

BRYN ATHYN COLLEGE

Student Handbook  
Graduate Supplement  
2024-25

## Table of Contents

|  |   |
|--|---|
| Welcome: New Student Orientation.....                | 3 |
| Admission and Application Requirements .....         | 3 |
| Advising and Registration.....                       | 3 |
| Transfer Credits.....                                | 4 |
| Workload Expectations.....                           | 4 |
| Attendance .....                                     | 4 |
| Dropping and Adding Courses.....                     | 4 |
| Qualitative Standard .....                           | 5 |
| Academic Deficiency, Probation, and Suspension ..... | 5 |
| Incomplete .....                                     | 5 |
| Academic Integrity.....                              | 6 |
| Fees and Financial Aid .....                         | 6 |
| Additional Policies .....                            | 6 |
| Residence Life .....                                 | 6 |

## Welcome: New Student Orientation

Welcome to Bryn Athyn College! We are glad that you are joining the Bryn Athyn College community as a graduate student.

Bryn Athyn College provides an orientation program that introduces you to the mission of Bryn Athyn College and the expectations of your program of study, supports your transition to graduate school, and gets you connected with the resources you need. Your orientation will include:

- Discussing Bryn Athyn College's mission
- Discussing your program of study
- Discussing graduate work expectations
- Interacting with your program head and fellow students
- Activating your email address and ID card
- Becoming familiar with the electronic learning management resources you will be using for your courses
- Becoming familiar with campus resources, including:
  - Bursar's Office
  - Health Services
  - Information Technology
  - Office of Disability Resources
  - Public Safety
  - Swedenborg Library

## Admission and Application Requirements

Application requirements are specific to each program and can be found on the Bryn Athyn College website.

If you are an international student whose first or native language is not English, you must submit scores from either TOEFL or the IELTS. Moreover, in response to the temporary closing of testing centers in countries affected by the COVID-19 pandemic, Bryn Athyn College will accept Duolingo English Test examination results, as an alternative to TOEFL and IELTS scores. Only Duolingo English Test scores with sub-scores will be accepted. The following are the minimum scores accepted:

- TOEFL score(s): 550 (paper), 80 (internet-based)
  - Minimum scores for the sub-sections: Reading: 21, Writing: 20, Listening: 19, Speaking: 22
- IELTS score: 6.5
- Duolingo English Test: 105

How to submit:

An official copy of your score report must be sent. Our institution code is 2002 for TOEFL (ETS). IELTS can be delivered to Bryn Athyn College Admissions Office.

## Advising and Registration

Students will meet with their program head for advising and registration.

## Transfer Credits

With the exception of the Master of Divinity program, students may transfer up to six credits into a Masters program, subject to approval by the program head. Transfer credits must be from an accredited graduate institution, and should be either comparable to coursework in the program or directly pertinent to the work of the student's thesis.

## Workload Expectations

For the average student, one credit represents a total of at least 37.5 hours of work, in class activities and outside preparation. The distribution of time between class activities and outside preparation varies depending on the type of course, but a student in a 3-credit course should expect about 7-8 hours of coursework in addition to every 3 hours of class time.

## Attendance

Students are expected to be present at each meeting of each scheduled class for which they are registered. Arriving on time is a courtesy to both faculty and fellow students and enables classes to begin and end on time. Students who have to miss a class session should notify the instructor directly, before-hand if possible. Repeated absences from classes will require a meeting with the program head.

Students attending remotely must ensure that they are visible on camera. Visibility is critical to the success of the class experience by maintaining human connection and etiquette in a virtual classroom.

