

# ACADEMIC MATTERS

## REGISTERING FOR CLASSES

Please take note of the registration dates as stated in the class registration form and in the EAST EXPRESS (the school's weekly newsletter). Any registration forms received after the dates stipulated will incur a penalty of S\$10. Make a copy of your completed registration form or write down the classes you have signed up for before turning in your registration form.

### ● FOLLOW YOUR CURRICULUM PLAN

To ensure that you will graduate on time:

- Follow your curriculum plan when registering for classes.
- Take the core subjects and electives that are listed in the plan according to the respective year and quarter whenever possible.
- Keep a record of classes you have completed and the ones you still need to take.
- When in doubt, please check with the Registrar.

### ● REGISTERING FOR LESS CREDITS THAN REQUIRED

Students who are unable to register for certain classes due to personal or commitments need to talk about possible alternatives with the Dean of Academics or Registrar. Once alternatives have been discussed, they must summarize their plans in writing and submit a copy to the Registrar. The Registrar will then review the plan and approve it with the Dean of Academics. Students taking less than the recommended credits for any quarter should make up for those credits in the following quarters or adjust the date when they hope to graduate.

### ● REGISTERING FOR MORE CREDITS THAN REQUIRED

The curriculum plan shows how many credits a student needs to take in a quarter to finish his or her degree plan in two years for an MA or BA degree, and three years for an MDiv degree. Students desiring to complete their programmes of studies within the stipulated time (see programme description in the Prospectus) are advised to follow the sequencing of classes offered. A student who desires to take more than the required credits in any one quarter must get the permission of the Registrar.

### ● DROP & ADD

Students must fill out the Add/Drop Form if they add or drop a class or change from credit to audit or vice versa. They need to get the required signatures and submit the form to the Registrar. There is an S\$11 charge for every change made after the registration closing dates for each quarter. No change from credit to audit is allowed after the fifth week of term. If the class timetable is not available when you register, go ahead and register for the classes that you need. After you've received the class timetable and discover a conflict with your schedule, you will be given seven working days to add or drop the classes without having to pay a fee. Changes after seven days will incur the S\$11 add/drop fee for each change.

If you drop a regular class during the first week of school, or before the second day of an intensive (block) class, 100% of the tuition fee for that class is refundable. The chart below shows the deadlines, policies and fees for dropping, adding, withdrawing or changing classes.

	<b>ADD A CREDIT CLASS</b>	<b>ADD AN AUDIT CLASS</b>	<b>DROP A CREDIT OR AUDIT CLASS</b>
Regular Class Programme Students	During the 1st week S\$11 per add	During the 1st 2 weeks S\$11 per add	During the 1st 2 weeks S\$11 per drop <i>1st week 100% tuition refund</i> <i>2nd week 50% tuition refund</i>
Intensive Class Programme Students	Before the 2nd day S\$11 per add	Before the 3rd day S\$11 per add	Before the 3rd day S\$11 per drop <i>Before the 2nd day 100% tuition refund</i> <i>Before the 3rd day 50% tuition refund</i>
Visiting Students	Same as above except late fee may apply	Same as above except late fee may apply	Same as above for regular and intensive classes.

## ● WITHDRAWAL

Withdrawal is dropping out of a regular class AFTER the 2nd week of class or after the third day of an intensive (block) class. “W” for withdrawal will appear on a student’s transcript. A “W” does not add to or remove any marks from your grade point average. “W” will be removed when the class is re-taken. For students who do not withdraw from a class before the deadline, whatever grades received, including “D” (“Poor”) or “F” (“Failure”), will appear on the student’s transcript and will affect the student’s grade point average.

