

University College Academic Policies, Procedures, and Notices

Academic Integrity

Integrity in all academic work is required from all students. Academic fraud is a serious matter with serious consequences. Knowingly aiding or abetting anyone in a breach of academic integrity shall in itself be considered misconduct and result in a written reprimand and possible expulsion from Tyndale University College.

Academic fraud and its consequences include the following:

1. Giving false information for the purpose of gaining admission or credits may result in expulsion from Tyndale University College and/or in the revoking of the falsely obtained credits. Submitting an assignment for which previous credit was given, either at Tyndale or at another institution, or submitting the same assignment for two courses, will result in an automatic grade of zero on one of the assignments. At the discretion of the Academic Standards Committee, the student may receive a grade of zero on the course. In rare circumstances, an expanded paper or project common to two courses of study may be submitted with prior approval from both faculty members. Cheating on a test or examination will result, at a minimum, in a grade of zero on the test or examination. At the discretion of the Academic Standards Committee, the student may receive a grade of zero on the course. Plagiarism, the use of another person's words and/or ideas without full and proper acknowledgement, will result, at a minimum, in a grade of zero on the assignment. At the discretion of the Academic Standards Committee, the student may receive a grade of zero on the course. Any one of the following normally constitutes plagiarism:
 - i. Submitting a whole assignment or part thereof as the student's own work (without acknowledging its source or sources), when it was actually written by someone else (a stranger, another student, friend, family member, or the author of a book, article, website, or any other source). "Part thereof" can be as little as a sentence or two: plagiarism is not a matter of quantity. When a whole assignment has been copied from another source or written by another person, a grade of zero on the course is automatically assigned. Submission of an essay that has been substantially edited or rewritten by another person, such that the proficiency of writing no longer reflects the student's own abilities, can also be considered academic fraud.

- ii. Using the exact wording of a source without putting the borrowed words in quotation marks, or following the syntax (structure) or wording of the source too closely. Even if a citation is given, this is still plagiarism, as it misrepresents the wording as the student's own.
 - iii. Including a source in the "works cited" list or reference list, but giving no parenthetical citations or footnotes/endnotes in the essay to show exactly which quotations, ideas, or facts were taken from that source.
2. For further guidelines on proper acknowledgement of sources, consult the Tyndale University College Essay Writing Guide, or ask the Writing Centre staff.
3. In most cases, in addition to the penalties listed above, a written reprimand will be placed in the student's academic file. If academic fraud is established in more than one course, a written reprimand will be placed in the student's file, and the student may be expelled from Tyndale University College. If the student has been fraudulent on more than one occasion in the same course, the student will receive a mark of zero for the course, a written reprimand will be placed in the student's file, and the student may be expelled from Tyndale University College.
4. In all cases of alleged academic fraud, the faculty or staff member will inform the Academic Standards Committee. He or she may also choose to speak with the student. In cases of alleged plagiarism, the faculty member will provide the Committee with the original copy of the student's assignment, as well as copies of any sources from which material is alleged to have been plagiarized.
5. The Chair of the Academic Standards Committee will give written notice to the student, indicating the nature of the alleged offence, and setting a date, time, and place for a hearing in which the accused will be afforded the opportunity to respond in writing or in person to the allegation. The student may be assisted and represented by another person of his or her choice. The student may waive his or her right to respond in writing or to appear in person.
6. After the hearing, the Academic Standards Committee will rule on the allegation. The Chair will then notify the student of the ruling, in writing, including any penalties imposed. A copy will go to the faculty or staff member. Other faculty members, such as the student's faculty advisor and the Dean of Students, may also be notified. If a student voluntarily withdraws from a course in which he or she has been accused of academic fraud, the student may still receive a grade of "F" in that course, should the Academic Standards Committee determine that he or she has committed academic fraud.
7. Sometimes academic fraud will not be discovered until after a student has received a passing grade on an assignment, test, or examination. When this is the case, the student's grade on the piece of work or the course or both may be changed retroactively to zero.
8. When deemed necessary, the Academic Standards Committee may refer the student to the Writing Centre.
9. Appeals of decisions concerning academic fraud may be made, on procedural grounds only, in writing, to the Academic Dean. Such appeals must be made within fourteen calendar days of the student having received notification of the decision of the Academic Standards Committee. The regular policies for appeals of grades on assignments and appeals of final grades do not apply to decisions concerning academic fraud.