## Dropping and Adding Courses

Courses may be added prior to the second class period. Courses may be dropped with no record on the transcript during the first two class periods of the term only. After this add/drop period and through the seventh class period, individual courses may be dropped and an official grade of "W" (Withdrawal) will be assigned. "W" has no impact on the GPA. Unless a student is withdrawing from school entirely, courses may not be dropped after the seventh class period (or seventh week in an eleven-week term); if a student withdraws from an individual course after the seventh class period, an "F" is recorded on the transcript. Tuition for dropped courses will be refunded as follows:

- Tuition for a course dropped prior to the second class period (or start of the second week in an eleven-week term) will be fully refunded, minus a fee of \$250.00.
- Tuition for a course dropped prior to the third class period (or start of the third week in an eleven-week term) will be refunded at 75% of total
- Tuition for a course dropped prior to the fourth class period (or start of the fourth week in an eleven-week term) will be refunded at 50% of total
- Tuition for a course dropped prior to the fifth class period (or start of the fifth week in an eleven-week term) will be refunded at 25% of total

- Tuition for a course dropped after the fifth class period (or the fifth week in an eleven-week term) of the term will not be refunded

Students may add and/or drop courses through the registrar or through their advisor. Students are responsible for knowing whether a dropped or added course affects their progress through degree requirements.

## Qualitative Standard

Students must maintain a cumulative GPA threshold in order to be in good standing and to be eligible for continued enrollment. Students in the Master of Divinity and Master of Science programs must maintain a minimum cumulative GPA of 3.0; students in the Master of Arts program must maintain a minimum cumulative GPA of 2.7.

## Academic Deficiency, Probation, and Suspension

Degree seeking students who fall below the cumulative GPA threshold specific to their program (3.0 for the MDiv and MS programs, 2.7 for the MA program) will be placed on probation and must raise their cumulative GPA to the minimum threshold at the conclusion of the subsequent term of enrollment, in order to avoid suspension. Students on probation should work with their program head to determine a plan for improving their performance.

The period of suspension is at least six months: the length of suspension and conditions for re-enrollment will be communicated by the program head. In order to re-enroll, a suspended student may be required to show evidence of one or more of the following: satisfactory academic performance at another institution (completion of a certain number of credits with specific grades, as determined), a positive recommendation from an employer, or other documentation or actions as stipulated by the program head.

## Incomplete

When for compelling reasons, students do not complete a course as scheduled, their work may be marked Incomplete ("I"). This work must be completed by the end of the fourth week following the term in which the "I" is given; otherwise, the "I" will automatically be changed to "F." (In the Master of Divinity program, incomplete work must be completed by the end of the following term). All incompletes are at the discretion of and must be approved by the program head. Students requesting an Incomplete must fill out the Incomplete form and submit it to the program head. Coursework required to complete a course and move from an "I" to a grade is entirely the student's responsibility. Instructors are not expected to set up extra meeting times for students with an Incomplete.

In the case of final thesis credits, students may request an Incomplete which will allow them to submit the thesis within the academic term immediately following the term in which the thesis credits are registered. Students who are unable to complete a thesis within the term in which the thesis credits are registered, must register for additional thesis credit(s) for every term in which they continue to work on the thesis. The credits for which the student registers will depend on the program.

## Academic Integrity

Academic integrity is fundamental to education. Our graduate programs expect students to adhere to the highest standards in matters of academic honesty. For specific standards of academic integrity, refer to the Undergraduate Student Handbook policies on Academic Misconduct.

## Fees and Financial Aid

Information about graduate program fees can be found in the Student Handbook. Financial Aid may be available to those who qualify. Please contact the Financial Aid Office at [finaid@brynathyn.edu](mailto:finaid@brynathyn.edu) or by phone 267-502-6000.

## Additional Policies

The following policies in the Undergraduate Student Handbook are applicable to graduate students:

- Withdrawal from School
- Auditing
- Grade Point Average (GPA)
- Disruptive Behavior
- Records
- All Student Conduct and Student Life policies
  - While we encourage our graduate students to attend Bryn Athyn's chapel and convocation programs, the Chapel and Convocation Attendance policies do not apply to graduate students
- All Disciplinary Action policies
- All Student Services policies
- Student Complaint Policy
- Campus Facilities and Hours of Operation

## Residence Life

Currently, campus housing is not available for graduate students, and Residence Life policies do not apply to graduate students.