	<b>CHANGE FROM AUDIT TO CREDIT</b>	<b>CHANGE FROM CREDIT TO AUDIT</b>	<b>WITHDRAW FROM A CREDIT CLASS</b>
Regular Class Programme Students	During the 1 <sup>st</sup> 3 weeks With the teacher’s permission S\$11 per change <i>Pay the tuition difference</i>	During the 1st 5 weeks S\$11 per change <i>No tuition refund</i>	By the 6 <sup>th</sup> week S\$11 per change <i>No tuition refund</i>
Intensive Class Programme Students	Before the 4 <sup>th</sup> day With the teacher’s permission S\$11 per change <i>Pay the tuition difference</i>	During the 1st week S\$11 per change <i>No tuition refund</i>	By the last day of class S\$11 per change <i>No tuition refund</i>
Visiting Students	Same as above	Same as above	Same as above

## CLASS ATTENDANCE

*All students are expected to attend every class session, and to be there on time. Coming to class late disrupts the class.*

Coming to class more than five minutes late twice will be considered one hour of unexcused absence, unless the student receives prior permission from the teacher.

Absences from class will be considered excused only when the student is ill or where there is death, birth or serious illness in the immediate family.

When students feel that they have legitimate reason for an excused absence, they should consult with the teacher. The teacher will then determine whether a reason constitutes an excused absence.

Students may obtain a "CLASS EXCUSE" form from the Students' Forms Tray in the Administrative Office (level 2), and submit it to the teacher for his or her signature. The signed form should be handed in to the Registrar. Wherever possible, inform the teacher of an absence before the class. Students are responsible to study the material that was covered in the missed class session.

A student who misses more than 10% of the total class sessions for any reason should withdraw from the class or change to audit. If the student wishes to continue taking the class, he or she must obtain permission of the teacher who will decide if the student may continue in the class.

A student who misses more than 20% of the class sessions for any reason *must* withdraw from the class or change to audit.





## ASSIGNMENTS

A student is expected to spend approximately 1½ to 2 hours on homework assignments for each hour in class. The homework grades are part of the final class grade and may be reduced up to one letter grade if turned in late.

All assignments are due on the day and time stipulated in the class syllabus or as announced by the teacher. Late assignments will be penalized. If an assignment is late due to unavoidable circumstances (e.g., sickness or death in the family), the teacher has the option of not imposing the penalty.

Assignments are to be typed using an easy-to-read font like Courier or Times New Roman with left justification. The teacher will specify if an assignment may be neatly handwritten. *Spell-check and proofread* all assignments before submitting them to your teacher.

Many of the assignments you will be given at EAST are to be done individually. While we encourage cooperation and discussion, copying someone's assignment, or allowing someone to copy your assignment, are considered cheating.

For group projects, each member of the group is expected to carry out his or her share of the load. If you have any question concerning how much collaboration is appropriate for an assignment, please consult the teacher.

## EXAMINATIONS

All examinations must be taken as scheduled. Exceptions may be made in the case of illness or other extenuating circumstances. The student should notify the teacher *before* the examination whenever possible if he or she will miss it. The examination must be made up within 10 days. If it is not taken within 10 days, the examination grade may be reduced by at least one letter grade. The teacher may grant an extension beyond the 10 days if this falls within the quarter.

Final examination must be completed within the examination week (exceptions may be granted with the permission of the teacher and approval of the Dean of Academics).

If an examination is missed for reasons other than sickness or an emergency allowed by the teacher, a make-up examination may be taken within 10 days, but the examination grade may be reduced by one letter grade.

## ACADEMIC STATUS

To graduate from a master's degree or graduate certificate programme, a student must obtain a cumulative grade point average (GPA) of 2.5 or higher. To graduate from a bachelor's degree programme requires a GPA of 2.25 or higher.

Students are placed on academic probation when their cumulative average falls below the required grade. Any student whose GPA falls below 2.0 for any quarter will be asked to leave the programme.

The administration reserves the right to dismiss any student whose academic, spiritual, moral, or financial integrity is unsatisfactory.



## CLASS CREDITS & GRADES

Class credits are based on the quarter credit-hour system. Each credit hour represents approximately 10 hours of classroom work and 15-20 hours of homework and out-of-classroom involvement. Classes are either 2 or 4 credits. Many classes also involve application in ministry situations as part of the out-of-classroom involvement. Internships are 3 credits each.

