



Academic Regulations

1. Student Academic Policy

Student participation in courses, progress reports, evaluation of supervisor, assignment, exams, and other academic processes is obligatory at MOMBI and are an important aspect of the school's pedagogical program and a link in making the students into quality leaders.

We expect diligence in the students' approach to learning. Examples of academic diligence is submission of work on time. It is the responsibility of students to make themselves aware of the academic expectations and disciplinary policies of the institution in which they are enrolled - Mount Olives Ministerial Bible Institute - MOMBI.

And it is the reason why we stay connected with our students through their dedicated WhatsApp number on their smartphone for instant messaging alert from their instructor, notifying the student about important time-sensitive information related to their academics on their message center, and to achieve faster and more seamless communication with their students

2. Student Requirements – Students Must:

- a. Adhere to the standards of academic integrity that are expected in the discipline/s in which they are studying
- b. Ensure you adhere to all instruction giving to you by your supervisor (e.g. written a progress reports, completing an evaluation of supervisor form, assignment, exams, and other academic processes). So, it will not affect your course grades.

3 Late Assignment Submission Policy

Students unable to submit an assessment task by the due date may apply for an extension of time to submit using the Application for Extension from the student dashboard.

Students should not assume that all extension applications will be granted.

If the Supervisor/Instructor satisfied that the student has been prevented from completing the assessment task on time by circumstances similar to those under which a deferred examination could be granted, (ie. documented illness as evidenced by medical certificate or an unforeseen or exceptional employment related issue that is supported by documentation from the employer, or other serious documented cause), then the Unit Coordinator will either:

- Give the student a new date for submission without penalty.

OR

- Decide that the assessment of this portion of the work be done by alternative means.

If the Supervisor/Instructor is not satisfied that the student has been prevented from completing the assessment task on time then he/she will reject the application for extension without penalty.

Students who submit assignment work after the due date (without having obtained an extension by the method specified above) will have the work assessed subject to the following penalty:

1. Up to 24 hours after the due date. The assignment will be marked in the usual way and the mark recorded will be 80% of the actual mark obtained.
2. More than 24 hours and up to 7 days after the due date. The assignment will be marked in the usual way and the mark recorded will be 50% of the actual mark obtained.
3. Later than 7 day after the due date – the assignment will not be marked.

4. For some internal work it is not possible to accept late assignment submissions. The Supervisor/Instructor will ensure that it is stated on the description of the assessment task if late submissions will not be accepted. In this case, any work submitted late (without an approved extension) will receive zero marks no matter how late.

4. Student Status

Students who do not complete the necessary course requirements specified for the program within the deadline. (e.g. Coursework and Exams, etc.), (Your courses do not count towards a degree but are credit-courses), will have their status automatically changed from "**Undergraduate**" "**Graduate**" to "**Personal Enrichment**." [Click here](#) to learn more about our "**Personal Enrichment Program**."

5. Graduation Criteria

In order to graduate and to receive your graduation documents (certificate, diplomas and degrees), students must:

- a. Successfully complete the necessary course requirements specified for the program within the deadline. (e.g. Coursework and Exams, etc.). Students who do not have final grades are not eligible to graduate; Have the required number of credits to graduate to ;
- b. Satisfy any other program requirements, including outcomes-based criteria established for the designated program of study;
- c. Currently be in good academic standing and have achieved a minimum 2.00 program GPA (undergraduate) or 3.00 program GPA (graduate);
- d. Students are responsible for fulfilling all the requirements of their respective degree programs within the deadline. They should consult their Instructors in planning their course schedule and be familiar with MOMB I policies and procedures related to registration for courses and graduation requirements for their degrees.
- e. If a student has completed the requirements for the degree, he/she should apply in the prescribed form to the Director of Study for the award of the degree and pay requisite fees for degree certificate and academic transcript.
- f. Students who have outstanding tuition, fees, fines, owing to the institute will not receive transcripts or parchments until their accounts are settled.

6. Certificates of Completion (not a Degree Certificate and Academic Transcript)

The Director of Study is responsible for the issuance of all letters and certificates of completion for all programs, irrespective of Student Status.

Note:

This document contains official information for the Student Academic. Students are held accountable for the information contained in this Student Academic Policy as electronically published at www.mombi.org

The **MOMB I** reserves the right to change or modify the contents listed herein and the statements within as necessary and will provide appropriate notice to the students via the Student Dashboard. Check the **MOMB I** website at www.mombi.org on a regular basis for updates to this document.

The Director of Study is designated as the principal administrator of this document. Students with questions or comments about these policies should consult with the Director of Study.

We look forward to serving you. Best of luck with your studies! Admission Team.