A student whose transcript does not show acceptable college credit who nevertheless offers strong evidence of expertise in Beginning Greek, may request to take the Greek placement exam with the approval of the chairman of the New Testament Department. With adequate scoring, the student will be allowed to enroll in Intermediate Greek, GR 5811.

**Directed Study**

After completing forty-five semester hours in the master of Christian education, master of divinity, master of missiology and intercultural studies programs or thirty hours in the master of arts in Christian education program, a qualified student may petition the faculty for permission to take a directed study.

Directed studies are available for advanced research in specialized areas of academic pursuit. This program is not designed as an alternative approach for the completion of courses which are available in the curriculum offerings. Students therefore may not take a required course as a directed study. There will be no directed studies during the mini-terms.

The student must have at least a 3.0 on a scale of 4.0 and must submit a request to the dean of the master and undergraduate programs or the director’s office at the Northeast campus. The request must include a recommendation by the department chairman and the professor who will direct the research together with a course syllabus. Requests for directed studies must be approved by the dean of the master and undergraduate programs or, if the request does not meet catalog policy, the Master and Undergraduate Committee. Directed Study Request forms are available from the Academic Records office.

The student will be guided in reading and assignments and will report their progress (related to the syllabus and any other assignments) weekly to the professor. An annotated bibliography will be required for reading that is done for non-language-based directed studies in addition to the research paper.

**Auditing Courses**

Current students may request permission to audit elective courses for personal enrichment without receiving academic credit. Requests must first be approved by the course professor and processed through the office of the dean of the master and undergraduate programs or the director’s office at the Northeast campus for final approval. Students may not audit a non-required course which they intend to take for credit later. Students auditing a course are not required to take the tests in the audited course.

**Class Assignments**

Class assignments must be submitted on or before the due date announced by the professor. Late assignments may be reduced in grade or refused by the professor at his or her discretion. If the reason for the late work is excusable by Seminary definition,
it is the prerogative of the professor to determine the nature, extent, and due date of makeup work. If the reason for the late work is not excusable by Seminary definition, there is no obligation for the professor to provide makeup opportunity. (See the General Academic Regulations section in this catalog for the Seminary's definition of excused.)

Examinations

Examinations during the Semester

All regular examinations must be taken at the time announced by the professor. Makeup tests may be reduced in grade or refused by the professor at his or her discretion if the student’s absence from the scheduled test is unexcused by Seminary definition. All makeup tests must be completed within two weeks at the time and place designated by the professor.

Final Examinations

A final examination is given in each class. Final examinations are to be taken at the time scheduled by the Seminary. No test may be taken early, and a student absent because of illness or excusable emergency must make up the examination at the instructor’s discretion within two weeks. Take-home final examinations may be distributed at any point during the course by the professor and are due no later than the final day of the examination schedule. Final examinations may be rescheduled only by special petition to the Master and Undergraduate Committee.

Incomplete Work

All work required in a course is due by the end of the semester. Incomplete grades (I) are given only when emergencies or physical difficulties prevent students from completing their work. Any course work incomplete at the end of the semester may be made up only at the discretion of the professor and in accordance with his or her instructions. A grade penalty will be assessed even though the student is allowed to make up the work. Any grade of Incomplete (I) must be removed within thirty days after the end of the semester or the grade automatically becomes an F.

Grading Regulations

Grading Scale

Grade point averages are determined on a 12-point grading system. The grade point value of each letter grade is listed below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>97–100</td>
<td>4.0 quality points per semester hour</td>
</tr>
<tr>
<td>A-</td>
<td>95–96</td>
<td>3.8 quality points per semester hour</td>
</tr>
<tr>
<td>B+</td>
<td>93–94</td>
<td>3.5 quality points per semester hour</td>
</tr>
</tbody>
</table>