



**WEST INDIES SCHOOL OF THEOLOGY**

**Academic Policy**

2011

### **a. Grading System**

The following Grading System is employed by WIST:

<b>Letter Grade</b>	<b>Marks</b>	<b>Grade Point Ave</b>
A	94 – 100	4.00
A-	86 – 93	3.70
B+	80 – 85	3.10
B	75 – 79	2.80
B-	70–74	2.50
C+	65 – 69	2.20
C	60 – 64	1.90
C-	55 – 59	1.60
D	50 – 54	1.00
F	00- 49	0.00
I	Incomplete	0.00
W	Withdraw After deadline	
ILL	No credit	
P	Pass	
T	Transfer of Credit	
AU	Audit	

**I. INCOMPLETE:** A temporary grade given to the student doing passing work but who for some unavoidable reason is unable to complete course requirements before semester-end. Incompletes may be granted by the Director of Education upon recommendation of the instructor in whose course the student has been unable to complete some major requirement due to illness or other emergency, so deemed by the Academic Committee. The instructor shall compute whatever grade the student has earned thus far, counting the unfulfilled portion as zero (0).

The grade recorded would be (I) plus whatever grade the student has fulfilled (e.g., in the case of a student who has a (C) average for the semester, including an unfinished project graded as (0), the grade recorded would be (I-C). Then, if the incomplete portion of the course is not completed within the 4 weeks after the previous semester, the (I) is automatically dropped and the letter grade remaining becomes the permanent grade

**W WITHDREW AFTER DEADLINE:** Assigned for courses dropped during the third through fifth weeks of the semester. Grade is not calculated in grade point average, or as hours attempted. See further comments below

**ILL WITHDRAW PASSING:** indicates that the student withdrew from the course as a result of proven illness or on other proven compassionate grounds approved by the Director of Education.

**AU AUDIT:** indicates that the students are registered for the class on an audit basis, normally indicated regular attendance in class and participation in discussion although not enrolled for credit. Since no grade is assigned, grade points and hours are not accumulated for courses audited.

### **b. Academic Probation**

**Probation:** A student is placed on academic probation and required to attend academic assistance (Academic Advisor) at the conclusion of any term in which the required semester and/or cumulative GPA is not attained. In addition, a student may be placed on academic probation for other reasons (e.g., lack of discipline in study skills, interference of extra-curricular activities, lack of competence to continue studies, or because of the report of academic offenses). Students on academic probation are required to have written approval of the Director of Education before they are allowed to register.

Any student on probation will be restricted from participation in extra-curricular activities and will be required to review employment hours with the Director of Education. No student on academic probation will be allowed to fill any major office on the Student Council. Students must have a 2.5

average to be approved for election to major offices. Students serving the institute as official representatives must not be on academic probation.

**Continued Probation:** Students who have achieved the minimum GPA during a semester of probation but have not yet attained minimum cumulative GPA are on continued probation. The same requirements and restrictions of first- semester probation apply to those on continued probation.

**One Semester Academic Suspension:** Failure to raise one's cumulative grade-point average to the required level or higher by the end of the second regular semester on probation, or the failure to make a substantial reduction in grade-point deficiencies while on probation, will be cause for one academic semester suspension from the institute.

**Academic Committee:** The academic Committee serves as that body which supervises the Academic programs of the institution. This committee comprises the Director of Education, (Chairman), Asst-Registrar, Librarian and Academic Advisors. They meet a least once per month and make recommendations to the Administrative Committee which may ratify or amend such recommendations.

### **c. Absences**

An absence is the equivalent of one (1) class hour (55 minutes) or three (3) tardies (that is, being late to classes by 10 minutes).???

**EXCUSED ABSENCE WITHOUT PENALTY:** Excused absences are permitted for – serious illness, admittance to a hospital or confinement to one's dormitory or home. A doctor's certification needed necessary. A student may be granted three days bereavement leave upon the death of a family member or hospitalization of an immediate family member,. Foreign students shall be granted a maximum of seven days bereavement leave..

**UNEXCUSED ABSENCES WITHOUT PENALTY:**

Unexcused absences are permitted within the limits of one fifty-five minute period per credit hour of the course (that is, a 1 credit hour course is allowed a maximum of 1unexcused absence; a 3-credit hour course is allowed a maximum of 3 unexcused absences per semester.

**EXCESSIVE ABSENCES:**

A student who has been absent from one-third (1/3) or more of the class sessions is considered as having failed and must repeat the course.

