



Academic Policies for FLAME

Academic Guidelines

1. The class will meet for approximately **24 hours of live classroom time**. Any student who misses more than 4 hours of live classroom time forfeits the entire class.
2. Professors will assign **out of classroom** assignments totaling a minimum of **50 hours**.
3. Out of the classroom work usually includes the reading of the textbook(s) and some short papers or questions to answer. It may also include a project to complete, a paper, and /or some practical application assignment to what they have studied.
4. **All post course work should be completed and sent to the professor one week following the class.** Professors are allowed to grant extensions of time of two weeks for post course work without consulting Education and Clergy Development. Extensions beyond two weeks should be approved by Education and Clergy Development and will result in a reduction of the letter grade for the course. Letter grade reductions are as follows: If a two week extension has been granted, no reduction in letter grade. Post course work turned in after the two week extensions but less than the 3 month absolute deadline for losing credit for the course will require consultations between the Director of FLAME and the individual professor concerning the final grade. Completed work that is turned in during this period will normally incur a two letter grade reduction. All FLAME classes left incomplete at 3 months following the end of the class will be changed from an I to an F and the class must be retaken.
5. Some textbooks may be purchased from Wesleyan Publishing House at [http:// wphonline.com/](http://wphonline.com/). However, some books may need to be purchased from other sources such as Amazon.com
6. The FLAME daily classroom schedule typically follow the following parameters: Each class is designed to maximize the interaction between professors and students as well as interaction between students. Adult learners bring a great amount of life experience, insight, and expertise. When quality facilitation by the professor occurs, learning happens. Typically, FLAME online classes follow a six week format. Each week, students meet for 4-hours on an assigned day of the week (e.g. Monday evenings or Saturday mornings). Students typically are given one week before the first class and one week after the first class to complete pre- and post-work. Students are expected to attend all live class sessions.
7. **All grades should be sent to Education and Clergy Development no later than one month following the course.** If a student has not completed their post course work they will receive an Incomplete and should apply for an extension. Professors should make every attempt to contact students who have not turned in pre-course or post course work. Some students may need grades sooner to complete licensing or ordination requirements. Professors are encouraged to assist these students in receiving a report of their grade as expeditiously as possible.

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