Academic Probation and Suspension

1. At the end of each semester, the academic progress of all students will be reviewed by the Registrar.
2. Any student who does not meet the minimum cumulative grade point average (CGPA) standard of 2.00 (C average) will be placed on academic probation for one semester.
3. Any student who does not meet the minimum cumulative grade point average (CGPA) standard of 2.00 (C average) at the end of the probationary semester may be subject to academic suspension for a period of one semester (not including summer). The records of all students will be monitored regarding suspension, on a yearly basis. Suspension decisions will be made at the end of the fall and winter semesters.
4. A student who does not achieve the cumulative GPA of 2.00, but whose semester GPA is at least 2.30, may be allowed to continue on probation for an additional semester.
5. Probationary standing may be cleared only with grades and grade points earned at Tyndale. A probationary student who achieves the 2.00 GPA standard will be removed from probation.
6. A student who earns a cumulative GPA of less than 1.00 (D average) in the first semester at Tyndale may be subject to academic suspension at the end of that semester without a period of academic probation.
7. A student placed on academic suspension is ineligible for readmission to Tyndale until one semester has elapsed (not including summer). Credit for course work taken elsewhere during the period of suspension will not be accepted as transfer credit at Tyndale upon readmission.
8. A student who has been readmitted following a period of academic suspension will remain eligible to continue as long as his or her semester GPA for each semester is at least 2.30, even though his or her cumulative standing may be below the 2.00 requirement.
9. A student placed on probation or returning from suspension will be required to enroll in *LANG 110 Academic Achievement Strategies* (if not previously completed) and may be required to enroll in specific courses in an effort to improve his or her GPA. A student in this category may not enroll for more than twelve (12) credit hours until satisfactory standing is achieved.
10. A student who is placed on academic suspension may appeal in writing to the Academic Standards Committee. The student will receive a final written response from the committee.
11. A student on academic probation may not represent Tyndale or participate in co-curricular activities.

Accommodations for Students with Disabilities

1. Students with documented physical and/or learning disabilities may be allowed special accommodations (extra time and/or an alternate location) for the writing of tests and final examinations. In some cases, special arrangements may also be made with

- respect to other assignments. Special accommodations for students with disabilities shall be given at the discretion of faculty members, the Dean of Students, and the Registrar. Such accommodations shall not unreasonably be denied.
2. In all cases, a student with a disability who desires special accommodations must inform the Dean of Students and must provide documentation from a doctor, psychologist, or other relevant health care professional. This should be done as soon as possible after the student has been accepted to the University College and no later than the end of the second week of classes. By the end of the second week of each subsequent semester, the student must inform the Dean of Students that he or she desires the special accommodations to continue. If the student does not communicate with the Dean of Students within the stipulated time frame, accommodations cannot be guaranteed.
 3. Once the Dean of Students has been notified, he or she will advise each of the student's professors of the accommodations that the student may require. For tests and assignments, the student must then make specific arrangements with his or her professors well in advance of assignment due dates and test dates. Arrangements for final examinations will be made by the Office of the Registrar. The student must submit an Exam Reschedule Form (to the Office of the Registrar) to specify the special arrangements to write the exam by the deadline stated on the Final Exam Schedule.

Advanced Standing at Tyndale Seminary for UC Graduates

Advanced Standing at Tyndale Seminary is possible, under certain conditions, for graduates of Tyndale University College. Students may receive advanced standing to a maximum of four Seminary courses toward the MDiv and three Seminary courses toward the MTS from the following selection:

- a. New Testament Theology and History
- b. Old Testament Theology and History
- c. Elementary Greek I and II
- d. Hebrew Grammar I and II
- e. Greek Exegesis I and II
- f. Hebrew Exegesis I and II
- g. Up to two electives

Advisors

Meeting with an assigned faculty advisor can be extremely helpful for managing an academic program. Advisors can help with personal decision making, selecting Field Education placements, course planning, and realistic goal setting. They can also put students in touch with the right resources for a wide variety of issues. Students are encouraged to meet with their advisor early and get to know him or her. A list of the faculty advisors for all programs will be made available at the beginning of the academic year in September.

Faculty Advisors for 2013-2014:

