are also posted in the *Daily Advisor*, which is emailed to each student at their Mid-America address. Each student is responsible for awareness of such official announcements.

**Attendance and Inclement Weather**

Alteration or cancellation of extension classes because of inclement weather or natural disaster is announced daily on local radio and television. Normally, cancellation of the Cordova campus classes due to weather or natural disaster coincides with the closing of the Shelby County Schools; however, special provisions may be announced. If classes are canceled due to inclement weather or natural disaster on a day of final exams, exams for the missed day will be taken on the day the Seminary reopens.

Closings or delays for the Northeast campus are posted on the School Closing Network broadcast on the local TV and radio stations.

**Academic Load Regulations**

**Normal Student Academic Load**

The normal academic load is fifteen semester hours (five courses) per semester during the regular school year. For purposes of student classification, an academic load of twelve semester hours or more per semester is considered to be full-time. An academic load of less than twelve semester hours per semester is considered to be part-time.

**Requests to Exceed the Normal Load**

First-year students are not allowed to take more than fifteen semester hours per semester. After completion of thirty semester hours, a student who maintains a 3.0 on a scale of 4.0 academic average may request permission to carry eighteen semester hours (six courses) during any given semester. A separate request must be made for each semester during which the student desires to exceed the normal load. Final approval is the responsibility of the dean of the master and undergraduate programs. Students should see the Academic Records office for the proper request form.

**Mini-Terms**

Mini-term courses during the regular school year are considered a semester by themselves in calculating academic loads.

**Transfer of Academic Credit from Other Institutions**

A student seeking to transfer academic credit from another seminary-level institution must complete a Transfer of Credit Form. Each request is evaluated by the Academic Records office, Academic Vice President, and the Master and Undergraduate
Committee. Transfer credit may be granted for previous education in institutions providing similar courses with equivalent standards and requirements. Transfer credits may be accepted from institutions listed in the *Accredited Institutions of Postsecondary Education* [published by the American Council on Education (ACE) in consultation with the Council for Higher Education (CHEA)] as long as the transfer hours are pertinent to the courses offered at Mid-America. No transfer credit is given for baccalaureate courses toward the requirements for the master degree programs. No transfer credit is granted for courses taken by correspondence, extension programs, or distance learning programs unless such courses are included on the official transcript of an accredited institution. Transfer credit is granted only for courses in which the grade is C or higher. No remedial courses will be accepted. The student is allowed to transfer only the amount of electives that are required for their specific program. The Transfer of Credit Form will not be officially reviewed until student has been approved to attend Mid-America. See the Academic Records office for the appropriate form.

Each degree program has a limit on the number of hours that can be transferred from another institution. Sixty-hour associate programs have a limit of thirty, the one hundred twenty-hour bachelor program can transfer in up to ninety, and master level ninety-hour programs are allowed to transfer as many as sixty hours. The last thirty hours of any degree program must be completed at Mid-America.

**Granting of Academic Credit for Previous Non-Academic Experience**

No academic credit is granted for previous non-academic experiential learning activities or for related field experience toward the completion of requirements for any degree program at the Seminary.

**Granting of Academic Credit for Supervised Field Education Projects**

Academic credit may be granted for supervised field education projects such as mission trips, archaeological studies, or hospital chaplaincy programs, provided that the student is enrolled at the Seminary, the field project includes a substantial component of academic requirements, and the field project is supervised and evaluated by an authorized person designated by the Seminary. Requests for specific field education projects for credit must be processed through the dean of the master and undergraduate programs. Students should see the Academics Record office for the appropriate form.

**Advanced Standing**

Advanced standing refers to departmental authorization to substitute advanced courses in the place of certain survey courses normally required in an academic program. Applications for advanced standing based on previous academic training are approved through the departmental chairman. If advanced standing is approved, the