



## **STUDENT HANDBOOK**

### **I. INTRODUCTION**

#### **A. Welcome**

**Welcome to the Ohio School of Ministry. Everything we do is so that you can reach your maximum, God-given potential. We sincerely want you to be prepared for the vocations to which God has called you.**

#### **B. Preamble**

The Ohio School of Ministry (OSOM), as a Christian institution operating under the auspices of the Ohio Ministry Network (OMN), the Association of Assemblies of God District Schools of Ministry (DSOM), and, ultimately, the General Council of the Assemblies of God (GCAG), commits itself to providing high quality ministry preparation. We honor our students as gifted men and women, made in the image of God, who are seeking to develop their skills and aptitudes so that they can attain or expand their ministerial credentials, or simply improve their service to the kingdom. We seek to provide a warm, spiritually, relationally, and academically rich environment, where students, faculty, and administration can thrive. The policies and procedures, set forth here in a spirit of Christian love, are meant to facilitate this endeavor. Any questions or concerns about this document or the policies and procedures herein may be directed to the Dean or the Registrar.

## **II. POLICIES**

### **Academic Integrity**

Academic dishonesty undermines the integrity of the educational experience. As such, instances of misconduct will be dealt with decisively. Unacceptable acts include, but are not limited to, unauthorized collaboration, use of material that is misrepresented as one's own or is improperly cited, and use of prior student-generated material not created for the class in question.

Importantly, facilitating or encouraging any form of cheating is also a violation. At the sole discretion of the Dean or an appointed representative, anyone determined to have committed such acts will, at a minimum, receive a zero for the assignment in question. Depending on the severity and pervasiveness of the conduct, that penalty can further include receiving an F in the course and/or dismissal from OSOM.

### **Academic Integrity Grievance Procedure**

Reports of suspected dishonesty will be handled in the following manner:

1. Upon hearing of the accusation, the Dean or an appointed representative will schedule a meeting with the student. During this meeting, the participants will, in a spirit of Christian love, try to ascertain the nature and severity of the infraction. It is important to note that those inexperienced in academic work may make unintentional mistakes. If it is determined at this stage that the conduct was unintentional, the student will be given an alternate assignment and no further disciplinary action will be taken.
2. If the student is found culpable, he/she will receive a determination in writing from the Dean or an appointed representative within seven days of the meeting. This letter will specify the nature of the infraction and the penalty to be applied.
3. The student can appeal this determination, if he/she responds in writing within seven days of the date of the disciplinary letter. At this point, a meeting will be convened which will include the student, the Dean, and the Registrar. It will be the sole responsibility of the Dean and the Registrar to provide a final, binding determination.

### **Accommodations**

OSOM is committed to providing an accessible and supportive environment for students with disabilities. A student with a disability has a right to an equal opportunity to participate in and benefit from OSOM courses. Students with a disability they feel may affect participation in an OSOM course for any reason should notify the Registrar of their concerns no less than two weeks prior to class. The Registrar will communicate with the Dean in an effort to try and accommodate the needs of the student in whatever way possible.

## **Attendance**

Students must attend the entire class/day to receive credit for the course. If a student knows ahead of time they will not be able to stay for the entire class, they should not sign up for a class that day. If a student has a scheduling conflict and needs to leave early, course credit will not be given. If an emergency arises while the student is at OSOM and the student needs to leave, he/she is to speak to the Registrar & Dean prior to leaving, and they will make a decision regarding the student receiving credit for the course. Situations considered emergencies include illness, family crisis (injury or death), or church/ministry crisis (parishioner injury or death).

## **Authority**

The Registrar and the Dean have the authority to make exceptions to these policies on a case by case basis.

## **Course Auditing**

Courses may be audited for free by family members or anyone interested in taking courses in the future. Any person auditing will not receive the course text overview or receive a course completion certificate. Anyone auditing must register. The cost is \$25 to audit and cover associated costs.

## **Course Books**

For each course, at least one book is required. The book(s) needed for each course are listed at, and can be ordered through, our Christian Book Distributor Ohio School of Ministry site at [www.agsom.christianbook.com/Christian/Books/home?p=1167884](http://www.agsom.christianbook.com/Christian/Books/home?p=1167884). If students already have the textbook or are purchasing from a different source, it is imperative they verify they are using the correct edition.

