

# ACADEMIC POLICIES

## GRADING SYSTEM

Grades offered by the school are given in recognition of the course work achieved by the student. Credit will be given for grades of A to D- and all grades are recorded on the student's transcript. Grade points will be averaged at the end of every semester. Academic probation is given for Grade points of 1.9 and below.

GRADES	GRADE POINTS
A = (100 - 97)	4.0
A- = ( 96 - 94)	3.7
B+ = ( 93 - 91)	3.3
B = ( 90 - 88)	3.0
B- = ( 87 - 85)	2.7
C+ = ( 84 - 82)	2.3
C = ( 81 - 78)	2.0
C- = ( 77 - 75)	1.7
D+ = ( 74 - 73)	1.3
D = ( 72 - 71)	1.0
D- = ( 70)	0.7
F = (below 70)	0.0

**I** = "Incomplete": The "I" mark is given to a student who has done satisfactory work in a class but has been unable to complete all the required work due to illness or extenuating circumstances. The faculty may give a two-week extension after the semester to complete the work and then give a grade. If more time is needed the student should petition in writing to the administration for time extension. The administration decision is final. If not completed in this period of time, an F grade is given if grade is below 70.

**AU** = This is given when a course is audited. A student must attend classes and participate in the course; however, no credit is given, only the AU grade.

**W** = The mark "W" is used to indicate student withdrawal from the course or an instructor's withdrawal of a student. Without a formal withdrawal from a class, re-enrollment will be taken under administration advisement.

**WF** = When no formal withdrawal of the course is secured, a "Withdrawal with Failure" is given.

## WITHDRAWAL FROM THE INSTITUTE

Without a formal withdrawal, no student will be permitted to re-enroll without administration approval. "WF" (Withdrawal with Failure) for the course.

## **TRANSCRIPT REQUESTS**

Federal law requires that all transcript requests be made in writing and have the student's written signature on the request.

Please address all requests to:

### **THE BROOKES BIBLE INSTITUTE**

#### **Transcript Request**

3465 South Grand Boulevard  
St. Louis, MO 63118

A transcript fee of \$5.00 per copy is charged. Included with the request for the transcript should be a check made out to: The Brookes Bible Institute. Addresses to where the transcript is to be sent must be accurate, clear and current. Official transcripts bearing the Institute's seal are sent to the College or place designated by the student. Only unofficial transcripts will be sent to the student.

## **CHRISTIAN SERVICE**

Students are encouraged to participate in Christian service while attending Brookes. After accumulating 15 credit hours, students must be involved in a ministry; e.g., teaching Sunday school, doing evangelistic outreach, or serving in pastoral work. To receive recognition for the ministry, the student must request and fill out a Christian service form available in the office. The goal of the Christian service requirement is to prepare the student for any future area of ministry. This requirement may be waived for certain students who would qualify.

## **CLASS HOURS**

Class time in the morning school consists of two class periods. First, a period of one hour and 40 minutes for the two credit hour class, followed by a period of two hours and 30 minutes for the three credit hour class.

The class periods are from 8:00 a.m. to 9:40 a.m. for the two credit hour classes and from 10:00 a.m. to 12:30 p.m. for the three credit hour classes. There will be a daily break from 9:40 a.m. to 10:00 a.m. each morning.

Class hours in the evening school for the two credit hour courses are from 6:30 p.m. to 8:10 p.m. The three credit hour courses are from 6:30 p.m. to 9:00 p.m. Classes are held Monday, Tuesday, Thursday, and Friday.

### **MORNING CLASSES**

8:00 - 9:40 a.m. (2 credit hour class)

9:40 - 10:00 a.m. (Break)

10:00 a.m. - 12:30 p.m. (3 credit hour class)

### **EVENING CLASSES**

6:30 - 8:10 p.m. (2 credit hour class)

6:30 - 9:00\* p.m. (3 credit hour class)

\*Summer classes - 6:30 to 9:30 p.m.

**SPECIAL NOTE:**

The credit hour offered is the standard 50-minute unit of 16-18 per semester.

**TRANSFERRING CREDIT**

A student may send in his/her official transcript from a previously attended college to receive credit f

**THE LIBRARY**

The Friess Library, located on the second floor of the Brookes Bible Institute, serves the research needs of the student body and faculty. This reference library contains approximately 8,000 books, including a number of rare out-of-print books, all of which are related to the courses offered. We expect to continue supplementing this library with books, periodicals, pamphlets, cassette tapes, filmstrips, videos and pictures.

The Library is air-conditioned, well lighted, and conducive to study, with tables and comfortable chairs. The books are catalogued according to the Library of Congress classification system.

No books may be taken out of the Brookes library. Students who break this policy will be disciplined.

**COMPREHENSIVE BIBLE KNOWLEDGE EXAM**

A comprehensive Bible Knowledge Exam is provided at no charge to all new students and graduates at the end of the Spring Semester. This exam is not required, but is a means for the student to evaluate his/her Bible knowledge at enrollment and at graduation. The exams will be graded by faculty and grades will be kept in the student's file.

**POLICY ON ABSENCES AND TARDINESS**

Up to two excused absences are allowed during the regular semesters. None are allowed during the summer sessions. Excused absences are those caused by medical emergencies, obligations from your job and family, and they should not be used except in extreme circumstances. Up to six tardies are allowed during a semester. Tardiness is given when one arrives 5 minutes after the start of the class. Three tardinesses equal one absence.

The goal of this policy is to teach punctuality, dedication and orderliness in the student's life and practices. Failure of the course will take place if this policy is not observed. Lateness disturbs classes; Christian courtesy demands avoidance of such practices.