

Doctor of Ministry
PTH 905 Leading Christian Organizations

Core Course 4 - October 21-25, 2002

Syllabus Addendum

Dr. J. Melvyn Ming

1. All course materials must be sent directly to the AGTS Doctor of Ministry Office. The Doctor of Ministry Office will place a date stamp on all work on arrival. No work will be accepted by e-mail or that is sent directly to the professor, without advance approval from the professor. This is done for your protection and to facilitate communication between the AGTS DMin Office and the professor.
2. All work must include on the cover sheet or in the top right corner of the first page list:
 - Student name
 - Course number
 - Course session dates
3. All pre-session reading and work will only be accepted the first day of class.
4. The course final grade will be lowered _ letter grade for each week ANY work is late. No work will be accepted more than 7 weeks late without the written authorization and permission of the Doctor of Ministry Director and the highest grade will be a "C" except in extreme circumstances.
5. Work submitted on time will be graded within six weeks of receipt by the professor from the DMin office (and usually within three weeks). Grades and papers will be returned to the DMin Office. Late work will usually not be graded until the professor's next scheduled grading day, which may be as long as four months.