

## **ACADEMIC INFORMATION**

### **PLEASE READ CAREFULLY BEFORE FILLING IN THE APPLICATION**

#### **1. School Bell System**

Two-Five minutes before each class begins, the Monitor will announce the time. This is the time for all students to go to/ return to their seats. The class doors will be closed at the start of class / the class monitor will announce it to the class. At this time, all students must be in their seats, no exceptions! Any student not quietly sitting in their seats on time will be considered tardy, and will be noted on the attendance sheet.

#### **2. Examinations and Grading**

There will be mid-term and final examinations given every quarter for each class. Students should put in ALL effort to making sure they study diligently for their exams. Rough grading guideline - Mid-terms 25-40%, Finals 40-50% and the remaining % will be announced each class.

GRADE	PERCENT	GPA SCALE
A	90---100	3.6---4.0
B	80---89	2.6---3.5
C	70---79	1.6---2.5
D	60---69	0.6---1.5
F	0---59	0.0---0.5

#### **3. Make-up Examinations**

If you are absent any of the days of examination, or fail any examinations, you may request to re-write the exam (finals only, mid-terms cannot be re-written). There will be a fee of R200.00 per exam and make-up exams are given only Monday, Wednesday, and Friday, between the hours of 12:15 PM and 2 PM. (Subject to change at any time)

#### **4. Graduation Requirements**

To be eligible to receive a 1st Year Certificate and 2nd Year Diploma, you must meet the following requirements:

1. Satisfactorily complete ALL 40+ credit hours and a missions trip (and any other courses) for year one and 40+ credit hours and a missions trip, cells (and any other courses) for year two, 40+ credits, thesis, cells, business plan, missions trip (and any other courses) Failure of one course could mean NO GRADUATION.
2. Class attendance requirements fulfilled (see Handbook under Attendance).
3. Successful completion of each quarter with a 1.6(1st yr) 2.0(2nd yr) 2.5(3rd yr) or above grade point average.
4. Satisfactorily complete 4 quarters each year of service in the Ministry of Helps; with satisfactory evaluation forms from the Ministry of Helps Supervisor.
5. Tuition and fees must be paid in full.
6. The student must demonstrate evidence of true Christian life and character during the school year at FBI. Even if one may have fulfilled the other requirements, yet are lacking in character, they will not graduate.