

# Triangle Bible Institute (TBI) Policy

**Policy Number:** 102-16

**Policy Title:** ACADEMIC STANDING

**Responsible Person:** Academic Dean

**Responsible Office:** TBI Administration

**Effective Date:** January 1, 2016

## I. POLICY STATEMENT

There are three (3) distinct classifications of academic standing reflected on the academic record or transcript: (1) Good Standing; (2) Academic Probation; (3) Dismissed. Student academic standing is determined on a term basis at the close of each term, to be effective the first day of the subsequent term of study. The conditions associated with each of these classifications are described below and are intended to be used to guide the student in his/her academic planning. In particular, a student placed on academic probation must meet with his/her academic advisor to develop an academic strategy for success that will also allow him/her to be removed from academic probation.

### **Good Standing**

*Good standing* status is assigned to the term record of any undergraduate student with a term and cumulative grade point average (GPA) above the standard of 2.00 at the close of the term.

### **Academic Probation**

A student will be placed on academic probation when either the term or cumulative GPA falls below 2.00. Students on probation must meet with their academic advisor to develop a written academic plan and establish GPA improvement goals. While on probation, a student must adhere to the conditions of the program of study in which he/she is enrolled. For example, a student enrolled in a full-time program of study must complete a minimum of twelve (12) credits but not exceed fifteen (15) credits during probationary term(s) of study. A student in a part-time program of study can enroll in no more than eleven (11) credits in the probationary term(s). Removal from probationary status requires that the student achieve both a term *and* cumulative GPA of 2.00 or higher in a subsequent term.

### **Dismissed**

A student can remain on probation for three consecutive terms before being dismissed. An undergraduate student will be dismissed from the University when his/her term GPA falls below the 2.00 standard for three (3) consecutive terms. Students who earn a term GPA below 1.00, *not including their first term at TBI*, may be automatically *dismissed* from TBI. That is, they are subject to dismissal without the benefit of a probationary period. Such students have the opportunity to appeal the dismissal decision. Appeals must adhere to TBI's "*Academic Probation, Suspension, and Revocation Policy*". First term students that obtain a term GPA below

1.00 will be placed on probation and held to the standards established by the conditions of academic probation.

## **II. RATIONALE**

The purpose of this policy is establish, and inform students and the Institute Community, and to ensure fairness, transparency, and consistency in academic management practices.

## **III. ENTITIES AFFECTED BY THIS POLICY**

This policy is applicable to all full-time, and part-time students enrolled at TBI.

### **What topics are addressed in this document?**

1. Academic Integrity
2. Penalties
3. Attendance
4. Grades
5. Grade Point Average (GPA)
6. Auditors
7. Course Repeats
8. Honors Programs
9. Academic Status
10. Advanced Placement (AP) Credit

#### **1. Academic Integrity**

As part of TBI's community of scholars, you are expected to hold the pursuit of learning and the search for truth in the highest regard while displaying unquestionable integrity and honesty. There is no place for academic dishonesty, regardless of any seeming advantage or gain that may accrue from such dishonesty. Students will be disciplined for any intentional act(s) of dishonesty in the fulfillment of academic course or program requirements and for intentionally representing as one's own, any ideas, writings and works of another without acknowledging that author.

#### **2. Penalties**

The minimum disciplinary penalty imposed upon a student found to have committed any infraction(s) of the Academic Code of Conduct is no credit for the course assignment or examination in which the infraction(s) occurred. However, a more severe penalty, such as failure in the course involved or suspension from TBI may be imposed depending upon the nature and extent of the infraction(s).

### **3. Attendance**

All students are expected to attend classes regularly and promptly. It is especially important to attend the FIRST meeting of each class. It is there that you will receive much of the information critical to your success in the class — syllabi, handouts, names of textbooks, instructor contact information, class format, etc. If you are absent from classes, you are still responsible for the work missed. If you miss a scheduled midterm or final exam, you must obtain your instructor's approval to take a substitute exam or you will receive a grade of zero for the exam.

### **4. Grades**

The following grading system is used at Triangle Bible Institute except where otherwise indicated in the school bulletins:

A - excellent 90 and above

B - good, 80 - 89

C - fair, 70 - 79

D - poor, 60 - 69

F - failure less than 60

W - official withdrawal (no grade value and not calculated)

UW - unofficial withdrawal (no grade value and not calculated)

I - incomplete (grade following I/ calculated)

Required courses in which you receive failing grades must be repeated. Incomplete grades may be assigned ONLY to students who, as a result of circumstances beyond their control (e.g., illness or family emergency) are unable to complete their coursework. Although the student initiates the request for an incomplete grade, the decision to assign an incomplete grade rests solely with the instructor. If the student's request is approved, the instructor establishes and submits specific "make-up" conditions on an Incomplete Grade Processing Form (IGPF). Each incomplete designation ("I") must be accompanied by an alternative grade ("B," "C," "D," or "F"). The alternative grade will become the permanent grade, if the incomplete is not removed.