The following criteria determine class credit:

1. A grade of at least a C- or S is necessary to receive credit towards a master's degree or graduate certificate.
2. A grade of at least a D- or S is necessary to receive a credit towards a bachelor's degree.
3. A grade of at least a D-, S, or P is necessary to receive credit towards a Partners-in-Ministry certificate.
4. As a general rule, all class work (papers, exams, projects) should have been submitted by noon on the last day of final exams. Class work not handed in by then will receive a zero unless an extension is granted by the Dean of Academics. Student requests for an extension after the deadline must be made in writing to the Dean of Academics.
5. If a student is unable to complete his or her class work due to death or sickness in the immediate family, he or she should withdraw from the class or request for an extension from the Dean of Academics. If an extension is granted, the student must make up the class work within 30 days of the last day of final exams.
6. Any class work not submitted by the end of the extension period will receive a zero. The final grade will then be determined. Receiving a zero for an assignment may mean a grade of "F" for the class.

## GRADING SYSTEM

APPROXIMATE EQUIVALENT PERCENTAGE	GRADE	GRADE POINT	REMARKS
97-100%	A+	4.0	Exceptional
93-96%	A	4.0	Excellent
90-92%	A-	3.7	Good
87-89%	B+	3.3	
83-86%	B	3.0	
80-82%	B-	2.7	
77-79%	C+	2.3	Fair
73-76%	C	2.0	
70-72%	C-	1.7	
67-69%	D+	1.3	Poor
63-66%	D	1.0	
60-62%	D-	0.7	
59% & below	F	0	Failure
-	S	-	Credit (degree & grad cert)
-	P	-	Credit (non-degree & cert)
-	NC	-	No Credit
-	W	-	Withdrawn



## DISCIPLINARY ACTION

EAST offers classes to help students present their papers properly and to avoid plagiarism. When a student submits plagiarized work, corrective discipline measures such as the following will be taken:

- resubmission of assignment; or
- withdrawal from class; or
- retaking the Effective Written Communications class.

When a student repeatedly commits plagiarism, punitive discipline actions will be taken. The student may receive:

- an “F” grade for the assignment; or
- a grade of “F” for the class; or
- suspension for a period of time; or
- expulsion from the school.

See *Disciplinary Action for Plagiarism Policy* in *A User’s Guide to Term Paper Writing* for details.



## ACADEMIC REMINDERS

1. All late assignments may be penalized with some grade reduction. The later an assignment is submitted, the greater the penalty.
2. All written assignments *must* be spell-checked and proofread before submission. Assignments that are hard to read and/or understand will be returned to student for re-submission with an appropriate reduction in the grade.
3. Some teachers may require students to indicate on each assignment the time it took to complete it. This has no bearing on your grade but helps the teacher evaluate the estimated time given for the assignment.
4. When writing term papers, refer to Kate L. Turabian, *A Manual for Writers*, 7th ed. (Chicago: University of Chicago Press, 2007), and abide by the following requirements:
  - Include the school's name, the name of the class, the title of the paper, the lecturer's name, your name and the date submitted on the cover (or title) page.
  - Spell-check and proof read before submission.
  - Double-space for main text and single-space for block quotations, footnotes, and bibliography.
  - Use a readable font such as Courier or Times New Roman. Use 11 or 12-point type for text and 10-point type for footnotes.
  - All quoted sources (books, journals, etc.), as well as ideas from sources, must have proper notations in footnotes or endnotes.
  - Bibliography must be included and accurately documented.
  - Include Appendix for additional related items or content not in the main text.
  - Pages must be numbered.

## CHANGING YOUR DEGREE PROGRAMME OR AREA OF EMPHASIS

If you are considering a change in your programme or area of emphasis from what you have stated in your EAST Application Form, please discuss with the Registrar and the Dean of Academics. Once you have decided to request a change, please submit a letter requesting the change to the Registrar.