

7. Academic Policies and Regulations

7.1: Student Classification

7.1.1: Full-Time Students

Students are considered to be full time if they have been accepted into a certificate, diploma, or degree program and they are enrolled in a minimum of 12 credit hours. The Regular Application for Admission must be completed to be admitted to a program. Full-time status may affect a student's eligibility for student loans or scholarships.

7.1.2: Part-Time Students

Students are considered to be part time if they have been accepted into a certificate, diploma, or degree program and they are enrolled in less than 12 credit hours. The application process is the same as for full-time program applicants.

7.1.3: Occasional Students

Students are considered to be occasional students if they have not been formally accepted into the certificate, diploma, or degree program but are taking one or more courses. They must first complete the Occasional Student Application Form, available from the Registrar's Office. Occasional Students cannot enroll in more than three courses per semester, with a maximum limit of five courses while they are Occasional Students. To complete more than five courses, Occasional Students must apply for acceptance into a program as a part-time or full-time student by completing the Regular Application for Admission. If they are accepted into a program, the courses already completed may be applied toward a certificate, diploma, or degree program, providing they are required by that program. Master's reserves the right to prevent Occasional Students from taking additional courses if their lifestyle contravenes Master's Code of Conduct.

7.1.4: Mid-Term Students

'Mid-termers', the name often applied to students who begin their studies in January, are strongly encouraged to complete the courses they missed from the previous Fall semester by doing courses on the Internet during the summer, especially if they are in the Bachelor of Theology program. By doing this they will complete the required credit hours necessary to enroll in Internship, which is scheduled during the fourth year.

7.1.5: Year Status

The number of credit hours successfully completed determines the students' year classification as follows:

First year	1 – 31 credit hours
Second year	32 – 69 credit hours
Third year	70 – 99 credit hours
Fourth year	100+ credit hours

7.2: Program Classification

7.2.1: Certificate

There are two Certificate programs:

- Three-course program (9 credits) leading to a Christian Service Certificate
- One-year program (32 credits) leading to a Christian Ministry Certificate.

7.2.2: Ministerial Diploma

Three-year program (100 credits) leading to a ministerial diploma.

7.2.3: Bachelor of Theology

Four-year program (130 credits) leading to a baccalaureate degree.

7.2.4: Bachelor of Religious Education

Two-year program (79 credits) leading to a baccalaureate degree.

7.2.5: Study Year Abroad Program

Master's offers students in either one of the B.Th programs an exciting opportunity to complete one year of their program at Pan Africa Christian University (PACU) in Nairobi, Kenya. Interested students, who have a minimum GPA of 2.50, can make application to this program during the Fall semester of their second year. Please check with the Registrar for additional information. Students pay a participation fee to Master's when they enroll in this program and other fees such as tuition and room and board to PACU.

7.2.6: Program Coordinators

Program Coordinators help students who have questions regarding their programs. They explain the intent of the program as well as assist the students in course selection. These Program Coordinators also make recommendations to the Undergraduate Academic Affairs Committee and the College Council to ensure that the programs remain relevant.

7.3: Academic Policies and Procedures

7.3.1: Academic Load

The academic year at Master's is divided into three semesters Fall (September – December), Winter (January – April) and Summer (two six-week sessions (May – mid-June and late June – August)). During the Summer semester students can do Internet courses and possibly intensive courses at the Main campus or at selected Distance Education sites. At the Main campus, students normally register for five or six courses (16 – 19 credit hours), depending on their program requirements, while students who do courses via the Internet or at a Distance Education site generally enroll in 13 credits or less. Students must receive permission from the Registrar to enroll in more courses than is required in their program. In addition, students must complete their courses in sequence as outlined in the Program of Study as much as possible