Bachelor of Arts

Biblical Studies and Theology (A-F)	Stephen Thomson	Ext. 6703	sthomson@tyndale.ca
Biblical Studies and Theology (G-L)	Craig Carter	Ext. 6732	ccarter@tyndale.ca
Biblical Studies and Theology (M-R)	Daniel Driver	Ext. 2201	ddriver@tyndale.ca
Biblical Studies and Theology (S-Z)	Benjamin Reynolds	Ext. 2145	breynolds@tyndale.ca
Biblical Studies and Theology (PAONL)	Bradley Noel	Ext. 2144	bnoel@tyndale.ca
Business Administration	Carsten Hennings	Ext. 2310	chennings@tyndale.ca
Business Administration - IDVP	Leah McMillan	Ext. 2127	lmcmillan@tyndale.ca
English (A-L)	Elizabeth Davey	Ext. 6713	edavey@tyndale.ca
English (M-Z)	Bill Friesen	Ext. 6789	bfriesen@tyndale.ca
History	Brad Faught	Ext. 6759	bfaught@tyndale.ca
Human Services (ECE)	Anthony Hutchinson	Ext. 2139	ahutchinson@tyndale.ca
Human Services (SSW)	Anthony Hutchinson	Ext. 2139	ahutchinson@tyndale.ca
Human Services (Modular)	Daniel Wong	Ext. 2153	dwong@tyndale.ca
Linguistics	Myles Leitch	Ext. 2211	mleitch@tyndale.ca
Philosophy	Richard Davis	Ext. 2124	rdavis@tyndale.ca
Psychology (A-H)	Amanda Azarbehi	Ext. 2174	aazarbehi@tyndale.ca
Psychology (I-P)	Helen Noh	Ext. 2118	hnoh@tyndale.ca
Psychology (Q-Z)	Amanda Azarbehi	Ext. 2174	aazarbehi@tyndale.ca
Christian Ministries Minor	Daniel Wong	Ext. 2153	dwong@tyndale.ca
	Daniel Scott	Ext. 6740	dscott@tyndale.ca

Bachelor of Religious Education

Daniel Wong	Ext. 2153	dwong@tyndale.ca
Daniel Scott	Ext. 6740	dscott@tyndale.ca

Certificate in Christian Studies

Leading Edge (A-L)	Paul Franks	Ext. 6782	pfranks@tyndale.ca
Leading Edge (M-Z)	Eric Crouse	Ext. 6754	ecrouse@tyndale.ca
Transitions	Bill Friesen	Ext. 6789	bfriesen@tyndale.ca

Note: Students who are registered for two majors should confer with a faculty advisor in each major.

Aegrotat Standing

Aegrotat standing, a final grade given in a course for which the required examination was not taken, may be granted in exceptional circumstances. The faculty member concerned may submit a recommendation to the Academic Standards Committee. Aegrotat standing will be considered on the basis of grades achieved in the course(s) for which it is requested, accumulated grade point average, successful completion of three-quarters of the semester in which the course(s) is (are) taken, a minimum of 65% (C) in course(s) prior to the emergency that led to the request for aegrotat, consistent attendance, and supporting documentation certifying an inability to continue the course(s).

Appeals

APPEAL OF A GRADE ON AN ASSIGNMENT

A student may informally appeal a grade on an assignment by discussing it with the professor within 14 days of receiving the grade. If this does not bring about satisfactory resolution, the procedure is as follows:

1. Within 14 days of discussing the grade with the professor, the student must write a letter of appeal to the attention of the Vice President Academic, who will then discuss the issue with the professor.
2. If the VPA is not able to settle the issue, he or she will bring the issue to the attention of the Academic Standards Committee. In this case, the committee will evaluate the merits of the student's concern and the professor's assessment. The decision of the committee may result in the grade increasing, decreasing, or staying the same. The decision of the Academic Standards Committee is final.

APPEAL OF A FINAL GRADE FOR A COURSE

A student may informally appeal a final grade in a course by discussing it with the professor upon receipt of the grade. If this does not bring about satisfactory resolution, the student may formally appeal the grade in writing within 14 days from the date the grades are released from the Office of the Registrar. The procedure is as follows:

1. The student will submit to the VPA the reasons for contesting the grade.
2. The VPA will respond in writing within 10 days.
3. If this does not bring about satisfactory resolution, the student may take his or her grievance to the Academic Standards Committee, which will rule on the matter. To do this, the student must submit a written request for a review of the issue(s) to the Chair of the committee and include a copy of the student's statement to the VPA and the VPA response.

Auditing Courses

1. Students must register to audit a course.
2. Prior to auditing any course, a student must have been admitted to Tyndale.
3. Students desiring to change a course from audit to credit or from credit to audit must do so within the first two weeks of the fall or winter semester or before the second class of a DCP or spring/summer course.
4. To register, submit the completed registration form to the Office of the Registrar.
5. No credit hours or quality points shall be awarded for courses audited.
6. Online courses may not be audited.
7. Only lecture-type courses may be audited. Courses such as internships, directed studies, and practica may not be audited.
8. Attendance is required.

