

CHMJI – MSFEJ Policies

Updated 6/14/2021

Academic Credit

All the course requirements for preparation of ordination in the Church Of God In Christ are made available using the online format, as well as CHMJI courses for laity and education certification within the church. A Certificate of Final Completion will be awarded to students at the completion of the ten (10) course curriculum.

Admissions Policy

There is no educational pre-requisite for the certificate programs. The minimum age for all applicants is eighteen (18) years of age. Exceptions to this rule may be made for an applicant who shows evidence of spiritual maturity and stability, recommended by Dean and Jurisdictional Bishop.

Re-Entrance

Students who have dropped or been dismissed may be reenrolled by special arrangements with the Jurisdictional Dean.

Placement

The institute does not guarantee placement of its graduates.

Commencement Attendance

All students are required to participate in the commencement exercises scheduled by their Jurisdictional Institute.

Application Policy

Prospective Students may review the Admission Requirements and complete the Student Enrollment Application. The application can be completed online, or applicants can download the application and mail it along with the one-time Application Fee of \$30.00 to: CHMJI-MSFEJ - Attn: Billy Brown, Assistant Dean, P O BOX 2618, Jackson, MS 39207.

Once the application has been received, the application will be reviewed by the CHMJI-MSFEJ Office of Admissions. Students will receive a determination letter within 7-10 business days. Applicants accepted for enrollment will be assessed a one-time Administrative Fee of \$25.00 which will be due prior to the first course session.

Administration has mandated that all classes will be conducted via the CHMJI-MSFEJ platform, in a virtual setting until further notice. It is therefore recommended that prospective students who do not have internet access via a desktop, laptop, or mobile device, carefully consider this mandate before completing the application.

Course & Textbook Materials

All CHMJI-MSFEJ courses are based on the C. H. Mason Jurisdictional Institute's course descriptions and use of approved textbooks.

Each student is financially responsible for obtaining course textbooks/material. It is recommended students purchase the textbook/materials that are listed within the course syllabus.

Students are not required to purchase the textbooks/materials via the suggested vendor links.

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Attendance Policies

Students are encouraged to attend class as regularly scheduled. Students must attend at least three (3) of the four (4) lectures for a course. Students must be visible and active participants during lecture sessions. If a lecture session is to be missed, it is the responsibility of the student to contact the instructor and CHMJI-MSFEJ Support Team, or the Assistant Dean prior to the beginning of the lecture session. It is the responsibility of the student to contact the instructor for any allowances regarding missed assignments, quizzes or exams.

The replay of each weekly lecture is available the Sunday following the lecture. Please note that the replay of lectures does not count towards class participation grade when a session is missed unless otherwise specified by the course instructor or Dean.

Course Grades (Weight)

All CHMJI-MSFEJ courses will carry the following grade weights:

- **Assignments: Total 30%**
Each course must have two (2) assignments (generally, one (1) quiz @ 15% and one (1) essay or quiz @ 15%.
- **Class Participation: Max of 10%**
Class participation grades are at the sole discretion of the instructor/assistant instructor. Class participation can include, but is not limited to, in-class discussions and willingness to participated as needed.
- **Final Exam: 60%**
The final exam should be a thorough assessment of the information covered in the course. The final exam questions should clearly assess the student's understanding of the course objectives.

All the courses needed to prepare for ordination or licensure in the Church of God in Christ are made available using the online format, as well as CHMJI courses for laity and education certification within the church. A Certificate of Final Completion will be awarded to students at the completion of the ten (10) course curriculum.

Grading Scale

CHMJI-MSFEJ uses the following grading scale for successful completion of all courses.

Numerical Grade	Letter Grade	Numerical Grade	Letter Grade
100 – 93	A	79 – 77	C+
92 – 90	A-	76 – 70	C
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82-80	B-	59 & below	F

Students must pass each course with an overall grade of a 76-70; C to receive a Certificate of Completion.

Live Chat

Live chat is available Monday-Friday from 9am to 5pm & Saturday 8am to 1pm CST. Access Live Chat/Live Help by clicking the chat icon located at the bottom right of your screen.

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Student Fees

Prior to enrolling, it is the responsibility of each applicant to assess the financial requirements necessary for matriculation in the CH Mason Jurisdictional Institute.

Course fees may be paid per course, or per semester. If paying per course, course fees are due prior to the first session of each course. Any course fee not remitted by the 15th of the month during the course will incur an additional \$10 late fee.

If paying per semester, course fees are due no later than the beginning of the first session of the second course of that semester.

Students who are delinquent on course fees after the beginning of the first session of the second course of that semester, will not be allowed to advance to the next course(s) until the account is paid in full.

Any student experiencing financial hardships during the 2-year curriculum, should immediately discuss a plan of action with Administration.