



Course Requirements

All students are required to take scheduled examinations, i.e., – quizzes, mid-terms and finals – and complete other requirements such as book reports or term papers for a final grade to be issued. It is the student's responsibility to contact the instructor within one (1) week to make up a missed examination. Failure to complete all course requirements by semester's end will result in an "I" (Incomplete). In such case, the student has two (2) weeks from the last class date to finalize the requirements for receipt of a letter grade. Tardiness in fulfilling a commitment as unto the Lord does not glorify Him.