

Appalachian Local Pastors School Policy and Procedures

Grading

The following are used to evaluate the quality of work.

- A Highest grade, reserved for outstanding work
- B High standard of work
- C Acceptable work
- D Work that, while not altogether acceptable, entitles the student credit for the course
- F Failure and indicates that no credit can be received for the course

An "I" Incomplete will be granted for special circumstances where students were not able to complete the required work. This will be changed to an "F" after a period of time. Check the Policies & Procedures of our website for complete details.

Attendance

Twenty hours of class time with the instructor is required for the completion of a course. For our excused absence policy, see our website.

Pre-Course Work (New policy 2014)

Please follow closely the guidelines for preparation of written assignments available online at alpsmc.org or from the ALPS office.

Pre-course work is due in the ALPS office April 1 for the May classes. There will be a reduction of one letter grade for pre-course work received after April 1 but received before April 30. There will be a reduction of two letter grades for pre-course work received after April 30. Please be in contact with the instructor of the course or the director of the school if pre-course work will be later than April 1.

Pre-course work is due in the ALPS office 4 weeks prior to spring and/or fall classes. There will be a reduction of one letter grade for pre-course work received within the 4 weeks prior to class and a reduction of two letter grades for pre-course work received on site of the class. Please be in contact with the instructor of the course or the director of the school if pre-course work will be later than 4 weeks prior to the date of the class.

Honor Code

The Honor Code of the Appalachian Local Pastors School requires that all material submitted by a student for course work must be the original work of the student. Violations of this Honor Code include, but are not limited to, cheating, plagiarism, and knowingly passing off work of another as one's own. Plagiarism is the act of presenting the work of another (either published or unpublished), including the work of another student, as one's own work. Any person who knowingly uses another writer's work, without proper acknowledgement, is guilty of plagiarism and cheating. Any student found guilty of a violation of the Honor Code, after review of the case by a faculty committee, may be subject to one or more of the following actions:

- Warning

- Probation
- Suspension from the class
- Dismissal from the Course of Study
- Failing “F” grade in the course

Regardless of the outcome, a letter will be sent to the student’s District Superintendent and the Board of Ministry Representative.

Academic Records

ALPS regularly reports student's course completion and grades to the Conference Registrar, and the General Board of Higher Education and Ministry.

All inquires regarding one's official transcript should be directed to:

General Board of Higher Education and Ministry
c/o Pamela Fulton
P.O. Box 340007
Nashville, TN 37203-0007
(615) 340-7416