

Academic Information

2007-2008



1. Course Credits and Levels

Since its inception in 1998, the school operated on trimesters and offered courses on an elaborate 14-point grading scale. Significant changes have been made recently that agree with the common practice of post-secondary institutions. In 2005, the school began offering courses as 3-credit classes using the 4.0 GPA scale. In 2006, the school began operating on 9-week quarters. All courses in the 100's represent first-year or junior-level courses. All courses in the 200's represent second-year or senior-level courses.

2. Student Classification

A student shall be classified as either Junior or Senior according to this standard.

<u>Classification</u>	<u>Credits Achieved</u>
Junior	0-29
Senior	30 or more

3. Grading System

The student's progress is evaluated on the traditional 4.0 grading system.

A+/A	= 4.0	B-	= 2.7	D+	= 1.3
A-	= 3.7	C+	= 2.3	D	= 1.0
B+	= 3.3	C	= 2.0	D-	= 0.7
B	= 3.0	C-	= 1.7	F	= 0.0

4. Grading Scale

The grade scale is as follows:

A+	= 100-98	B-	= 81-80	D	= 67-62
A	= 97-92	C+	= 79-78	D-	= 61-60
A-	= 91-90	C	= 77-72	F	= 59-0
B+	= 89-88	C-	= 71-70		
B	= 87-82	D+	= 69-68		

5. Homework Assignments

The school is committed to training ministers to value excellence and timeliness.

- All homework assignments must be typed using 14-PT single-spaced font.
- Late assignments will be marked down two (2) letter grades. For example, a late assignment evaluated as "A" quality work shall receive a "C".

6. Exams

The midterm and final exams are given during the 5th and 9th week of the quarter, respectively. Each exam shall last no longer than 30 minutes. Exams are usually a combination of multiple-choice, fill in the blank, true or false, matching and short essay questions. The content of each exam is the discretion of the instructor. Instructors usually provide an exam review the week before the exam. Make-up exams must be approved by the instructor AND school director prior to the exam date.

7. Incomplete Grades

The school is committed to training ministers to value faithfulness. Any assignment not completed or any exam not taken shall receive an "I" for "Incomplete" worth -1 point. For example, if a student receives two C's (4 points) and one incomplete (-1 point) for his/her three homework assignments, then the overall homework grade would be a "D." In regard to exams and assignments, the best advice to the student is:

- It's better to turn in your assignments on-time then to wait to complete your best work.
- It's better to take an exam even if you are ill-prepared.

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8. Change of Grade Policy

A student who wishes to challenge course grades must petition the instructor. The student may appeal the petition by contacting the school director. Instructors' decisions are rarely overruled.

9. Attendance

A. School Clock

The official school clock is located in the Prayer Room above the double doors. All school activities shall be synchronized with this clock.

B. School Attendance

Students are required to arrive no later than 6:30 PM. Students are required to sign the attendance sheet in each of their classes. Unexcused absences and excessive late attendance will reflect in the ministry grades of MIT students. Excused absences are absences that are communicated in writing prior to the absence. The student should email the administrator at admin@theFireInstitute.com.

10. Academic Action

The Fire Institute reserves the right to discipline students for lack of academic progress in the interest of the student and the school. The following guidelines shall be employed.

- Probation – A student shall be placed on academic probation for failure to maintain satisfactory progress towards graduation – that is, for failure to maintain a cumulative GPA of 2.0 or higher. The student shall remain on probation until the cumulative GPA exceeds 2.0.
- Suspension – A student shall be placed on academic suspension for failure to achieve a quarterly GPA of 2.0 or higher while on academic probation. The student shall be suspended from all school activities for one full term (quarter).
- Termination – A student's enrollment at THE FIRE INSTITUTE shall be terminated for three consecutive terms where the cumulative GPA is below 2.0. A student may be re-admitted to the school upon approval by the school director.

11. Repeat of Course

If a student must repeat a course, he/she must pay the Repeat of Course Fee. The new grade will replace the old grade. A course must be repeated for one of the following reasons:

- The student received an "F" grade, or
- The student received below a "C" grade in Systematic Theology.

12. Withdrawal Policy

The student may withdraw from school or drop a course without academic consequence if the student communicates in writing prior to the start of mid-term exams. Once the mid-term exams have been taken, the student cannot withdraw from school or drop a course. The student will receive an "F" in each course if he/she decides not to complete the course.

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13. Academic Appeals

All academic petitions regarding courses should be made directly to the instructor. Students can appeal to the school director. Academic Actions can be petitioned by appealing to the school director. If the student does not agree with the school director regarding academic decisions, he/she may appeal to the Academic Advisor. The school director retains the final decision on all school decisions.

14. Special Awards

The school recognizes outstanding academic and ministry excellence by awarding:

- Student Achievement Award – Given each quarter to the top student.
- Minister of Excellence Award – Given to the best student minister each year.
- Valedictorian – Given to the best academic student each year.

15. Communication Devices

In order to maintain a productive atmosphere for education, personal communication devices such as pagers and mobile telephones should be disabled during class time.

16. Auditing

Attending class without being enrolled in the class is defined as auditing. Auditing is strictly prohibited. Exceptions are approved by the school director.

17. School Library

A student library with textbooks and research materials is available for every student. A student may sign out a book to use and return the book. The THE FIRE INSTITUTE office is accessible Monday to Thursday during normal business hours.