9. Neither class discussion nor taking of examinations is permitted, except by special arrangement with the instructor.
10. The instructor is not obligated to read or correct any submitted assignments.
11. At the end of the semester, a grade of “AU” will be recorded on the transcript.
12. Tyndale students may audit one course free of charge within the two semesters prior to their date of graduation, or one course free of charge within the three semesters after their date of graduation.
13. Permission to audit depends on there being room in the class after regular enrollment has been completed.
14. Paying students will take priority in enrollment.
15. Permission from the Registrar may be required.

Classroom Expectations and Guidelines

Attendance

1. Faithful attendance at classes is an important indicator of student maturity and involvement.
2. Class attendance and participation are part of the evaluation of the student and may have a bearing on the final grade for the course. The University College faculty have adopted the following guidelines to define student responsibilities in this matter and to assist the student in developing a disciplined life. Missing a once-per-week course counts as one absence; four lates will be considered as one absence.

Absence from once-per-week courses

- 1 or 2 absences: Absence from class for any reason (including illness) is permitted twice without penalty.
- 3 or 4 absences: Students with three or four absences without legitimate reason will lose one grade level from their total course grade. Legitimate absences include personal illness or injury or death in the immediate family. Students are responsible to report to the instructor the reason for all absences.
- 5 absences or more: Absenteeism for any reason that exceeds four absences will automatically mean the student has chosen not to complete the course and a grade of F will be assigned. Students whose excessive absenteeism is due to extended illness or injury verified by a doctor’s certificate are eligible to apply through the Academic Standards Committee for permission to complete the subject. If excessive absenteeism due to illness or injury extends into the following semester, the student must have a reduced load in the following semester.

Absence from twice-per-week courses

- 1 – 4 absences: Absence from class for any reason (including illness) is permitted four times without penalty.
- 5 – 8 absences: Students with five to eight absences without legitimate reason will lose one grade level from their total course grade. Legitimate absences include personal illness or injury or death in the immediate family. Students are responsible to report to the instructor the reason for all absences.
- 9 absences or more: Absenteeism for any reason that exceeds eight absences will automatically mean the student has chosen not to complete the course and a grade of F will be assigned. Students whose excessive absenteeism is due to extended illness or injury verified by a doctor's certificate are eligible to apply through the Academic Standards Committee for permission to complete the subject. If excessive absenteeism due to illness or injury extends into the following semester, the student must have a reduced load in the following semester.

The above policy should be considered as being in effect unless the instructor indicates otherwise at the beginning of the semester. Instructors have the prerogative of instituting their own attendance policies for individual courses.

When a student misses a significant number of classes due to illness, he or she should notify the Dean of Students in person or by phone. The student will need to submit a doctor's certificate upon return. The Dean of Students will notify the student's professors of the reason for the absence and suggest that they take this into consideration when grading assignments.

Assignments

Major assignments will be specified at the beginning of a semester in the course syllabus, so that students can organize their time effectively. All essays and other written assignments shall be written at the university level as far as grammar, style, and structure are concerned. When this is not the case, faculty members shall: 1) comment in writing on the deficient parts of the essay or other written assignment; 2) recommend that the student get help from the Writing Centre; and 3) lower the grade in proportion to the seriousness of the deficiency.

Assignments should be submitted on the due date in order to receive full credit. The penalty for unexcused late assignments will be determined by the following scale:

1. For each day or part thereof late, the faculty member will reduce the assigned grade by 1/3 of a letter; e.g., A to A-, B+ to B. Saturdays, Sundays, and holidays are excluded from the reckoning.
2. The above policy should be considered as being in effect unless the faculty member indicates otherwise at the beginning of the semester in the syllabus. Faculty members

- have the prerogative of implementing their own late assignment policies for individual courses.
3. Excessively late assignments may receive no credit and result in failure. In some subjects, no late assignments will be accepted for credit, and this will be communicated to the students at the beginning of the course.
 4. No faculty member may grant extensions on any assignments nor accept assignments after the final day of exams in the fall or winter semesters. Students requiring extension must follow the procedures outlined in point 5 (below).
 5. Penalties for late assignments and attendance expectations will be stipulated in each course syllabus. The following procedure will be followed for students requesting extensions:
 - i. If a student is not able to complete all assignments within a course by the last day of exams, the student may appeal for an extension. Such appeal should be made to the Registrar.
 - ii. Extensions will be granted by the Registrar in consultation with the Dean of Students only in cases where the student was clearly prevented from completing the assignments by circumstances beyond his or her control (e.g., hospitalization, illness documented by a note from a doctor, etc.). Extensions are not granted for what best could be described as “poor time management” or “over-involvement” in an extracurricular activity.
 - iii. If a student is unsure if he or she has a valid reason to appeal, the student may wish to discuss the matter with the Dean of Students.
 - iv. If an extension or grade of “incomplete” is granted by the Registrar, in consultation with the Dean of Students, all work for the course will be due no later than February 10 (fall), June 10 (winter), or September 10 (spring/summer). Once a grade of “incomplete” is granted, it is the student’s responsibility to contact the instructor and make satisfactory arrangements to complete the outstanding work.
 - v. Failure to submit assignments by the deadline will result in failing grades on those assignments, and the final grades on courses will be calculated accordingly.
 - vi. The decision of the Registrar may be appealed in writing to the Academic Standards Committee. The Academic Standards Committee will respond in writing to the student and provide a copy of the decision to the various parties. The decision of the Academic Standards Committee is final.
 6. Research papers for University College courses should conform to the style requested by the professor. A summary of the three standard forms is found in the Tyndale University College Essay Writing Guide, available in the bookstore.
 7. Any student may be requested to submit papers in electronic form to facilitate the professor’s routine checks for academic fraud.
 8. Students are required to keep backup copies of all assignments submitted.

