



Missed CTEL Course Policy

updated January 13, 2016

The Certificate of Theological Education for Leadership (CTEL) is created to be a one-year program consisting of a total of ten courses and two seminars. Although we have designed the cycle of courses to be as accessible in terms of time as possible, we realize that life events may occur that prevent students from joining in the live sessions at the time they are scheduled. We have, therefore, developed this policy for CTEL students who are unable to avoid missing a required CTEL course in part or in its entirety. This policy is specifically for scheduling conflicts; it is not intended to address missed courses owing to student financial difficulties. This policy applies only to CTEL students, and not to students in other certificates.

Guidelines for Making up Missed CTEL Courses

- 1) This policy is only applicable to students enrolled in the Certificate of Theological Education for Leadership (CTEL) program, who need the full cycle of courses to complete the certificate.
- 2) This policy can be applied to a maximum of two (2) required CTEL courses.
- 3) CTEL students who know in advance that they will miss a course, or students who experience an emergency situation that causes them to miss a course must submit a brief petition in writing stating:
 - a. The name and date of the course they will miss and need to make up and,
 - b. The reason for missing the course (life schedule conflict, emergency, illness or other circumstance);
- 4) The petition is due before the start date of the course in all cases except for emergencies, when the petition is due within two weeks of the start date of the course.
- 5) Once the petition is approved, students must still register and pay for the course before the course start date.

- 6) Students may need to complete additional or different assignments for course make-up. This will be determined by the course instructor.
- 7) Students will also enroll in the Moodle portion of the class even if they are not able to participate during the prescribed week of self-paced study.
- 8) Students will have up to 60 days beyond the end of the scheduled course end to complete the assignments.
- 9) If assignments are not complete or petition is denied, students shall plan to register and pay for the next offering of the course in the following year.