7.3.2: Course Registration

Students studying at the Main campus, at a Distance Education site or via the Internet, register for their courses by submitting a Course Registration Form that is available online, usually six weeks prior to the start of the semester. Check the Registrar's Office link at www.mcs.edu for additional information. Course registration for Intercultural students occurs in each of the cultural groups at the beginning of the semester. Courses must be completed in sequence as much as possible to ensure that students are prepared to meet the demands of senior level courses. Students should also ensure that they are aware of their program requirements so that they can plan their program accordingly. Due to the nature of Internet courses, it is strongly recommended that students do a maximum of 13 credit hours during the regular Fall or Winter semesters. (Students should note that by only doing 13 credit hours, they may not qualify to receive Government Student Loans since some provinces require that a student do 60% or 80% of the required credits in a program to qualify for a student loan. If you have any questions regarding this, please contact the Financial Aid Office at Master's.). During the Summer sessions Internet courses are taught in an intensive format (i.e. 12-week courses are taught during a six-week session) and students need to consider this in determining the number of courses they want to do during the Summer session. Special permission is required to do more than two courses in each Summer session.

7.3.3: Dropping or Adding Courses

Students at the Main campus, Distance Education and Intercultural sites can add courses to their schedule up to the end of the first week of the semester. Students can only add Internet courses as

long as the Course Registration Form is available online or they have permission from the Registrar's Office. Students can withdraw from any or all courses within the first four weeks of the semester without any academic consequences by submitting a Drop/Add Form to the Registrar's Office. Please consider all course changes carefully since they may have implications for meeting your program requirements or your ability to qualify for student loans. The Tuition Refund Policy (see Financial Matters section or the Drop/Add Form) explains the amount of tuition refund a student is eligible to receive when they drop a course.

Courses officially dropped during the first week of the semester are removed from a student's schedule. (See the current Course Registration Form for special regulations concerning the dropping and adding of Internet and Intensive courses). A grade of WNP (Withdrawal No Academic Penalty) is assigned to courses that are officially dropped during weeks two to four. Though a WNP does not affect the calculation of the Grade Point Average, students should be aware that a large number of "WNP" grades may affect how an employer or other educational institutions view their transcripts. For courses dropped during weeks five to eight, a grade of WF (Withdrawal Failure) is assigned. Courses dropped after week eight will be assigned a grade of F (Failure). A final grade of WF or F will negatively affect a student's GPA. See the current Calendar or Course Registration Form for specific dates related to the dropping/adding of courses and the assigning of final marks. Students are responsible to check their own schedules for accuracy. If there are any errors that are not corrected, students may be held responsible for any associated costs.

7.3.4: Repeating Courses

Students are permitted to repeat courses in which they have received a final grade of "D+" or lower. All previous grades will remain on the transcript but only the highest grade will be used in calculating the cumulative GPA.

7.3.5: Auditing Courses

Students can audit a course at the Main Campus, at a Distance Education or Intercultural site by indicating their intention when they register for the course. Students who audit a course are not required to complete assignments or write examinations. A Drop/Add Form must be completed to change a course from audit to credit or credit to audit and it must be submitted to the Registrar's Office during the first week of the semester. Not all courses are available for auditing, due to the nature of the course or the size of the class. Full-time students are limited to auditing one course per semester. Students who audit courses will receive a grade of AUD (Audit) on their transcripts, providing they meet the attendance policy; otherwise they will receive a grade of NC (No Credit).

7.3.6: Independent Study Courses

Independent Study Courses (commonly known as Reading Courses) may be available to senior level students if they are unable to do a required course in a particular semester. These courses are designed to allow students to complete a course without attending regular class sessions. Not all courses are available by Independent Study due to the nature of the course. To be considered for an Independent Study course, students must have a minimum GPA of 2.50 and complete an Independent Study Course Request Form, available at the Registrar's Office. Students are limited to doing two such courses in their program. An extra fee is charged to enroll in Independent Study courses (See current Fee Schedule).