## **Courses (Nature of)**

OSOM courses are rich and valuable, and they provide the educational basis for pursuing ministerial credentials, but please note the following limitations:

- a. OSOM courses are not offered at the collegiate level but students can receive some transfer credit to some of the Assemblies of God schools that accept it.
- b. Successful completion of OSOM courses does not guarantee credentialing with the Assemblies of God.

## **Course & Level Completion Certificates**

Course completion certificates will be distributed the day of the course before students leave. Level completion certificates will be given to students who have completed an entire level of courses (certified, licensed, ordained) and correspondence sent to the student's pastor, unless the student has instructed otherwise.

## **Course Registration & Tuition**

Online registration via credit card is available at [www.ohioministry.net/ohio-school-of-ministry/](http://www.ohioministry.net/ohio-school-of-ministry/). Tuition for registrations is submitted at least three weeks preceding the OSOM course. Students will not be able to register less than two weeks prior to class.

## **Entrance Requirements**

OSOM students must be 16 years of age and have basic proficiency in the English language.

## **General Conduct**

As is fitting for those who are aspiring towards ministerial credentials, throughout their period of matriculation, students of OSOM are expected to conduct themselves in accordance with the principles set forth in Scripture and specified in the bylaws of the OMN and the GCAG. Reports of suspected violations will be directed to appropriate channels within the OMN. OSOM will seek a determination from the appropriate body as to whether such conduct disqualifies the student for continued enrollment in OSOM.

## **General Grievance Procedure**

If a student feels he/she has not been handled properly in a given situation, they should first email the Registrar. The Registrar will respond and try to resolve the issue. If further action is needed the Registrar will contact the Dean and the Dean will correspond with the student as needed.

## **Grading System**

Students must achieve a passing grade of 70% in order to receive credit for the course. The final grade is achieved by combining the following: 20% Attendance + 40% Text Overview + 40% Exam. Grades are based on a 100 point scale and the following letter grades are assigned: A+ = 100, A = 99-94, A- = 93, B+ = 92, B = 91-86, B- = 85, C+ = 84, C = 83-78, C- = 77, D+ = 76, D = 75-71, D- = 70, F (failure) = 69-0. The typical rules of rounding will be observed.

## **Miscellaneous Policies**

Prior to class instruction, a thorough self-review of the text is required, including completion of the text overview, a photocopy of which must be turned in at the beginning of class for grading.

Students' names, photo/video likeness, testimonials, high scores, etc., may be used for informational and promotional purposes related to OSOM and/or the Ohio Ministry Network without the students' further consent or remuneration.

Test scores may be known by fellow student(s) as a result of in-class grading.

## **Non-discrimination**

OSOM does not discriminate on the basis of race, color, gender, national or ethnic origin, or disability in admissions, or in the administration of educational policies and procedures. All OSOM staff and faculty embrace the exhortation of Scripture to love God with all their being and their neighbors as themselves.

## **Refunds & Withdrawals**

Refunds for course tuition are not given, but students may transfer tuition fees to a future course within one year of the original course registration. The student should email the Registrar when he/she wants to sign up for another course, and the Registrar will send the confirmation email with the new course information. If a student is unable to attend a course, as a courtesy, the student should let the Registrar know via email or voicemail.

## **Transcripts**

Transcripts can be made available upon request for a \$5 fee. Requests must be made via email to the Registrar and transcript will be emailed.

## **Weather Cancellations**

If the local sheriff's department declares a Level 2 or 3 snow emergency for Franklin and/or Delaware counties (the network resource center is located almost on the county line), OSOM will be cancelled since it may be hazardous (2) or even unlawful (3) for anyone to be on the road. Any decisions to cancel will be communicated to the best of our ability via email to OSOM students by 6:00 a.m. the morning of OSOM. Registration credit will be given to all students when OSOM is cancelled. When OSOM classes go ahead as scheduled, you can transfer your registration fee to a future class (see above) if you are unable to attend due to weather conditions in your area.