Should a student exceed the maximum of unexcused absences that student may suffer the loss of half a letter grade, for example, A becomes A-; A- becomes B+.

Absence from scheduled mid-term and final examinations will require prior consent from the instructor and written permission from the Director of Education before the examination is taken.

When the instructor fails to appear, the class should remain in session for at least ten minutes before disbanding, unless otherwise notified.

The Director of Education may issue excuses to students for absences from the Final Exam.

### **d. Directed Study**

Directed study is for the purpose of allowing a student to earn credit in a required course that could not be taken at the time offered. Valid reasons for directed study may be: (1) a conflict in schedule (two required courses offered at the same time); (2) an overloaded semester schedule for the student, should the course be taken when offered; or (3) the fulfillment of some prerequisite only when it is too late to take the class. In some cases the course may not be offered during the student's on-campus tenure.

Students taking directed study must have a minimum cumulative GPA of 2.5. Not more than a total of 6

hours of specific requirements for graduation in the Bachelor's Program may be earned by directed study.

#### **e. Changes & Withdrawals**

No course can be added later than the second week of a regular term. Courses dropped after the third week of a regular term must be recorded as a W.P. (Withdraw Passing) or W.F. (Withdraw Failing). Courses dropped after the sixth week of a regular term will be automatically recorded as (F). In certain cases, the (F) may be computed as a W.P. or W.F. only by the decision of the Academic Committee.

#### **f. Examinations**

Students are to report promptly for all examinations at the time and place scheduled. All students writing Final Exams must spend at least thirty (30) minutes in the examination room after the start of the examination.

All students will have an exact length of time to sit an examination. No extra time will be granted for late arrival except in special cases so identified by the Academic Committee.

Students are not to bring textbooks and/or notes into the examination room.

No examination papers should leave the examination room unless prior permission is given by the instructor and/or Director of Education

Only the Director of Education may issue excuses to students for absences from the final exam. If any exam is missed during an excused absence, it will have to be made up at a time mutually agreeable to the instructor and the student concerned. There will be no academic penalty.

An unexcused absence from a Final Examination will result in an automatic grade of (F) for that exam.

#### **g. Submission Of Course Work**

Permission for the late submission of work is at the discretion of the course instructor. However, no work should be accepted beyond the one (1) week of the Incomplete ("I") grace period.

Work submitted late will not normally attract the same grade as that submitted within the stipulated time.

#### **h. Failures**

A required course in which an (F) is received must be repeated and passed in order to graduate.

A student failing a component of a course resulting in an overall failure of the course may be allowed to do a make-up assignment in the component that was failed. Should the student fail a second time the course must be repeated.

#### **i. Dean's List**

At the end of each semester the Academic Office publishes a list of students who have earned a grade point average of 3.40 or above in that semester. Such students should be registered with a course load of at least twelve (12) credits in that particular semester.

#### **j. Graduation Requirements**

Students are required to complete all subjects as prescribed in the particular course in which they are enrolled. The cumulative average must be at least 2.00 (C) in order to qualify for graduation.

Students expecting to graduate from the Bachelor's programs in a given academic year must submit a request for Graduation, to the Director of Education upon prior consultation with his/her academic

advisor, by the end of January of that year.

*Books and material lost, removed without authorization or signed out under a student's name must be returned, replaced or compensated for before permission for graduation is granted.*

### ***k. Graduation Honours***

*Students are eligible for graduation honours on the basis of cumulative GPA, as follows:*

*3.40 GPA Cum Laude Graduation with honours.*

*3.65 GPA Magna Cum Laude Graduation with high honours.*

*3.85 GPA Summa Cum Laude Graduation with highest honours.*

### ***l. Application for Graduation***

*Students expecting to graduate from any of the academic programs offered must apply with the registrar and pay the graduation fee of \$550.00 to the Business Office no later than the first week of January of the academic year of expected graduation. Late application for graduation may mean the student will not be considered for graduation, may not receive complimentary invitations, or may not be able to participate in the commencement exercises.*

