GLOBAL CLASSROOM

MODULE[1] COMPLETION POLICY

POLICY GUIDELINES FOR STUDENTS

A GC student will be allowed up to 2 weeks, after the module end date (Saturday of the last week), to submit any pending work. Grading stipulations related to late submissions may be applicable in such a scenario, at the discretion of the module instructor/facilitator.

If a student is not able to complete the module within the 2-week extension period, he/she will be temporarily barred from attempting the remaining module steps and the assessment tasks. Access to the module will be temporarily revoked, with the progress of the student being preserved wherever he/she is at the end of the 2-week extension period.

The student will be allowed to resume the module, when the module instructor/facilitator starts the module with the next batch, by paying a stipulated Late Completion fee. Please note that the student will have to complete the remaining steps simultaneously with any regularly scheduled module. Grading stipulations related to late submissions may be applicable in such a scenario, at the discretion of the module instructor/facilitator.

The student will be allowed to resume the module, when the module instructor/facilitator starts the module with the next batch, by paying a stipulated Late Completion fee. Please note that the student will have to complete the remaining steps simultaneously with any regularly scheduled module. Grading stipulations related to late submissions may be applicable in such a scenario, at the discretion of the module instructor/facilitator.

If a student is not able to complete the remaining steps in the second attempt, then the program will pause for him/her, and they will be able to continue only after redoing the whole module at the next instance. Please note that the module progress will be fully reset, and the student will have to restart the module. Once they complete that module, then can resume their program.

A student can have a **maximum of two incomplete modules** at any given point in time, during the program. If a student has more than two incomplete modules, the program will be paused for him/her, and it will only resume once they have brought the number of incomplete modules to two or below.

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[1] MODULE AND COURSE CAN BE USED INTERCHANGEABLY

IMPORTANT NOTE: If a student is not able to complete even one module in the second attempt, the program will pause for them until they clear that module in the next (reset) instance, even if the number of incomplete modules for him/her is 2 or less.

In any of the circumstances mentioned above, the student will be able to continue/repeat the module (after the 2-week extension period) only when the next instance of the module is conducted as per the course schedule, which may be after 4-8 months, depending on the course schedule for the upcoming batches.

ATA requires that any program started by a student must be completed within 6 years (for 3-Year M.Div) for them to be eligible for an accredited degree.

In case the student expressly requests for some time in addition to the 2-week extension period to complete a module, the academic office may allow for the same, provided the student completes the module along with the subsequently scheduled module not being affected. It will be the responsibility of the student to work on all the modules simultaneously and complete the past-due module and the currently running module on time.

A teacher, however, is not required to grade the late submissions until the next instance of that particular module, whenever that may be conducted. When the next instance of the course is conducted by the teacher, the teacher may grade the late submissions from the previous course group at that point, and may also apply late-submission penalty as deemed fit by the teacher.

In any situation, the student is required to complete all the modules within a bundle before the last date of the last module in that particular bundle. If a student fails to complete any module within a bundle, the program will pause for them and will only restart after they complete all the due work. A fresh schedule for their program recommencement will be communicated to the student according to the overall schedule current at that time. Please note that the student may not be a part of the original group/batch and he/she may be part of a new group/batch in this case.

The individual gradebooks for each course instance will be released at the end of 4 weeks from the completion date of the module. The Bundle Gradebook for each bundle for a batch group will be released after 6 weeks of the completion of the last module in that particular bundle.

LATE COMPLETION FEES

The following late completion fee will be applicable for the second and third attempts:

Second Attempt	INR 750
Module Restart	Full module fee applicable at the time

POLICY GUIDELINES FOR INSTRUCTORS | FACILITATORS

The module instructor is expected to regularly check in the instructor dashboard for any late submissions for two weeks after the completion of a module and grade the same promptly.

The module instructor is expected to grade all the submissions in the instructor dashboard by the end of third week from the module completion date.

In case of any student/s not completing their pending work within the stipulated timeframe of 2 weeks, the admin office will send a summary email to the module instructor detailing the number of students who have not completed the module, and the percentage completion remaining.

The students will resume the incomplete module and attempt to complete the same when the module instructor takes the same module with the next batch. Any changes or exceptions to the above will be notified by the Admin office through email.

In terms of the workflow, there will be no changes from the perspective of the module instructor, in case of students completing a module with the next batch. All submissions from the current and previous batches will be available in the instructor dashboard for the module instructor to grade. The instructor may also sort the submissions batch-wise on the same page, in case it is needed. **IMP:** In any scenario, the module instructor is not expected to grade any submissions after the two-week period (from the module completion date), and his/her work with respect to the said batch will be regarded as complete, provided he/she complete the grading in the instructor dashboard by the end of the third week of module completion.

The module instructor is encouraged to provide any assistance sought by the students completing their incomplete module, should they ask for the same.