7.3.7: Letter of Permission

7.3.7.1: Letter of Permission to Study at Other Institutions

Students who want to enroll in courses at other institutions for credit towards their program at Master's must apply for and be granted a Letter of Permission. Applications for a Letter of Permission must be made at the Registrar's Office at least one month prior to the start of the term in which the student wants to do the course. Calendar course descriptions for the course(s) being

requested must accompany the application. A Letter of Permission will not be granted for a course that is scheduled in the final semester of a program. Courses that are completed by Letter of Permission will be treated in the same manner as transfer credits; neither the course name nor grade will appear on the student's record at Master's. The student's transcript will indicate that the student has received transfer credit for the completed course, providing a minimum grade of C has been achieved. These courses will not affect the student's GPA. Students are responsible to ensure that an official transcript for courses taken by a Letter of Permission is sent directly to Master's by the issuing institution. A

Letter of Permission may be given for a maximum of five courses provided that there are compelling reasons for doing so.

7.3.7.2: Letter of Permission to Study at Master's

If granted a Letter of Permission to study at Master's by another institution, a student can be accepted as an Occasional Student, providing they submit an Occasional Student Application Form.

7.3.8: Course Attendance Policy

7.3.8.1: Face-To-Face Full Semester Courses: Students are required to attend ALL classes. Any student missing a total of **three** three-hour sessions of class time in any course will be required to meet with the Dean and show cause for continuance in the class; otherwise a "F" grade will be assigned.

7.3.8.2: Intensive Courses: Students are required to attend all classes. Any student missing more than **one** three-hour session in any intensive will be required to contact the Dean and show cause for continuance in the class; otherwise a "F" grade will be assigned.

7.3.8.3: Internet Courses: Students are required to participate* in all weekly sessions in an Internet course. Any student missing a total of **three weeks in a 12-week Internet course** or **one and half weeks in a 6-week Internet course** will be required to contact the Dean and show cause for continuance in the course; otherwise a "F" grade will be assigned. *Logging into the system does not qualify as participating in the course; a student actually needs to participate in the course's weekly activities. [e.g. quizzes, assignments, readings, discussions].

7.3.9: Late Assignment Policy

All assignments must be submitted to the instructor by the date indicated. Permission to submit Minor or Major Assignments after the due date will **not** be provided for reasons such as "poor time management," "over-involvement," "minor sickness" or "technology problems." Extensions for Minor or Major Assignments will only be granted due to hospitalization, illness (must be documented by a doctor's note), or other significant extenuating circumstances that may prevent a student from submitting an assignment on time. Please note the details below.

Minor Assignments (i.e. all assignments that are not classified as 'major assignments'):

If minor assignments are submitted after the due date, they will receive a grade of "0", unless the student has received permission from the instructor **prior** to the due date to submit a late assignment. Students should contact their instructors as soon as possible to determine whether they have sufficient reason (e.g. hospitalization, illness (must be documented by a doctor's note), or other significant extenuating circumstances) to submit Minor Assignments after the due date.

Major Assignment (i.e. identified as such on the course syllabi or by the instructor):

To be eligible to receive a passing grade in any course, a student must complete all major assignments as indicated in the syllabus and write a final exam if applicable. If a major assignment is submitted after the due date, the following penalties apply:

- o Assignments received one to seven days late will be penalized 5% per day on the value of the assignment (maximum 35% penalty).
- o Assignments received after seven days will receive a grade of “0”.

Students must apply directly to the Academic Dean to receive permission to submit Major Assignments after the due date without incurring the above noted penalties. The Academic Dean or designate may grant an extension to submit Major Assignments after the due date for reasons such as hospitalization, illness (must be documented by a doctor’s note) or other significant extenuating circumstances.

7.3.10: Change of Program Form

To change programs a student must submit a Change of Program Form, available at the Registrar’s Office. When a program is changed, all requirements of the new program must be met.

7.3.11: Learning Disability Policy

Master’s is concerned about all students' ability to achieve success and, recognizing the special needs of Learning Disabled students, has developed the following policy. Please note that this policy covers applicants with documented Learning Disabilities only; not applicants classified as developmentally delayed.

7.3.11.1: Identification

1. The Regular Application Form includes a question about learning disabilities. Applicants deliberately trying to hide a Learning Disability (LD) may be denied acceptance to Master’s.
2. Applicants indicating an LD must provide official documentation before benefiting from this policy.
3. Non-identified, yet suspected, LD students will be referred to an appropriate agency, such as the Toronto Learning Disability Association, for testing. Any costs are to be borne by the student although some government financial assistance is available. Further information may be obtained from the Registrar’s Office.