*The following general graduation requirements apply to all students of WIST:*

- The student is expected to give evidence of a consistent Christian testimony, a concern for others, and a sincere commitment to Christ such as to qualify the student for Christian leadership.
- The student's cooperation in Christian service, standard of Christian conduct, and attitudes manifested toward fellow students, instructors, and all working with the student, are expected to be such as would commend the Gospel, strengthen the Church, and honour the Lord Jesus Christ. In addition to this, there must be at least 75% attendance to chapel each semester.
- A student not meeting this requirement of Christian faith will need special permission from the President and Academic Committee to graduate. A student may be requested to participate in counselling or be assigned to a Christian mentor before re-applying for graduation. A recommendation by the Academic committee will be needed by the first week of December of the year prior to graduation.
- Completion of all required hours of study as outlined in the curricula contained in this catalogue or any catalogue in effect during the student's course of study. A student lacking no more than three credit hours (usually one course), which may be completed by the end of the coming semester, may be allowed to participate in graduation activities and be counted as a part of the present graduating class. The Certificate of Graduation will be withheld until all hours are completed and it becomes invalid if the course is not successfully completed during the specified time-period.
- All financial obligations to the institute must have been settled with the Business Office, including outstanding library or computer charges and fines.
- No student with an outstanding debt will be allowed to take final examinations or participate in the graduation exercises, nor will a Certificate of Graduation or transcripts be issued until such time as all outstanding obligations have been fully met.

*The institute awards degrees during annual commencement ceremonies held each May. Commencement materials and student participation are governed by the following policies:*

*Certificate of Graduation covers may be distributed during commencement. Certificates of graduation may be collected or are mailed when requested, when all graduation requirements are completed, when grades have been received for all courses in the student's programme, and financial accounts are cleared.*

### ***m. Valedictory Address***

*The valedictory address at commencement is traditionally given by the graduating student who has*

*completed the highest academic programme and meets the following guidelines*

- *A cumulative GPA of at least 3.4*
- *Recommendation by the Director of Education*
- *Character and attitude approved by the (faculty committee???)*

*If no one in the graduating class has a GPA of 3.4 or above or does not meet all of the above requirements, a person may be chosen by the faculty committee to speak on behalf of the class as “Class Representative.”*

*The valedictory address given by any student is an honour, not a right. The faculty committee has the right to omit the valedictory address from any year’s commencement programme.*

*The academic office has guidelines to assist the speaker in writing the commencement address, which must have the approval by the Director of Education four (4) weeks prior to the commencement service.*

*The Director of Education retains the right to halt the commencement address if the speaker deviates from the approved presentation.*

### ***n. Appeals***

*Student grievances concerning academic work, which cannot be resolved with the lecturer, may be appealed in writing to the Director of Education via the Student Council.*

*The Director of Education will raise the issue with the particular instructor. Should the matter not be resolved, it shall be taken to the Academic Committee. If the matter is still not resolved it can be considered by the Administrative Committee, the Board of Directors and if need be the Board of Governors.*

*Formal appeals must be made on or before the last three weeks of a semester. After three weeks, appeals may only be considered in extremely valid circumstances.*

*Appeals not following the due process will not be considered.*

### ***o. Course Numbering***

*The first two letters indicate the academic content are of the course.*

- BT = Bible and Theology*
- CE = Christian Education*
- MI = Missions*
- PS = Pastoral Studies*
- AV = Audio Visual and Performing Arts*
- GS = General Studies*

*The first digit indicates the student year in which the course is offered, the second digit indicates the semester in which the course is offered and the final digit serves as a numerical identifier.*

*For example, BT221 - The letters BT indicates that the content area of this course is Bible and Theology. The first digit, 2, indicates that this course is a second year course, the second digit, 2, indicates that this course is offered in the second semester. The final digit, 1, is used to distinguish this course from other second year Bible/theology courses that may be offered in the same semester.*

### ***p. Classification of Students***

*A student’s classification is determined at the beginning of each academic year according to the following schedule:*

FIRST YEAR	-	1-39	Credit Hours
SECOND YEAR	-	40-81	Credit Hours
THIRD YEAR	-	82 - 108	Credit Hours
FOURTH YEAR	-	109-128	Credit Hours

*Part-Time Students*

*Part-Time students are students who desire Christian Training but are not enrolled in a program. Part-Time students may register for any course for which they meet the individual course prerequisites. Enrolment as a Part-Time Student is limited to a maximum of thirty-two (32) credit hours. Part-Time Students will not be permitted to enroll for any further course work without either seeking admission to a Programme or requesting special permission from the Academic Committee.*

**q. Completion of Programs**

*The maximum period of time to complete a program must not exceed double the number of years in which the program is regularly scheduled to be completed.*

*For example, a two-year Diploma can take a maximum of four (4) years to be completed; a four-year degree can take a maximum eight (8) years.*

*Should a student exceed this period then all previous work and grades become invalid and the student must reapply for admission as a new student.*

**r. Transfer of Credits**

*See transfer of Credits Policy*