



## Classroom Policies:

The policies set forth in various departments of MOFM Ministry including the Academy Chaplaincy training division are for the purpose of being used as a roadmap that helps to ensure a positive impact for the Academy of Religious Studies. This serves as a constructive effect for the Academy instructors and chaplain students towards learning and graduating from various programs.

The policy is a collection of rules that govern each class, classroom, and instructor. The purpose for dept. policy and protocol is to foster learning, understanding, respect, and to improve relationships between the classroom, and its peers. Policies are set forth to protect ethical and principled behavior in a right and Christian manner in each dept.

We thank all instructors who volunteer their valuable time in teaching religious and taskforce training.

## Policies

1. Come prepared with writing tools, home assignments, text/manual/handouts/Bible materials in print or digital.
2. Always be on time for class, this also avoids class disruptions, after 2 significant tardy's you will be dropped from a 4-16 session class. For a 2-session class there is no room for tardy's, unless you contact your instructor prior to class. On a 2-4 session class you must attend all sessions. 6-8 session class you must attend 5-7 sessions. On a 16-session class you must attend 14 sessions. You must complete the class essays required for the missing classes in order to receive your class credit.
3. Respect and courtesy are absolute at all times. in the classroom, during breaks, with instructors and with peers.
4. Dress appropriately at all times, No "shorts". No heavy perfumes etc. due to other allergies.
5. Follow the instructors' classroom/assignment direction. Raise your hand so as not to disrupt the instructor and training.
6. Silence cellphones during class
7. Registration is only done through class registration, do Not register with, or drop a class with the instructor.
- 8, Snacks and drinks are permitted during the break sessions.
9. Always clean up your desk area before leaving for the next class.
10. No loitering on the premises after classes.
- 11, Chaplains are responsible for printing their own materials
12. Sorry no guests or children at any time.
13. No personal product sales on the premises.

- 14 No personal group prayer during class/classroom except for praying in/out of class.
- 15 Inform your instructor / room coordinator when you are going to be late for class
16. No Show: If you are a no-show drop 3 times per year, you may not be able to register again until the following year.
17. Class Essays for make-up assignments are not available for 2-4 session classes.
18. If you have a disability, please let your instructor know.
19. Do not prop open the outer doors to enter or to exit the bldg.
20. Any violation(s) of the class policies will result in a "warning" after 3 class warnings you will be suspended for 3 months from registering for classes, any violation of the class suspension will result in a suspension from Chaplaincy.
21. Transcripts are available 30 days prior to graduation. You must use your Class Logbook to keep track of the classes and dates for your credit/completion history. You may also look online at Academy of Religious Studies, and the different graduating programs identifying all of the classes needed to graduate.
22. For personal complaints on or about classes or policies you may contact the Academy Director. or use your class evaluation form.

(Class Logbook links are available online on the Academy page.) [Logbook Link](#)

The Americans with Disabilities Act of 1990 or ADA (42 U.S.C. § 12101) is a civil rights law that prohibits discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal, and later sexual orientation

A. Disabilities: Continued: Contact your instructor prior to the class start date and advise them of your disability, or special needs to take into account and consideration so the instructor may properly work with you in class to meet your level of comfort and needs.

Disabilities: When providing a Zoom class, the application has not changed, attendees have the option to post a picture of themselves or showcase their name for attendance rather than go live/appear on zoom and therefore it allows them the ability to work from comfort and any position, room and location within their own setting, and still have complete function and participation in and throughout all classes and events.