

# ACADEMIC POLICY



*Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you...*

*Matthew 28:19-20*



# ACADEMIC POLICY

## **Academic Guidance**

The academic program of CFBC is designed to prepare students for effective ministry. Therefore, guidance relating to individual programs of study, course enrollment, and graduation requirements are provided through the Academic Dean.

## **Transfer Students or Credits**

Students transferring credits to CFBC from another Institution(s) of higher learning must have an official, sealed transcript sent directly from the Institution(s) to CFBC. The student is responsible to follow up with the Academic Dean to determine whether all transcripts have been received.

Students are required to complete a minimum of thirty (30) credit hours in one of the CFBC programs toward the bachelor's degree or graduation.

## **Transfer of Credits to Another Institution**

The student should inquire directly with the school, which he/she plans to attend to determine if they will accept credits from CFBC. All credits will be forwarded at the completion of 30 credit hours for each program.

## **Transcripts**

Transcripts may be requested from CFBC by the students. A transcript request form must be mailed or emailed to the office of the Academic Dean. The Transcript request form will be provided to the student upon request. There is a \$7.00 charge for each **OFFICIAL** transcript and a \$5.00 charge for each **UNOFFICIAL** transcript requested. Official Transcripts must be mailed or picked up in person. **A student that still owes tuition will not receive a transcript until all tuition is paid in full.**

## **Course Requirements**

Students are required to read all textbooks, complete all assignments, take the tests on the assigned dates and turn in a Student Course Completion Affidavit. If a personal emergency keeps the student from meeting these requirements, the student is responsible to contact the Instructor and/or the Academic Dean. The requirements must be met within one week of the last class meeting or the date of the tests.



If the work is not made up within the week period, a grade of “Incomplete” (I) will be assigned to the Master Student Grade Record. Also, the student’s final grade will be reduced by one letter grade for each additional week the work is late, up to three (3) weeks from the last class meeting or the date of the test. A grade of “Incomplete” becomes an “F” three weeks after the last class meeting or the date of the test. The student will be required to take the course again and pay all applicable fees.

There is a \$10.00 fee for change-of-grade from an “Incomplete” and/or an “F” grade. This fee applies when an “Incomplete” or “F” grade has already been entered in the Master Student Grade Record.

### **Student Course Completion Affidavit**

Students of all programs (years), on-campus and online, are required to turn in a Student Course Completion Affidavit for each course as part of the course requirements. Failure to turn in the Student Course Completion Affidavit will be considered as failure to meet course requirements and the guidelines stated under ***Course Requirements*** apply.

### **Grade Reporting**

Test grades will be reported to students after each course is completed. By doing so the student will be provided with the information needed to track their academic progress.

A report card will be provided to each student at the end of each semester: a total of two report cards for the year’s program. In the second report card, the student’s total GPA will be based on 9 courses and the Ministerial Practicum. No report card will be provided to students that have not met all the requirements for one or more courses or have failed to pay the tuition and/or applicable fees in full.

### **Grading System**

Students of all programs must maintain a minimum of a 2.0 Grade Point Average (GPA) to meet requirements for graduation.



CFBC uses the following grading scale to record and report academic achievement:

GRADE	PERCENTAGES	GRADE POINTS
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.0
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.0
D-	59-63	.67
F	0-58	0.0
W		0.0
I		0.0

### **Failure of Course or Withdrawal from Central Florida Bible College**

Failure to complete a course within 3 weeks, unless otherwise approved, will result in a failed ("F") class. The student will receive an "F" for any course with unsatisfied requirements. The class must be retaken, and fees will apply.

A student who has not withdrawn from CFBC but has not participated in a class for 6 months will be automatically withdrawn from CFBC. No tuition will be refunded, and all fees must be paid to re-enroll in CFBC.

If a student chooses to withdraw from CFBC, he or she must speak with the Academic Dean, and the proper Withdrawal Form must be completed and signed. Unless a student formally withdraws,



he/she will not be eligible for re-admission without a formal interview with the Academic Dean and/or President of the College. A “W” does not count against a student’s GPA.

## **Repeating Courses**

Courses may be repeated by students who have failed. If a student fails a test, a repeat test may be taken within one week of failed test. If a student receives a letter grade of “F” in the first test, only the higher grade is computed in the overall Grade Point Average (G.P.A.). If the student fails this second test, then a repeat course must be taken. Full tuition cost is required for repeat courses.

Students must meet the requirements for the entire course before they may be eligible for a passing grade to appear in the Master Student Grade Record.