Return of Assignments

Graded papers unclaimed in class are returned to students via their student mailboxes. Students are to write their mailbox numbers on the cover page of every assignment to

speed up this process. If students desire to have an assignment returned by mail, they must provide the faculty member with a stamped, self-addressed envelope when the paper is handed in. Envelopes and \$2.00 stamps are available in the bookstore for this purpose. Papers unclaimed from the student mailboxes will be held in the faculty administrative assistant's office for a period of six months, after which they will be destroyed.

Course Load

In order to complete academic programs in the time frame specified in the Academic Calendar, students need to take 15 credit hours (5 courses) and, for BRE students, one unit of Field Education each semester. A student must be registered for a minimum of 9 credit hours per semester in order to be considered a full-time student. To qualify for an OSAP loan, a student must be taking at least 60% of a full course load, which is equivalent to a minimum of 9 credit hours at the University College (3 courses). Permission to take more than a normal course load must be secured from the Registrar and the faculty advisor prior to registration.

Course Registration

Registration

1. Students must register for all courses through the Office of the Registrar via the online MyTyndale system.
2. A \$50 late fee will be charged to returning students who register after the respective August and December dates published in the academic calendar and on the website.
3. Students will not be allowed to enroll in courses after the second week of fall and winter classes or after the second class of a DCP or Spring/Summer course.
4. International students must use the paper registration form and have the form signed prior to submission to the Office of the Registrar.

Changes and Withdrawals

1. Up until the end of the drop/add period (the end of the second week of classes), registration changes may be made online or in person.
2. After the end of the drop/add period, courses may be dropped until the final date for dropping courses (published in the academic calendar).
3. After the end of the drop/add period, tuition is refunded according to the published refund schedule. There is no refund for the administrative fee. See policy and refund percentages in the Expenses section.

Course Substitutions

1. Students are expected to complete all required courses.
2. Permission to substitute a required course may be granted by the Vice President Academic and/or the Registrar.

Examinations

1. Faculty members will assign the times for mid-term examinations and quizzes throughout the semester.
2. *Mid-Term Examinations*
Midterm examinations will be held as scheduled. If a student misses such an examination through illness or some other emergency, the examination must be written after the student returns within a number of school days not to exceed the number of school days missed. Example: If a student is ill for three days and in that time missed a mid-term examination, that examination must be written within three days of the student's return to school.
3. *Final Examinations*
Final examinations will be held during the times stated in the Academic Calendar. The Registrar will determine the time and place of these examinations.
4. The following rules apply to every final examination:
 - i. No student is permitted to take into the examination room any materials relating to the examination subject, including Bibles, unless otherwise indicated.
 - ii. No student may leave the room without permission from the exam proctor.
 - iii. No student may leave his or her seat during the final fifteen minutes.
 - iv. Students must not linger in the halls outside the examination rooms while examinations are being written.
 - v. No student will be permitted to write beyond the allotted time without special permission of the Registrar.
5. *Exam Conflicts and Rescheduling*
The only circumstances that will allow the rescheduling of an exam are as follows:
 - i. Exam Conflict: two exams at the same time or three exams within 24 hours.
 - ii. Illness: a doctor's note is required if a student misses an exam due to illness.
6. To reschedule an exam, a student must submit an Exam Reschedule Form to the Office of the Registrar by the deadline stated on the exam schedule. Forms are available at www.tyndale.ca/registrar or in the Office of the Registrar.
7. If a student is ill on the day of the exam, he or she should not call the Registrar or professor, but submit a reschedule request form and doctor's note to the Office of the Registrar within 48 hours of the originally scheduled exam time.

