



2019-2020 POLICIES

GENERAL POLICIES:

Students may enroll in any course for the purpose of meeting ministerial credentialing requirements or for the purpose of personal enrichment and education.

Students desiring credit for previously completed college level work may have official copies of their transcripts sent to True North Church.

Students must register no later than three weeks prior to the course they wish to take. Earlier enrollment is encouraged in order to gain full benefit from each course.

Students are required to complete a **minimum of 10 hours of preparatory self-study** (reading assigned book) in advance of each class session,

Students are required to read the course textbook(s) and to complete the course text-overview prior to each class.

Students are required to complete all assignments required for the course prior to each class session and to submit assignments to the instructor at the beginning of the class.

ATTENDANCE POLICIES:

Students are expected to attend the full five hours of class time required for each course.

If a student cannot attend the class, for any reason, the student can apply his/her unused class tuition to any future course within two years of the original absence.

Advance notification of inability to attend a class is requested, but not required.

When arriving for class, all students must bring their completed text-overview.

TEACHING METHODOLOGY:

Classes will be conducted one Saturday a month beginning in September and going through May. Thus, completion of one level of credentialing courses can be completed in one year.

Class time will be for at least five hours with a qualified instructor—all students are required to attend the class session.

Pre-class work will require the complete reading of an approved textbook and completion of a text-overview based on the text.

Exams based on the text-overview (study guide) will be given at the end of each class session.

COURSE GRADES WILL BE WEIGHTED AS FOLLOWS:

- Class attendance—Mandatory
- Completion of Text Overview (Study Guide) —40% of grade
- Course Exam—60% of grade

Total grade of 70% or higher needed to pass each course.