7.3.11.2: Admission of LD Students

1. The Registrar will review all pertinent documentation and provide an overview to the Admissions Committee.
2. An interview may be requested.
3. A decision will be made at that time concerning the perceived probability of success. Admission will then be subsequently granted or denied.
4. When a student has been identified as LD after admission, Master’s reserves the right to decide whether or not that student may continue in their studies. If deception was used, appropriate disciplinary action may be taken.
5. An LD student will receive written confirmation, which would then be shown by the student to individual faculty members to confirm approval for alternate assessment tools.

7.3.11.3: Essential Elements

1. Master’s academic standards must be maintained. Graduation must still be predicated on the student's mastery of course material, personal spiritual development and practical ministry skills required of all students.
2. Providing alternative assignments or evaluation tools should maximize an LD student's strengths, yet be as demanding as normal assignments. This should not be considered as the means to an easy pass.
3. Faculty must be aware that a learning disability is a physical dysfunction like blindness or deafness, yet is invisible. LD students need to be treated with respect and not be the brunt of derogatory comments in public or in private.
4. LD students should not be given undue advantage over other students.

7.3.11.4: Responsibility of the Student

1. Students wishing to avail themselves of this policy must present the written confirmation to faculty during the first week of the semester.
2. An LD student must possess and use a computer for all written assignments.
3. The LD student is responsible for any additional costs incurred for tutors, editors and equipment.
4. The student will be required to submit semester time management planning forms to their assigned faculty advisor.
5. The LD student must demonstrate personal initiative and compliance in obtaining appropriate help.
7. All material sent to an editor must be the student's work. Normally each assignment should be edited at least twice before submitting it to the editor.
8. Reading assignments should be started prior to the beginning of the semester, if possible.
9. LD students having difficulty may have a reduced workload (i.e. reduced number of courses per semester) established by the Registrar's Office.

7.3.11.5: Responsibility of the Institution

1. A faculty advisor will be appointed for every LD student and will act as a mediator with faculty when required. (The Dean will serve as final arbitrator in all matters.)
2. Master's has established an Academic Success Centre, supervised by a qualified individual, where help (in the form of tutors and editors) is available, free of charge.
3. If advantageous, permission to use a tape recorder or computer in class may be granted by the Dean's Office in conjunction with the instructor.
4. Course syllabi and required reading will generally be provided before the beginning of the semester.
5. Alternative-style assignments will be provided when appropriate. Examples are:
 - oral scripture memory quizzes
 - class presentation in lieu of term paper
 - oral tests and exams (normally for essay style questions, depending on the nature of the disability). The student receives the exam at the same time as the others, takes time to prepare the answers (contemplation, point form notes, organization of response) and then presents the material to the faculty member orally, on tape. The audio recording will be made and preserved to document oral examinations.
6. Teachers can interview the student about reading assignments.
7. Master's will provide supervised alternate locations for LD students to write final examinations (if requested in advance at the Registrar's Office) and more time will be allotted (if necessary, depending on the nature of the disability).
8. Students should not be given more questions or hints when taking oral exams.
9. The editor for term papers provides a proof-reading service and is not to provide help in research, doctrine, or adding supplementary information. They provide help with syntax, point out mistakes for the student to correct, ask for clarification where meaning is unclear and provide a readback for the student. The research, material, and ideas must be those of the student.
10. Teachers will permit LD students to copy other students' notes after class, allowing them to more freely participate in class lectures and discussions.

