

Student Handbook

This Student Handbook outlines the academic, ethical, and personal responsibilities of all students enrolled at Remnant Global Institute (RGI). Enrollment constitutes agreement with all policies contained herein.

1. Student Responsibilities

A. Class Attendance & Participation

Students are expected to:

- Attend all scheduled classes (live or asynchronous, as designated).
- Arrive prepared, having completed assigned readings and coursework.
- Actively participate in discussions, presentations, and applied learning sessions.
- Failure to attend or engage may result in academic penalties, including grade reduction or course dismissal.

B. Coursework & Academic Obligations

Students are responsible for:

- Completing all assignments by published deadlines.
- Maintaining satisfactory academic progress.
- Regularly checking institutional communication (email, LMS announcements).
- Following all syllabus requirements for each course.
- Late work may be penalized or rejected at the instructor's discretion.

C. Attendance Expectations

Each course or module consists of three (3) to five (5) class sessions. Missing more than two (2) classes within a single course or module constitutes over 50% of the instructional content and significantly impacts learning outcomes.

- Students are expected to attend all scheduled classes within a course or module.

- If a student misses **two (2) consecutive classes**, the Institute will initiate a review to determine:
 - o Whether the student can reasonably catch up and continue in the course, or
 - o Whether it is in the student's best interest to withdraw or drop the course.
- This does not include students who have communicated absences, reviewed class replay, and submitted assignments due during their absence.

D. Student Responsibility & Communication

- It is the student's responsibility to communicate promptly with the instructor regarding any unforeseen circumstances that may affect attendance.
- Failure to communicate may limit the ability to remain enrolled in the course.
- In cases of illness, emergency, or other significant disruptions, instructors will assess possible options for continuation on a case-by-case basis.

2. Student Conduct

RGI is committed to maintaining a respectful, Christ-centered learning environment.

Students are expected to:

- Treat faculty, staff, and peers with dignity, respect, and professionalism.
- Communicate in a manner that reflects biblical character, even during disagreement.
- Refrain from harassment, threats, defamation, discrimination, or disruptive behavior.

Any behavior that disrupts learning, dishonors the institute's mission, or violates policy may result in disciplinary action.

3. Misconduct: Definitions & Procedures

A. Misconduct Includes:

- Harassment, intimidation, or abusive communication
- Disruptive behavior in classes or online platforms

- Academic dishonesty
- Misuse of institutional resources or platforms
- Failure to comply with faculty or administrative directives

B. Disciplinary Process:

1. **Review:** The administration reviews the incident.
2. **Notice:** Student is notified of concern.
3. **Response:** Students are given the opportunity to respond.
4. **Decision:** Administration determines outcome, which may include:
 - Written warning
 - Academic penalty
 - Suspension
 - Dismissal from the Institute

RGI reserves the right to take immediate action in cases of serious misconduct.

4. Academic Integrity

A. Plagiarism & Cheating

Academic dishonesty includes submitting work that is not your own, copying without citation, or falsifying sources. Violations may result in:

- Assignment failure
- Course failure
- Disciplinary action up to dismissal

B. Responsible Use of AI Tools

AI tools may be used only if explicitly permitted by the instructor. Students may **not**:

- Submit AI-generated work as their own
- Use AI to replace required reading, research, or original analysis

- Improper use of AI constitutes academic dishonesty.

5. Online Learning Policies

A. Technology Requirements

Students are responsible for maintaining:

- Reliable internet access
- A functioning computer or tablet
- Access to Canvas LMS and institutional platforms

Technical limitations are not an excuse for missing work or missed deadlines.

B. Technology Failure

In the event of technical issues:

- Students must notify the instructor immediately.
- Documentation may be required.
- Extensions are granted at the instructor's discretion.

C. Privacy & Recording Disclosure

Online classes may be recorded for educational purposes.

- By participating, students consent to potential recording.
- Students may not record, distribute, or share class content without written permission.
- Unauthorized distribution of course material is prohibited.

6. Tuition, Refunds & Financial Responsibility

A. Tuition Policy

All fees must be paid according to schedules.

B. Refund Policy

Registration Fees: All registration fees are **non-refundable** under any circumstances.

Monthly Payment Plans: If a student chooses to withdraw from the program, **tuition refunds will only be issued for any course in which the student has not attended a single class session after the most recent installment payment has been submitted.** Once a student has attended at least one class session in a course, that course is considered in progress and is **non-refundable.**

Paid-in-Full Tuition: Students who pay tuition in full may be eligible for a **prorated refund based on courses attended,** not individual class sessions.

Prorated Refund Example: Each course is valued at **\$150** and consists of three (3) to five (5) class sessions. If a student attends **at least one class session** in a course, **no refund will be issued for that course.**

If a student pays full tuition of **\$1,350** and attends at least one class session in one course, the student will be refunded **\$1,200,** reflecting the non-refundable \$150 for the course attended.

Additional courses attended will each reduce the refundable amount by \$150.

Important Notes:

- Refunds apply only to tuition; all other fees are non-refundable.
- No refunds will be issued for partially completed courses.
- Refund requests must be submitted in writing to the administration.
- Remnant Global Institute reserves the right to make final determinations regarding refunds.

C. Financial Responsibilities

Students must:

- Pay all required tuition, fees, and installment payments by posted deadlines.
- Understand that access to courses, transcripts, or graduation may be withheld for unpaid balances.
- Notify the administration immediately if financial hardship arises.
- Failure to meet financial obligations may result in administrative withdrawal from courses or programs.

7. Student Records & Privacy

Although RGI operates as a religious educational institution and is not governed by federal FERPA regulations, we voluntarily uphold strong privacy standards.

A. Records Protection

RGI safeguards student information, including:

- Academic records
- Financial records
- Enrollment and disciplinary files

Information is only shared:

- With authorized staff for institutional purposes
- When required by law
- With student consent

B. Student Rights

Students may:

- Request access to their academic records
- Request correction of inaccurate information

8. Institutional Protections & Disclaimers

A. Program Changes

RGI reserves the right to:

- Modify curriculum, schedules, instructors, and policies as necessary
- Update program requirements at any time

B. Non-Denominational Authority

RGI operates under biblical authority and institutional governance. Enrollment does not imply endorsement of individual interpretations beyond the Institute's stated doctrinal framework.

C. No Guarantee of Ordination or Licensing

Completion of any program:

- Does not guarantee ministerial licensing, ordination, or employment
- Does not replace denominational credentialing or state licensure

9. Grading & Evaluation Policy

Remnant Global Institute utilizes a structured grading system consistent with standard college-level expectations. Grades reflect academic engagement, participation, and accountability within a formation-based learning environment.

Unless otherwise specified in a course syllabus, student performance will be evaluated using the following weighted criteria:

- **Homework, Assignments, and Coursework: 40%**
Includes written assignments, reflections, Scripture analysis, and practical application exercises designed to demonstrate comprehension and application of course material.
- **Discussion Boards and Class Participation: 30%**
Includes discussion board contributions, live class engagement, and meaningful interaction with instructors and peers. Participation is evaluated based on quality, relevance, and consistency.
- **Attendance: 20%**
Includes presence at scheduled classes, required intensives, and designated learning activities. Attendance is considered an essential component of the Institute's formation-based model.
- **Final Assessment or Capstone (when applicable): 10%**
May include a final reflection, presentation, practical demonstration, or instructor-assigned assessment. Not all courses require a final assessment.

10. Acknowledgment of Agreement

By enrolling at Remnant Global Institute, students affirm that they:

- Have read and understand this Student Handbook.
- Agree to abide by all policies and procedures.
- Accept responsibility for their academic, financial, and personal conduct.