

Examination Policy

1. All academic and practical courses are evaluated by the individual instructors according to the grading system listed below:

- 100 - 93 = A (excellent) 4.0 quality points
- 92- 90 = A- 3.7 quality points
- 89- 88 = B+ (good) 3.3 quality points
- 87- 83 = B 3.0 quality points
- 82- 80 = B- 2.7 quality points
- 79- 77 = C+ (average) 2.3 quality points
- 76- 70 = C 2.0 quality points
- 69- 67 = C- 1.7 quality points
- 66- 65 = D+ (sufficient) 1.3 quality points
- 64- 55 = D 1.0 quality point
- 54- 0 = F (insufficient) 0.0 quality points

2. Scholastic records of each student are reviewed at the end of each semester at a meeting of all faculty members. The educational continuance of each student is determined at this meeting. If a student at the end of the first, third, or fifth semester has an insufficient grade average (as noted below), he/she will be placed on academic probation. The student has until the end of the second, fourth, or sixth semester to improve the grade average. If the student does not improve his record, the school has the right to dismiss the student from the seminary.

- a. A grade point average of 1.5 – 2.0 at the end of the first and second semesters.
- b. A grade point average of 1.75 – 2.0 at the end of the third or fourth semester.
- c. A grade point average of 1.9 – 2.0 at the end of the fifth semester.

Students who are completing any academic program must have a 2.0 grade point average in order to graduate. A grade report will be issued to every student within two months of the end of the semester.

3. Cheating in examinations is contrary to the Christian principles of honesty and integrity. If a student is caught cheating the following steps will be taken:

- a. The examination will be marked as 0, and the Dean notified.
- b. The student may appeal to the Disciplinary Committee.
- c. A second offense may involve an appearance before the Disciplinary Committee.

4. Plagiarism is a serious form of academic misconduct and will be dealt with in the same way as cheating.

5. The quality point system allows for computing the academic standing of the student by multiplying first the quality points obtained in a course by the respective number of semester hours of the respective course and then by dividing the total number of quality points obtained by the

total semester hours attempted by the student. The grade point average will be based on the following scale:

- 4.0 - 3.5 excellent
- 3.49 - 3.0 good
- 2.99 - 2.5 average
- 2.49 - 2.0 sufficient
- 1.99 - 1.0 poor
- 0.99 - 0 insufficient

6. Grades are determined by the instructor for every course at the end of the semester on the basis of examinations, papers, or other assessment criteria.

7. The grade "I" (incomplete) may be given by the instructor under special circumstances. It must be removed within six weeks after the end of the semester or become an "F" (failed).

8. Evaluation of spiritual formation, practicum, internship, school choir and sports is on a pass/fail basis.

9. A grade report is issued to the student after every semester; the overall academic standing appears on the student's transcript. An official transcript will be sent to another institution upon the written request of the student. A fee of 10 € will be charged per transcript. No transcript or diploma will be issued before all debts with the school have been settled.

10. A diploma is conferred after the successful completion of both the academic and practical training, with its respective examinations. The ECTE Qualification in Church Ministries (EQF Level 6) will be awarded upon satisfactory completion of all studies within five years of the first registration at ETS.

11. Students who leave school during the semester will receive a "W" (Withdrawal) for each individual course. The student would need to retake all the required courses if he/she decides to return.

12. Audited courses are listed as "AU" (Audit) on the grade report and do not affect the grade point average.