7.3.12: Transfer Credit Policy

Master's will recognize previous studies for transfer of credit or advanced standing provided such studies were completed at a recognized college or university (See additional information below for courses completed at non-accredited institutions). Applicants desiring advanced standing on the basis of previous work must submit a Regular Application Form and have official transcripts sent directly to the Registrar's Office from the institution where the credits were earned. The following stipulations will be used in determining the number of transfer credits that will be provided:

- Evidence of honourable dismissal from all other schools is required.
- The student must have a minimum grade of C or its equivalent in the course(s) to be transferred.
- To be transferable, a course must be equivalent or near equivalent of Master's course requirements, or fit within the maximum number of elective hours in the particular program selected.
- Students from ABHE (Association of Biblical Higher Education) accredited schools will receive full credit for equivalent courses provided grades earned were C or above and that the courses parallel requirements outlined in the program selected.
- If the school is non-accredited, a transfer student, upon successful completion of one year at Master's (achieving a minimum GPA of 2.00 in their first 30 hours of study) may receive transfer of credit for their previous studies in which a grade of C or better was achieved. Such transfer of credit will depend upon a review of the course syllabi, faculty credentials, and other information that may be requested by the Registrar's Office.
- Grades for credits transferred will not appear on the transcript; nor will they be considered in the calculation of a student's GPA.
- Students wishing to graduate from Master's must take at least 30 credit hours at this institution.

7.3.13: Final Examination Policy

Final examinations are written in all courses (unless otherwise approved by the Dean) at the Main Campus and Distance Education sites in the week immediately following the conclusion of the courses. If a final exam is scheduled in a course, students must write it to be eligible to receive a passing grade in that course. The Final Exam Schedule for the Main Campus is generally available within the first three weeks of the semester. Final examinations at Distance Education sites are usually written during the same time slot on the day in which the course was taught. Final exams generally cover all or a substantial portion of the material covered in the course.

Students must have all outstanding fees paid prior to writing their final exams or have alternate arrangements made with the Business Office regarding these fees.

Students at the Main Campus who are unable to write a final exam because of an emergency situation (e.g. family crisis, sickness), should contact the Dean or Registrar as soon as possible to explain the situation. Students at a Distance Education site should contact the Site Director who will then contact the Dean or Registrar. Proper documentation (e.g. Doctor's note) must be provided before a final decision can be made. Students may be given one of two options:

- A revised exam can be written at a later date. If all course requirements have not been completed, students must write the revised version of the final exam;
- The students' final mark will be determined by averaging their term mark and the class average for the final exam.

7.3.13.1 Exam Conflicts: Students who have an exam conflict or three or more exams scheduled in consecutive time slots (e.g. Tuesday afternoon, Tuesday night and Wednesday morning), should complete the conflict form attached to the exam schedule and return it to the Registrar's Office by the date specified. To request a change in the final exam schedule for other reasons, students must contact the Dean.

7.3.13.2: Supplemental Exams: A supplemental exam can be given to eligible graduates in their final semester, providing they:

- completed all course requirements,
- did not fail the course due to absenteeism,
- wrote the final exam, and

- have not failed more than one course in their final semester.
- The highest mark a student can receive in the course by writing a supplemental exam is a “D”.

7.3.14: Academic Integrity Policy

Academic integrity is expected of all students. Since cheating or plagiarism compromises academic integrity, such practices will result in disciplinary action.

Cheating: Though not limited to the following, cheating includes the copying or use of unauthorized aids in any academic assignment. Students found guilty of cheating may receive a failing grade in the assignment or exam or face other disciplinary action. Their names will be placed on a list in the Dean’s Office.

Plagiarism: When completing assignments, students must acknowledge their use of resource materials. (All research papers must adhere to the MLA Handbook.) Students are guilty of plagiarism if they present the ideas of someone else as their own or if they submit work for which they have already received previous credit. To prevent this from occurring, students should ensure that all original material is acknowledged by referring to the original author, using footnotes or, when applicable, by using quotation marks. The following penalties will apply if students are guilty of plagiarism:

- They will receive a maximum grade of 40% on their assignment if it was their first offence.
- Their names will be placed on a list in the Dean’s Office.
- For subsequent offences, they will receive a final grade of F in the course and possible disciplinary action.
- Students who receive a failing grade as a result of being found guilty of plagiarism will not be permitted to write a supplemental exam in that course.

7.3.15: Grading

Final grades for all courses are submitted to the Registrar's Office, using the following letter grade scale. Credit is only granted for courses completed with a grade of D or better. The descriptions outline the quality of work associated with each letter grade.