Examination of the Honours Thesis

1. The honours thesis will be examined by a committee of three: the first reader, the second reader, and the VP Academic (or his/her designee) as chair.
2. The thesis supervisor will be the first reader, and a second reader will be appointed by the Vice President Academic in consultation with the supervisor.
3. A date for the defense will be set only after three copies of the final draft have been submitted to the VPA's Office. The final draft must be submitted two weeks prior to the defense.

4. The defense must be scheduled to take place during week 10 or 11 of the academic term.
5. Normally an honours thesis shall not be less than 60 pages and shall not be more than 80 pages (15,000-20,000 words) in length.
6. The student will be examined by the committee for 45-60 minutes, and then the student will leave the room while the committee agrees on a grade.
7. If the grade is B- or better, the student will be required to make whatever minor corrections the committee deems appropriate. These corrections must be approved by the supervisor before the last day of exams, in order for the student to be eligible for graduation in May.
8. If the grade is below B-, the student will be required to make major revisions by the last day of exams. The first and second readers must both approve these revisions, and a new grade will be determined. If the new grade is not B- or better, the student will not graduate with honours.
9. The thesis must be bound and one copy placed in the Academic Office and one in the library. The library facilitates the binding; the \$50 cost is covered by the student.

Dean's Honour List

A student who takes a minimum of 12 credit hours in either the fall or winter semester and achieves a GPA of 3.70 or higher is eligible for the Dean's Honour List for that semester.

Directed Studies Courses

1. Students must have completed at least one year in their program before requesting a Directed Studies course.
2. Students must have the stated prerequisites for the course.
3. No student on academic probation is eligible to take a directed studies course.
4. A Directed Studies course may not be taken as a substitute for an equivalent classroom course in the same semester.
5. The desired course must be discussed with the professor of the course, and written approval must be obtained from the Vice President Academic prior to registration for the course.
6. The student should complete and submit a Registration for Non-Classroom Course form to the Office of the Registrar.
7. Registration for such courses will take place during normal registration times, and students are expected to complete such courses within the framework of a normal semester.

Electronics Policy

Professors have the right to prohibit the use in class of some or all electronic communication devices. Students who require electronic devices (such as laptop computers) due to officially documented disabilities will be excepted from such prohibitions.

Recording of Classes

- i. Students must request permission from the professor of the particular class that they would like to record.
- ii. Where permission is granted, students are expected to supply their own equipment.
- iii. If a student is not able to attend a lecture and would like to have it recorded, it is the responsibility of the student to obtain the professor's permission, find another student to record the lecture, and to supply that student with the recording device.

Free Methodist Church of Canada

Students preparing for ministry within the Free Methodist Church of Canada can receive some academic credit for taking the course “The Heart of Canadian Methodism,” which is offered by the denomination as a requirement for ordination. This involves enrolling in a University College (or Seminary) directed studies course and completing supplemental assignments in order to receive three hours of academic credit. For more information on the course “The Heart of Canadian Methodism,” contact Rev. Alan Retzman, Superintendent of Personnel for the Free Methodist Church in Canada. For more information on the directed studies course at Tyndale, contact the Tyndale Registrar.

Grading System

A, B *Excellent, Good*

These grades are earned only when evidence indicates that the student has consistently maintained above average progress in the subject. Sufficient evidence may involve such qualities as creativity, originality, thoroughness, responsibility, and consistency.

C *Satisfactory*

This grade means that the student has fulfilled the requirements of the subject to the satisfaction of the instructor. These requirements include the understanding of subject matter, adequacy and promptness in the preparation of assignments, and participation in the work of the class.

D *Poor*

This grade indicates that the accuracy and content of work submitted meets only the minimal standards of the instructor. Performance at this level is considered inadequate for graduation.

F *Failing*

Work submitted is inadequate. Attitude, performance, and attendance are considered insufficient for a passing grade.

Grades that count in the grade point average

Letter Grade	Numerical Value	Grade Points	Letter Grade	Numerical Value	Grade Points
A+	90-100	4.00	C	63-66	2.00
A	85-89	4.00	C-	60-62	1.70
A-	80-84	3.70	D+	57-59	1.30
B+	77-79	3.30	D	53-56	1.00
B	73-76	3.00	D-	50-52	0.70
B-	70-72	2.70	F	0-49	0.00
C+	67-69	2.30			

Grades that do not count in the grade point average

AG	Aegrotat Standing
AU	Audit (non-credit)
I	Incomplete granted by the Registrar
IP	In Progress
P	Pass
W	Withdrawal
N	No Pass

Graduating with Distinction

A student who achieves a cumulative GPA of 3.70 or higher on the 120 credit hours presented for the Bachelor of Arts degree or the 90 credit hours presented for the Bachelor of Religious Education degree will be awarded the degree “with distinction.”

