![C:\Users\user\AppData\Local\Microsoft\Windows\Temporary Internet Files\Low\Content.IE5\V2WQTHWP\KDSM_LOGO_microsoft[1].jpg]()

KINGDOM DESTINY SCHOOL OF MINISTRY

Code of Conduct Policy

BEGINNERS CLASS

1. Each individual should uphold the policies and guidelines established. Each student is required to adhere to and conform to the instructions and guidance of the leadership of his/her class. Therefore, the following are expected from each student:
	1. Each student will exhibit a high degree of maturity and self respect and foster appreciation for each other.
	2. Students will respect the dignity, feelings, worth, and values of others.
	3. Students will practice personal, professional, and academic integrity. Therefore, individuals found in violation of the Kingdom Destiny School of Ministry’s policies are subject to dismissal without refund.
2. All students must sign in on the attendance sheets. Classes will begin promptly at the scheduled time. Anyone who has not signed in on the attendance sheet upon the start of class will be considered absent.
3. All students must attend a minimum of 14 classes and maintain a C- average to graduate course (may be waived by School Director)
4. Absences for situations such as a death in the family, hospitalization, or other family emergencies may be allowed; however, you must contact your instructor(s) prior to class.
5. Students are expected to be present for the duration of each class.
6. All homework assignments are expected to be completed and turned in on time. Homework turned in late will be reduced by (1) letter grade.
7. No children or pets are permitted in classroom.
8. No cell phones allowed on during class. If you are expecting an important call please place your phone on vibrate.
9. There will be scheduled breaks during the class however; you are expected to return on time from each break.
10. Drinks and snacks are authorized during class time. You must clean up your area as necessary.
11. All excused missed class coursework will need to be made up at a designated time by course instructor(s). Student is responsible for getting assignments from instructor(s).
12. All papers are to be typed using Arial/Times New Romans 11 or 12 pitch and double-spaced.