### **5. Grade Point Average (GPA)**

Your grade point average is a summary of your academic record. The grade point value is determined by multiplying the number of credits (also called hours) a course yields by the grade received for the course. Grades yield points as follows: A = 4; B = 3; C = 2; D = 1; F = 0; W, AD, P, S, U, and UW (not calculated).

The semester grade point average (GPA) is obtained by dividing the number of semester grade points earned by the number of credits attempted for the semester. For example, student attempts five courses totaling 13 credits for the semester, and receives grades as follows: Course 1 (3 credits) — "A", Course 2 (3 credits) — "B"; Course 3 (2 credits) — "B"; Course 4 (1 credit) — "C"; Course 5 (4 credits) — "D". Total semester grade points earned for courses 1 through 5

are respectively:  $(3 \times 4) + (3 \times 3) + (2 \times 3) + (1 \times 2) + (4 \times 1) = (12 + 9 + 6 + 2 + 4) = 33$ .  
 Semester GPA =  $33 \div 13 = 2.54$ .

Course Number	Credits (C)	Grade	Grade Yield Points (G)	Grade Point Value (CxG)
1	3	A	4	$3 \times 4 = 12$
2	3	B	3	$3 \times 3 = 9$
3	2	B	3	$2 \times 3 = 6$
4	1	C	2	$1 \times 2 = 2$
5	4	D	1	$4 \times 1 = 4$
<b>Totals</b>	<b>13</b>			<b>33</b>

**Semester GPA = Total Grade Point Value ÷ Total Credits**  
**Example:  $2.54 = 33 \div 13$**

The cumulative (or overall) GPA is determined by dividing the number of cumulative (or total) grade points earned at Triangle Bible Institute (including grade points for the most recent grading period) by the cumulative (i.e., total) number of credits attempted at Triangle Bible Institute. For example, student previously attempted 65 credits at Triangle Bible Institute and earned 160 grade points with an old cumulative GPA of  $160 \div 65 = 2.46$ . The new cumulative number of credits attempted at Triangle Bible Institute =  $65 + 13 = 78$ ; and the new cumulative grade points earned =  $160 + 33 = 193$ . The new cumulative GPA =  $193 \div 78 = 2.47$ .

The grade point average is computed for all courses not officially canceled that have been taken and/or repeated in the student's program of study.

**NOTE: ALL INCOMPLETE GRADES (other than grades for Thesis & Research) must be completed by the student no later than the last day of classes of the semester in which the student is next in residence. (Instructors must submit Special Grade Reports for removing incomplete grades by the last day of the semester.)**

At the end of each semester, semester grade reports for students who are United States citizens and permanent residents will be mailed to permanent addresses ONLY. Semester grade reports for international students will be mailed to permanent addresses.

## **6. Auditors**

Auditing a course consists of attending classes and listening without responsibility. All auditors must be admitted to TBI, and go through the regular registration process. Tuition for audited classes is the same as for classes taken for credit. An auditor is not responsible for any assignment or examination. No credit may be earned in an audited course by examination or otherwise. Classes taken on an audit basis will appear on the official academic record.

## **7. Course Repeats**

1. An undergraduate student may repeat only once a course for which he/she has received a grade of “D” or “F”. The lower grade will not be counted in the computation of the GPA. 2. Exceptions to repeating a course more than once will be made only if it is a major or minor requirement for which the minimum grade of “C” is required, or if a student is ineligible to advance to the next level without a passing grade. All subsequent repeats, after the first one, will be counted in computing the GPA.
2. In all course repeats, the failing or previous grade is not expunged from the academic record.
3. Students are not eligible to graduate with honors if they have repeated a course(s); they have not carried at least 12 credits for each semester enrolled, with the exception of the last semester in residence, and they have not completed the last half of the work required for their degree at Triangle Bible Institute.

**NOTE:** In all cases of Course Repeats the failing or previous grade is NOT expunged from the academic record.

## **8. Honors Programs**

Special Honors Programs are offered, and these programs offer intensified study in selected courses to students who are formally in the program.

## **9. Academic Status**

Academic status categories include good standing, probation, and suspension. The Board of Trustees may approve revisions in the probation, suspension, and readmission regulations.

## **10. Advanced Placement (AP) Credit**

Entering students may receive credit for work completed in secondary school under the Advanced Placement Program. In order to be considered for credit, you must submit AP test results to your Academic Dean or Executive Director. In each subject for which credit is sought, a minimum score of 3 is required (some subjects may require scores of 4 or 5).

## **IV. SANCTIONS**

Violations of this policy may result in appropriate disciplinary action up to and including expulsion.