



# 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. 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**."

## 4. 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 the required number of credits to graduate are not eligible to graduate;
- 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 MOMBI 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](http://www.mombi.org)**

The **MOMBI** 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 **MOMBI** website at **[www.mombi.org](http://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.**