Grade	Grade Point Value	Description	Percentage Range
A+	4.00	Outstanding	90 - 100
A	4.00	Excellent	80 - 89
B+	3.50	Very Good	75 - 79
B	3.00	Good	70 - 74
C+	2.50	Average	65 - 69
C	2.00	Passing	60 - 64
D+	1.50	Poor	55 - 59
D	1.00	Unsatisfactory	50 - 54
F	0.00	Failure	0 - 49
WF	0.00	Withdrawal Failure	0 - 49
FR	0.00	Failed/Repeated	0 - 49
AUD	0.00	Audit	Not Used in Calculating GPA
INC	0.00	Incomplete	
IPR	0.00	In Progress	
VS	0.00	Very Satisfactory	
S	0.00	Satisfactory	
CR	0.00	Credit	
NC	0.00	No Credit	

WNP	0.00	Withdrawal - No Academic Penalty
A cumulative GPA of 2.00 is needed to graduate.		

7.3.16: Academic Standing

Academic standing is determined by the cumulative grade point average (GPA) that the student has achieved. A minimum GPA of 2.00 is required for graduation. Students are considered to be good academic standing, unless otherwise indicated on their grade report/transcript.

7.3.16.1: Academic Probation: Students are placed on Academic Probation (AP) when their cumulative GPA falls below 2.00. While on AP, students at the Main Campus:

- are required to submit ALL Major Assignments to the Academic Success Centre (ASC), prior to submitting them to the instructors. Instructors will not accept major assignments unless they have been checked by tutors at the ASC.
- are expected to make and attend appointments at the ASC for at least two hours per month and must bring academic work to the tutor. (Attendance will be reported to the Dean's Office.)
- must submit to the Director of the ASC, at the beginning of the semester, a 4-month time management plan and weekly schedule.
- may not serve on school committees, the Student Council, or play on any intervarsity athletic team.
- must retake any compulsory courses that they failed as soon as they are available.
- can only enroll in five or fewer courses as determined by the Dean.

While on Academic Probation, students studying via Internet or at a Distance Education site:

- may be limited by the Dean to enrolling in four or fewer courses.
- must retake any compulsory courses that they failed as soon as they are available.

If students on Academic Probation do not improve their GPA, they may be suspended from Master's for one or more semesters.

7.3.16.2: Academic Suspension: When students are placed on Academic Suspension, they are not permitted to enroll in any courses. Students who are studying via Internet or at a Distance Education site who would ordinarily face Academic Suspension may be provided the option of studying at the Main Campus so that they can avail of the services provided by the Academic Success Centre. Students who are suspended may apply for readmission by submitting the appropriate application to the Registrar's Office (See Admission Section for additional information). If accepted, they will be placed on Academic Probation and must agree to meet any conditions that are stipulated.

The following sliding retention scale is used by the Dean to determine when students are suspended due to poor academic performance.

Credits Attempted	Cumulative GPA
○ Below 15	1.00
○ 15 – 44	1.25
○ 45 – 59	1.50
○ 60 – 74	1.75
○ 75 – 89	1.90
○ 90 and above	2.00

7.3.16.3: Academic Termination: If students consistently perform below the academic standards established by Master's, they may be placed on Academic Termination by the Dean, meaning they will not be permitted to enroll in any courses for at least five years.

7.3.17: Graduation

7.3.17.1: Graduation Requirements: To graduate from Master's a student must:

- show evidence of mature Christian character;
- complete a minimum of one year at Master's;
- successfully complete all course requirements;
- successfully complete the practical ministry requirements of their program;
- have a minimum GPA of 2.00;
- have all outstanding fees paid;
- submit a Graduation Application Form to the Registrar's Office by January 15th for the graduation in April or by October 1st for the Administrative Graduation in the Fall semester.

7.3.17.2: Administrative Graduation Date: Students who complete all graduation requirements as listed above in the Summer Session, may apply to receive their degree, diploma or certificate in October by submitting a Graduation Application Form to the Registrar's Office by October 1st. Students who choose this option can participate in the April graduation ceremony, if they notify Master's at least one month prior to that date.