## **Academic Difficulties**

Any academic difficulties are to be referred to the Academic Dean. For an appointment, please call the CFBC office at 352-583-7674.

## **Class Attendance Options**

Courses are available on-campus and online at the college website. A password is required for all in-classroom and online students class viewing. For more information contact the Academic Dean. Class attendance options are as follow:

1. Classroom setting: 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup>-year courses are held on Monday nights at 7:00-9:30 pm EST and 4<sup>th</sup>-year courses on Tuesday nights at 7:00-9:30 pm EST. All program courses are offered on-campus and online.
2. Online Long-Distance Learning students (LDL): Follow the same schedule as classroom students or may work at their own pace. All CFBC programs are included. Appropriate arrangements must be made with the Academic Dean regarding the student’s work pace.
3. Correspondence Students are available, but not common: All classes and tests are to be completed via US Mail. The students work at their own pace.

## **In-class Attendance**

Classroom students are expected to attend all classes. Only one excused absence per course is recommended for all on-campus students. If a student knows in advance they must be absent, prior arrangements are to be made with the Instructor. In the event a student must miss a class,



the student is responsible to obtain the password from the Academic Dean or Administrative Assistant to access the class online.

### **Unexcused/Excess Absences**

Unexcused and/or excessive absences may result in penalties as determined by the Academic Dean, including (but not limited to) having to repeat the course. Payment of tuition is required before a student can repeat the course.

### **Unsatisfactory Student Performance: On-campus and Online Students**

A student who consistently demonstrates unsatisfactory academic performance may be terminated from CFBC's enrollment. Unsatisfactory academic performance may include, but is not limited to: repeated course failure, unexcused and/or excess absences, lack of meeting course requirements and/or repeatedly missing final exam datelines.

### **Online Attendance**

For those who may be viewing classes live online (when available), you must register and send us your user ID Name. It is important for you to provide us with this information for you to gain entrance into the online classroom. Live online classes will not be offered this year but will be available in the near future.

Online classes will be available on Tuesdays for the 1<sup>st</sup>/2<sup>nd</sup> year and 3<sup>th</sup>-year students, and on Wednesdays for 4<sup>rd</sup>-year students. Passwords are new for each course and will be emailed on the first day of each course. Passwords will be available until the end of the Academic Calendar year and then removed.

All CFBC online students are required to submit a Student Course Completion Affidavit signed and dated for each online course. *See Appendix D for Course Completion Affidavit form.*

### **Online testing**

All CFBC tests will be online using classmarker.com. Students will receive an email from classmarker.com with the login information. On-campus students with no access to the internet will be required to take the test in the classroom a half-hour (6:30 pm) before the next course starts. The Academic Dean will administer the test to students with no internet access.

The online test will be available as follow:

1. 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>th</sup>-year students on Tuesdays after the last class session until the following Tuesday at 11:55 pm.
2. 4<sup>rd</sup>-year students on Wednesdays after last class session until the following Wednesday at 11:55 pm.



If a student is not able to take the test during the available time, the student must make the necessary arrangements with the Academic Dean to take the test within one week from the test deadline. Failure to take the test within the week period may result in points being taken off from the final test grade or a final course grade reduced by one grade letter. Course requirements and guidelines for repeating courses apply. (See pages 33-34 and 36)

## **Assignments and Examinations**

Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that enough time is allotted for study. All assigned work will be due on the date designated by the Instructor. The student is responsible for all make-up work when absent from class, and the due date set by the Instructor remains in effect. Assignments and examinations must be completed on schedule, as outlined by the Instructor.

## **Bonus Points for Academic Achievement Award**

Due to the structure of CFBC, bonus points may be awarded for assignments and class participation. Bonus points are added to the final grade for the course. These activities and/or assignments are to help you in your growth and study. Students with the most points will receive an Academic Achievement Award at the graduation ceremony. Students attending classes on campus must bring their bonus assignments to class on the specified date. Online students are to email them to the Instructor.

## **Student Incentives**

A student incentive implemented by CFBC to advance the Kingdom of God is a discounted tuition voucher. For each new student that you recruit to the college, you can earn tuition credit/discount. A student will receive \$5 toward tuition for each of the first two students recruited. Then \$10 for both the 3rd and 4th. For the 5th recruit, each student will receive \$15 in tuition discount. After that, they will continue to receive \$15.00 off their tuition for each recruit.

For the student to receive paid tuition, the recruit must enroll and be a student for a minimum of two months. On the third month, the student will receive tuition credit for the recruit.