Graduation Requirements

1. Graduating students are required to have a passing grade in all courses as prescribed in the particular program in which they are enrolled.
2. Substitutions in a course are allowed only by special permission from the Registrar and the Vice President Academic.
3. The cumulative grade point average (CGPA) must be at least 2.0 (C) in order to qualify for graduation.
4. Students must normally complete the last year of work at the University College in order to graduate.

Incomplete Grade

A temporary grade of incomplete (“I”) may be granted by the Registrar (in consultation with the Dean of Students) in cases such as death in the family or medical emergency. Needing more time is not a criterion for an “incomplete.” Once an “incomplete” is granted, it is the student’s responsibility to contact the instructor and make satisfactory arrangements to

complete the outstanding work. A student who receives an “I” must complete the work by the extended deadline. A grade of “F” will be recorded for students who do not complete the outstanding work by the deadline.

Letters of Permission

Tyndale students wishing to take courses at other institutions for the purpose of gaining credit toward Tyndale degrees or certificates may apply for letters of permission. Please note that satisfying the requirements listed below does not guarantee admission to the host institution(s).

Student Eligibility

1. The student is required to have a minimum cumulative GPA of 2.30 (C+) to apply.
2. The student must have completed a minimum of 10 courses (30 credit hours) before applying.
3. The student must have all outstanding balances owed to Tyndale University College paid before he or she is eligible to apply.
4. A student may not take courses by letter of permission if doing so would cause the number of courses taken at Tyndale to comprise less than 50% of the total offered for the degree.

Course Eligibility

1. For a course to be eligible, it must not be offered at Tyndale University College.
2. The course in question must adequately reflect and augment the program of the student as decided by the faculty advisor and approved by the Vice President Academic.
3. A core course may not be taken by a letter of permission.

Student Responsibilities

1. The student is required to prove the eligibility of the course first to his or her faculty advisor(s) and then to the Office of the Vice President Academic.
2. The student is responsible for all communication between the home and host institutions, including all syllabi, official transcripts (within a sealed envelope), and the letters of permission themselves.
3. The student must achieve a minimum grade of 2.00 (C) or equivalent in the course in question to have it transferred to his or her program at Tyndale University College.
4. The student must be aware that if the transfer credit is allowed in the final year of study, and that credit is the final credit required for graduation, the student will most likely not graduate in that session, but must wait for the next graduating session.

Repeating Courses

1. A student may repeat any course once in which a grade of “D” or “F” was received at Tyndale.
2. Only the higher earned grade in any repeated courses will count in the computation of the grade point average.
3. Earned credit hours in repeated courses will count only once.
4. The repeated course must be completed in its entirety.

Statute of Limitations Policy

1. Students are eligible to graduate from a program under the terms of the academic calendar in force at time of their first enrolment in that program provided that they graduate within the number of years specified below for each program.
2. Students who change from one certificate, degree, or major to another must accept the terms of the academic calendar in force at the time the change is made to the new program. The number of years they have to complete the new program, however, will be calculated from the date of first admission.
3. Notwithstanding the above, Tyndale University College reserves the right to substitute courses in cases where required courses are no longer offered.
4. The following time limits apply:
 - i. Students in the BA or BA Honours degree have eight years to complete their program.
 - ii. Students in all other Bachelors degrees have seven years to complete their program.
 - iii. Students in all Certificate programs have five years to complete their program.
5. Students who exceed the number of years allotted for their program are suspended and not eligible to take further courses unless they receive an extension, as described below.
6. Students who come to the end of the time allotted for the completion of their program and who have not completed it, but are in a position to complete it within one calendar year, may apply for an extension using a form available from the Office of the Registrar. The student will meet with the Registrar and they will devise a plan for finishing the program. If the Registrar is satisfied with this plan, the extension will be approved. This plan will be attached to the form and kept in the student's file.
7. In exceptional cases, a second one-year extension may be approved by the Registrar.
8. If the extension is not approved, the student may appeal this decision by writing a letter of appeal to the Academic Standards Committee.
9. If an extension is not granted, the student may continue to register for courses. However, the student will be governed by the academic calendar in force at the time his or her allotted time limit expired. This means that all graduation requirements in force at that time must be completed for graduation.
10. Students who exceed the number of allotted years (plus any extensions) and therefore come under the academic calendar in force at that point, will have a maximum of two

- additional years from that point to complete the degree. After the two years, if the student has not graduated, he or she will be suspended and will not be eligible to take further courses.
11. A student suspended because the statute of limitations runs out can apply for readmission to the University College and his or her case will be considered by the Academic Standards Committee. The Committee will readmit the student only if the Committee is satisfied that the student has a viable plan for finishing in what the Committee considers to be a reasonable time. The readmission decision will include a new deadline for completion of the degree. The student must complete all graduation requirements specified for his or her program as found in the academic calendar in force at the point of readmission.
 12. This policy will apply to all students who first enroll at Tyndale University College after September 1, 2003.
 13. This policy will also apply to students enrolled at Tyndale prior to September 1, 2003. However, for purposes of calculating the number of years they have left to finish their program, these students will be considered to have been in their first year in the 2003-04 year, even though they may have been admitted under an older academic calendar.