7.3.17.3: Graduation with Honours/Highest Honours: Students who graduate with a cumulative GPA of 3.55 to 3.79 will have the words "Honours" added to their degree parchment and to their transcript. Students who achieve a cumulative GPA of 3.80 or higher will have the words "Highest Honours" added to their degree parchment and to their transcript.

7.3.18: Academic Appeals

Students can appeal a final grade in a course or on a major assignment or penalties assessed due to class absences by completing an Academic Appeal Application Form, available at the Registrar's Office.

7.3.18.1: Final Grades: Students who have concerns with the accuracy of their final grades should initially check with the Registrar's Office to ensure that no clerical errors were made. If necessary, they can then discuss their concerns with their instructor. If their concerns are still unresolved, they can submit an Academic Appeal Application Form to the Registrar's Office. Note the deadlines below for submitting Academic Appeal Application Forms.

7.3.18.2: Academic Appeal Application: To make an academic appeal, students must submit an Academic Appeal Application Form, along with a \$25.00 fee, to the Registrar's Office. These application forms are available from the Registrar's Office or online at www.mcs.edu. If the application is successfully, the \$25.00 fee will be returned. The Academic Appeals Committee, consisting of the Registrar (Chair), Dean, appointed faculty members and a Student Council Executive Member will review the application. The decision of the committee is binding and cannot be appealed further. The student will be notified in writing of the committee's decision.

7.3.18.3: Deadline for Academic Appeals:

- Fall Semester: March 15th of the following Winter Semester.
- Winter Semester: October 15th of the following Fall Semester.
- Summer Session: November 15th of the following Fall semester.

Appeals received after these dates will not be accepted.

7.3.19 Recording of Class Lectures

Students are not permitted to use any audio/video equipment to record any lectures or classroom discussions unless permission is provided by the instructor.

7.4: Academic Success Centre

The Academic Success Centre (ASC) is designed to offer students of all years and programs a place to receive assistance on managing time, writing skills, and study skills. Tutors work one-on-one with writers at any stage of the writing process, from pre-writing an outline to polishing a draft. In their sessions, tutors identify potential writing problem areas; through questions and conversation, tutors help writers to solve those problems. Tutors can also help students understand difficult reading and study for tests. The peer tutors who work in the ASC are generally students who have a GPA of 3.50 or higher and good relationship skills.

The goal of the ASC is to help students improve their academic skills in general, not to help students improve a particular piece of writing. While not trained specifically in grammar, tutors work to identify consistent patterns of errors and help students to create strategies to avoid such errors in future. Tutors also help to identify inconsistencies of voice, problems with unity and coherence, difficulties with an argument's progression, weak thesis statements, and a myriad of other trouble spots. Further, creative writers are encouraged to bring their creations to the ASC to receive feedback from peers who are trained to give honest, pertinent reactions.

Though the ASC welcomes walk-ins, it is suggested that students make an appointment to guarantee a time to meet with a tutor. Students must sign up with a tutor in the appointment book. This booklet is located outside the library. Students must sign their name under the name of a tutor, and one-hour appointments are recommended. Tutors write confidential reports of tutoring sessions, and these are considered in the academic review of a student's progress.

Attendance at the ASC is mandatory for students on Academic Probation, with special needs, and ESL needs. The ASC Director determines the frequency of these regular appointments in the ASC and also offers special seminars each semester. The ASC tutoring service is free to every student at Master's. Many students will find the ASC a useful service to help improve their academic skills while at Master's.

7.5: Articulation Agreement with Tyndale University College

Master's College and Seminary and Tyndale University College has an articulation agreement whereby students from Master's are able to transfer up to two years of credits towards the completion of a Bachelor of Arts degree at Tyndale University College. Certain conditions apply. Students are encouraged to contact the Registrar's Office at Master's for additional information.

7.6: Documents and Student Files

Documents submitted to Master's become the property of Master's College and Seminary. These documents may not be returned to the student or sent to other institutions or organizations. Furthermore they will not be shared with third parties unless written permission is provided by the student.