all remaining semesters while enrolled at the Institute (g.p.a. based on a 4.0 grading scale). Any student falling below the 2.0 grade point average after the second semester will be placed on academic probation. Students on academic probation will be restricted from participating in all school activities and other leadership positions.

If no significant improvement is seen in academic performance by the end of the probationary period (usually one or two semesters), the student will become subject to dismissal from the Institute.

Students on academic probation for two (2) consecutive semesters will be considered ineligible for scholarship funds which may be available for the Institute to designate.

Academic Disputes

If a student disagrees with the grade he receives, he may make an appointment with the Academic Dean for consideration of the dispute. After the Dean reviews the issues and responds, His decision is final.

Withdrawal from Institute

Students withdrawing from the Institute before the end of the semester for any reason must get a Withdrawal From Institute form from the school office and obtain all signatures indicated. Failure to do so will result in automatic fail grades in the courses in which the student is enrolled and may be grounds for denial of re-admission. Any refund is determined by the date of the official withdrawal.

Change of Address Procedures

Students are to notify the Institute office in writing of a change in address or telephone number. A Change of Address form may be obtained from the school office.

Media Use

Audio or video recording of any class without prior permission is strictly prohibited.

A student may use a laptop computer in class to take notes.

Academic Honesty

As a community committed to Christian thought and behavior, the Institute fosters honesty and integrity and is committed to the pursuit of academic excellence, for students and faculty alike.

Learning is an opportunity and a privilege that demands responsibility and an uncompromising level of honor, integrity and trust. The expectation at IMF Bible College is that students and faculty will take advantage of the opportunity for intellectual development, and that they will also conduct themselves in a manner consistent with the standards of academic honesty. When these standards are violated or compromised, individuals and the entire Institute community suffer.

Violations of Academic Honesty

Violations of academic honesty include, but are not limited to:

1. Use of illicit aids during an examination.
2. Giving or receiving illicit aid on an examination.
3. Copying from another student's examination, term paper, homework or lab report.
4. Unauthorized access to computer accounts of others.
5. Plagiarism (submitting the exact words, data or ideas of another without properly acknowledging the source).
6. Theft of examination material.
7. Falsifying works or records.

The Academic Dean is to review and respond to alleged violations of academic honesty. Provisions of the academic honesty system are as follows:

1. Instructors retain the right to deal directly with cases of academic dishonesty that may occur in their classes. Students must be notified of the evidence of a violation and must have an opportunity to respond. In cases where both instructor and student agree that the alleged violation did occur, and if the student agrees to the instructor's proposed sanction for the incident, then the instructor and student are requested to sign an Academic Dishonesty Report form, which briefly details the violation and sanction. The form is filed in the Admissions and Records Office.
2. When the instructor and student do not agree about the facts of the alleged violation or the proposed sanction, then a meeting may be requested with the Academic Dean. Both instructor and student will be required to attend. Evidence of the alleged violation will be presented and the student will have the opportunity to respond to the evidence. It is the responsibility of the Academic Dean to determine whether or not there has been a violation and what, if any, sanctions should be imposed.



IMF Bible College recognizes the necessity of students to take responsibility for their ethical behavior and to maintain academic honesty in their own work. Additionally we expect all students to promote ethical behavior throughout the Institute community by taking responsible action when there is a reason to suspect dishonesty.

We do not seek to create a community of informers. Rather, we depend upon a person's good will to care enough for a fellow student to warn the individual to abandon dishonesty for his or her own sake and that of the community. Thus, we ask all students and faculty to share the responsibility of maintaining an honest environment.

Responsible Actions By Student:

Each student, as an integral member of the academic community, is expected to make a commitment not to act dishonestly and not to tolerate dishonesty on the part of other students. As a community, the students are responsible for maintaining an ethical environment. A student who is aware of a possible violation of the procedures and policies should report the violation to the Academic Dean.

Faculty Responsibilities:

At the beginning of each course, every faculty member is expected to clearly define expectations and procedures for all academic work in the course. This includes procedures for class assignments, citations in written work, assistance on homework, etc. Preferably, this information should also be provided in writing to students. Each faculty member is expected to foster an environment of mutual trust and respect in and out of the classroom, including evaluation of the students in a fair and reasonable manner.

Responsible Actions By Faculty:

Each faculty member is expected not to tolerate academic dishonesty. A faculty member who becomes aware of a possible academic honesty violation may discuss it with the student(s) involved if it seems that such a discussion might help to evaluate the situation. If this discussion results in the decision that the initial suspicion was justified, then the faculty member is expected to take appropriate action.