Program Changes

1. Students are accepted into the program indicated on their letter of acceptance. Students deciding to change programs or the vocational focus within a program should apply through the Office of the Registrar using the form designed for this purpose.
2. Upon receipt of the application, the Registrar will review it and come to a decision in consultation with the student's academic advisor.
3. Checking a different box on the registration form filled out at the beginning of a semester does not constitute an application for a program change.
4. The Academic Standards Committee reserves the right to request or require a student to change to the certificate program, to another degree program or to another major.

Transfer Credit

1. Tyndale University College has a long tradition of academic excellence in the liberal arts, as well as in biblical and theological studies and ministry preparation. For decades, students have been going on from Tyndale to other universities and receiving credit for their work here. Our accreditation through the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) has facilitated this, although it has not permitted full course-for-course transfer credit in most cases.
2. As we have expanded our offerings in the arts and sciences to grant the Bachelor of Arts degree, universities increasingly are recognizing our arts and sciences courses for transfer credit on a course-for-course basis, on the strength of Tyndale's excellent faculty and high academic standards. We expect this trend to continue as the University College continues to grow in both size and quality.

3. The following is a partial list of universities that accept transfer credit from Tyndale University College. The absence of an institution from the following list does not necessarily mean that it would not grant transfer credit.
 - i. The Faculty of Arts at York University (Toronto, Ont.) will accept transfer of up to 30 credit hours semester courses from Tyndale University College for students who meet the minimum entrance requirements for admission to York University and who achieve a minimum overall average of C (i.e., a GPA of 2.00 in the Tyndale grading system) in the courses presented for transfer. Each course accepted for transfer credit must be presented with a grade of C or higher and must be equivalent to a course offered at York. A minimum of C+ standing (i.e., a GPA of 2.30 in the Tyndale grading system) is required for courses applied to an Honours BA degree in the Faculty of Arts at York.
 - ii. The University of Waterloo (Waterloo, Ont.) currently grants transfer credit for up to 45 credit hours (15 semester courses). The remaining course requirements toward a BA or BSc degree will vary, depending on the specific degree and program applied for.
 - iii. Redeemer University College (Ancaster, Ont.), will grant transfer of up to 75 credit hours (25 semester courses). Specific transfer credit for liberal arts and science courses will be determined by the appropriate academic department(s). After studying for two years at Tyndale, students may transfer to Redeemer and complete a BA in two further years of study in majors not currently available at Tyndale.
 - iv. Trinity Western University (Langley, B.C.) grants transfer of up to 75 credit hours (25 semester courses). The remaining courses required for a BA or BSc degree will vary from student to student depending on the specific degree and program requirements applied for.
 - v. It is recommended that students interested in transferring one or two years of Arts from Tyndale University College to any university seek detailed advice from the Registrar prior to registering at Tyndale.

Waiting List Policy

1. Course enrollment may be limited due to the instructional design of the course or the size of the classroom.
2. Students attempting to register for a course that is full will be placed on the waiting list through online registration or by the Office of the Registrar.
3. All waiting lists are compiled and implemented on a first-come, first-served basis. Students seeking to audit a course may be added to the wait list, but will have second priority after credit students.
4. If an opening occurs, the first student on the waiting list will be placed in the course.
5. No student will be offered a vacant place unless he or she is on the waiting list.
6. By decision of the Registrar, a student may be placed in a course without regard to the order of the waiting list or the limit. Such matters as degree requirements and immediacy of graduation would be considered in these cases.

7. Instructors may not grant permission to particular students to register for their courses outside of the waiting list process.
8. Instructors may not allow students on the waiting list to attend classes in the hope that openings will occur.
9. The Registrar reserves the right to withdraw a student who is auditing a course up until the end of the second week of classes in order to give the place to a student wishing to take it for credit. In this case, the student withdrawn by the Registrar would receive a 100% refund.
10. Instructors may not allow students to attend a course without the student's being registered either for credit or as an auditor.
11. Enrollment of paying students will take priority over that of free audit students (i.e., graduates).