



# The Potter's Will Bible Way Institute

## Policies and Procedures

Policies and Procedures are important because they assist a school in creating standards for learning and for accountability. Without policies and procedures, our school would lack the structure needed to provide quality education to our students.

### **I. CLASS ATTENDANCE POLICIES**

- ❖ Consistent with its conservative philosophy of education, The Potter's Will Bible Way Institute believes that regular class attendance is essential for the enrichment of a student academic experience.
- ❖ Since excessive absences will hinder learning, we have established certain guidelines regarding class attendance.
- ❖ All classes should be attended, but the following schedule will be followed if emergencies develop:
- ❖ Absences are allowed per course each quarter equal to 2 times the number of class meetings per month. If class meets 2 times a month within three months, you can miss it once. You can only miss twice in a six-month course.
- ❖ Additional absences must be made clear with the teacher of that class and must be made up or excused at the discretion of the teacher.
- ❖ Unexcused absences in excess of the allowed number will result in the lowering of the final grade by one letter grade; a grade of an A will automatically become a B.
- ❖ Absences in excess of 25% of the scheduled class meetings for a course, regardless of the reason, will result in automatic withdrawal from the course and the assignment of a grade W.



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- ❖ Online courses will, at minimum, have weekly mechanisms for students' participation, which can be documented by any or all of the following methods:
  - Completion of test
  - Submission/completion of assignments
  - Communication with the instructor
- ❖ For the Online students, assignments, tests, exams, and quizzes not handed in on the date given by the instructor will be considered absent.
- ❖ Online students must submit all assignments given by the instructor on or before the due date.
- ❖ Assignments submitted after the due date will drop your grade from an **A** to **B**. All assignments must be submitted by 12 midnight via the due date.

## II. DISMISSAL POLICIES

- ❖ The Potter's Will Bible Way Institute reserves the right at any time to place on probation, suspension, or dismiss a student whose academic standing, financial obligations, payment plans, progress, or conduct is not deemed satisfactory by the administration.
- ❖ The Dean (faculty) may suspend or dismiss any student for reasons including, but not limited to, unsatisfactory academic performance, academic dishonesty or conduct unbecoming to the Christian (Born Again) community. All such actions shall be recorded in the faculty minutes with a statement of the reason(s). A student dismissed prior to the completion of an academic term will receive a grade of **Q** or **F** in the course(s) in which she or he is enrolled, depending on the circumstances of the dismissal.
- ❖ Possible grounds for dismissal shall include, but shall not be limited to:
  1. Academic misconduct including, but not limited to plagiarism or cheating.



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2. Public or private alcohol intoxication
3. Use of illegal drugs
4. Abuse of any drugs
5. Sexual misconduct
6. Sexual harassment
7. Giving false statements on one's application for admission or registration or altering records.
8. Financial malfeasance
9. Fighting, abusive or vulgar language
10. Violation of regulations and policies
11. Disrespect toward another student or teacher
12. Failure to comply to the policies and procedures of The Potter's Will Bible Way Institute
13. Non-payment of tuition

## **III. GRADUATION REQUIREMENTS**

- ❖ The two-year course must be fully completed.
- ❖ Maintain a grade average of 70% or more.
- ❖ All assignments, tests, and quizzes must be turned in.
- ❖ Must pass the final exam with a 70% or more.