



Teaching the WORD to the World

**GENERAL ADMISSIONS REQUIREMENTS AND  
ACADEMIC POLICIES**

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## **GENERAL ADMISSIONS REQUIREMENTS**

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Evangel Theological Seminary is a graduate school of theological education as well as an educational institution for individuals who only desire a certificate level program of study. For those requesting entry to the graduate school, the following material outlines the general admission and academic requirements.

- 1) All prospective students must submit a completed Application Form along with a non-refundable application fee to the Office of the Registrar.
- 2) All applicants must request that official transcripts from all junior colleges, colleges, universities, or graduate schools previously attended, be sent to the Office of the Registrar.
- 3) To be accepted into the **Master of Divinity** or **Master of Theological Studies** programs, the applicant must have received an undergraduate degree from an accredited institution with a minimum grade point average of 2.00. The admissions committee will consider students with an undergraduate degree from an unaccredited institution on an individual basis.
- 4) To be accepted into the **Doctor of Ministry** program, the applicant must have received an undergraduate degree as well as a theology related masters degree from an accredited institution.
- 5) To be accepted into the **Biblical Studies Diploma** program, an undergraduate degree is not required.
  - All students who do not meet the admissions requirements for the **M.Div.** or **M.T.S.** degrees must enroll in this program.
  - Upon successful completion of the program and an acceptable academic achievement (2.75 grade point average or higher) a student may petition the Registrar's Office for admission into one of the Masters programs.
- 6) Prospective students may apply for admission to take courses for credit without applying it to a specific degree under the Non-Degree program.

*Evangel Theological Seminary admits students of any race, gender, color, national and ethnic origin to the rights, privileges, programs, and activities available, and it does not discriminate in accordance with the above in the administration of its academic policies, admissions policies, scholarship awards, or any other school administered policy or program.*



## ACADEMIC STANDARDS

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It is imperative for all students to be performing at graduate level. Therefore, academic progress of students will be regularly monitored. Students are expected to earn a “C” or better in each course. A cumulative Grade Point Average of 2.00 is required for graduation.

Students enrolled in the Doctor of Ministry program must maintain a G.P.A. of 3.30 to remain eligible to continue.

Honors designations for M.T.S. and M.Div. graduates will be based on the following grade point average scale.

- 3.86-4.00 – summa cum laude
- 3.70-3.85 – magna cum laude
- 3.55-3.69 – cum laude

Students graduating with a diploma will receive the designation of honors graduate with a grade point average of 3.50 or higher.



## PLAGIARISM

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**Plagiarism** is a serious academic infraction. Plagiarism is defined as an act of presenting someone else’s argument, definition, interpretation or factual information as though they were one’s own, whether or not one uses the exact wording or source.

If plagiarism is suspected, the following steps will be taken:

- 1) The course professor will immediately refer the matter to the Administrative Council.
- 2) The Administrative Council will schedule a disciplinary hearing with the student.
- 3) If found guilty, a student will face a penalty ranging from course failure to dismissal.



## **ACADEMIC PROBATION**

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Any student who receives a failing grade in a course, or whose G.P.A. for the term is under 2.00 is automatically placed on academic probation for the following semester.

A student on academic probation may be removed from that status with satisfactory academic improvement (at least 2.25 G.P.A. for the semester) and the approval of the Academic Dean.

A student considered for dismissal must fall in one of the following categories:



## **DISMISSAL**

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- 1) On academic probation for two consecutive semesters and achieved less than a 2.00 cumulative G.P.A.
- 2) Completed 45 semester hours in the M.Div. program without achieving a cumulative 2.00 G.P.A.
- 3) Completed 33 semester hours in the M.T.S. program without achieving a cumulative 2.00 G.P.A.
- 4) Failed to maintain a 3.30 G.P.A. in the D.Min. program.
- 5) Completed 18 semester hours in the Biblical Studies program without achieving a cumulative 2.00 G.P.A.
- 6) Plagiarism.
- 7) A particular discipline or behavior problem that is incompatible and inconsistent with the Statement of Faith.

The Academic Dean must recommend dismissal of a student to the Administrative Council. The Administrative Council must agree by majority vote for dismissal. The student must be informed of any action regarding dismissal prior to the Academic Dean's recommendation to the Administrative Council and immediately after a determination is reached.



## WITHDRAWALS and INCOMPLETES

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Students withdrawing from courses after the mid-point of the course will be assigned a grade of "F." However, students may withdraw by the mid-point without academic penalty. If a student desires to withdraw, a written request must be forwarded to the Office of the Registrar.

Any student who registers for a course but never attends will be dropped from the course roster without a grade and the tuition will be credited. However, the student will be required to purchase the textbooks and pay a \$25.00 administrative fee.

Students may receive the grade "I" for incomplete work. The incomplete work must be made up prior to the end of the following semester. If the work is not completed by this deadline, the grade will automatically convert to an "F" or other appropriately reduced grade as assigned by the professor.

To receive an Incomplete grade the student must submit a completed Extension Request Form to the professor before the end of the course. If it is not submitted by that time, the request will be denied and the student will receive a grade based on work that is already completed.



## ATTENDANCE

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Because of the concentrated structure of a course, it is imperative that students attend all of the scheduled class meetings. If a student **must** miss a class, the professor **must** be informed prior to the start of class and arrangements made for the assignment of an appropriate additional academic requirement.

It is the sole responsibility of the student to make up any class material that was missed as a result of an absence.



## **TRANSFER of CREDITS**

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A student, or prospective student, desiring transfer of credits received at another institution must submit a request in writing to the Academic Dean. Upon receipt of official transcripts from accredited institutions, an evaluation will be made to determine allowable credit. A determination will be based on the depth and quality of the work taken and the ability of the particular courses to contribute to, or be directly integral to the program in which the student is enrolled.

Transfer credits are not to exceed **42** semester hours in the M.Div. program, **30** semester hours for the M.T.S. program, **15** semester hours for the Biblical Studies diploma, and **6** semester hours for the D.Min. program.