



“ACADEMY for CHAMPIONS of EXCELLENCE”

HANDBOOK

“ACADEMY for CHAMPIONS of EXCELLENCE”



“ACADEMY for CHAMPIONS of EXCELLENCE”

BOARD OF DIRECTORS

The Board of Directors is dedicated to the growth, spiritual and theological development of each of its students. The Board of Directors is comprised of outstanding leaders in the ministry, business, and education. The current Board of Directors is comprised of the following individuals:

Apostle Kenneth Robinson (Dean)

Dr. Vivian P. A. Mack (Director)

Dr. Denyce Daniels

Dr. Latasha Harrison

Pastor Karen Gatling

Pastor Charles Anderson



“ACADEMY for CHAMPIONS of EXCELLENCE”

MISSION: To facilitate educational prowess and promote a theological and leadership education that will equip participants to walk in purpose and destiny as they serve in local churches, missions, agencies, military, and social service organizations locally as well as worldwide. To also provide outstanding spiritual, intellectual and human preparation for the rigors of ministry.

VISION: To become an extraordinary school of ministry by providing a premier theological education while developing Christian servant leaders through dynamic teaching, biblical truths, and positive peer and mentor relationships with matriculation from both the Dream Life membership and other Christian churches.

Implementing such a program will lead to acquiring accreditation

GOALS:

1. To teach students how to rightly divide the Word of God.
2. To enhance students’ skills, knowledge, abilities, and character to become effective practitioners of the Word of God, and to exercise their five-fold calling, and spread the Gospel of Jesus Christ throughout the world.
3. To cultivate Godly attitudes, perceptions, behavior, and actions, which will enable students to successfully encounter and deal effectively and efficiently with the challenges of our complex world, utilizing the Divine Power and Authority of the Holy Spirit.
4. To exhort students to master their biblical studies so that they may fully serve the Lord in ministries, churches, missions and religious organizations.
5. To encourage students to:
 - Obtain in-depth training in key functional areas as outlined in Dream Kingdom School of Ministry’s curriculum.
 - Enhance and/or update student’s awareness of the academy’s theological, practices, models of spiritual character and expectations for their personal life and the work of the ministry.
 - Understand and apply Dream Kingdom School of Ministry principles and knowledge, globally, domestically and internationally.
 - Seek how to successfully utilize new technologies, methods, and materials within students’ ministry areas of responsibility.
 - Learn about ministry duties and responsibilities.

OBJECTIVES:

1. To perfect individuals for the work in the ministry and to prepare leaders for ministry programs, services, activities, and growth.

Developed 10.2019

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

2. To develop specialized training that will enable the student to be an asset to the church and their leaders in every capacity of worship. This will also result in alleviating the rigors of a Senior Pastor.
3. To provide a series of professional development courses that will lead to certification and/or a diploma in “Bible, Ministerial Development, Leadership & Success and Counseling”.

BOARD MEMBER CREDENTIALS

Vivian P. A. Mack, BS, MS, MS Theo. EdD

- EdD, Educational Leadership- Nova Southeastern University, Fort Lauderdale, Fl.
- MA Theology, Saint Mary’s Seminary and University, Baltimore, MD
- MS Educational Administration and Supervision, Morgan State University, Baltimore. MD
- BS Biology, Morgan State University, Baltimore. MD
- Maryland Certification in Administration I, Administration II
- Retired Principal of Baltimore City Public School System
- Founder of Win Victory Ministries and #MYSOULMATTERS outreach
- Adjunct Professor at Coppin State University
- Conference, International, and Public Preacher/Speaker
- DreamLife Worship Center Team Leader and Director for the School of Ministry

Denyce Watties Daniels, DNP, MS, RN OLC

- Doctorate of Nursing Practice (DNP) degree- University of Maryland at Baltimore (Nursing)
- Masters of Science in Nursing (MSN) degree- University of Maryland at Baltimore (Nursing, education, administration)
- Bachelors of Science in Nursing (BSN) degree- Coppin State University (Nursing)
- Certified Online Educator, OLC
- Maryland State Trainer, Simulation in Nursing
- Thurgood Marshall Foundation, Hewett Packard Faculty of the Year in Technology
- Conference speaker
- Tenured Faculty, Coppin State University College of Health Professions
- Elder- DreamLife Worship Center
- Team Leader-Outreach Ministry- DreamLife Worship Center
- Co-Chair Executive Board- DreamLife Worship Center



“ACADEMY for CHAMPIONS of EXCELLENCE”

Karen Gatling, BS

- Bachelor of Science Degree, Childhood Education, Elizabeth City State University, Elizabeth City, North Carolina
- Associate of Arts Degree Atlantic Community College, Mays landing, New Jersey
- Associate Pastor of DreamLife Worship Center
- Retired Educator of 36 years with the Baltimore City Public School System
- Author (Book: Behind the Bricks)
- Inventor (two inventions patent pending)
- Public and International Speaker
- Church Community Outreach Liaison for Winfield Elementary School
- Team Leader, Education Department at DreamLife Worship Center

Latarsha Harrison BS, MS, PhD

- EdD, Educational Leadership, Nova Southeastern University, Fort Lauderdale, Fl.
- M.Ed., Special Education, Coppin State College, Baltimore, MD.
- M.S., Special Education with a concentration in Inclusion, Johns Hopkins University, Baltimore, MD.
- Maryland Certification in Administration I, Administration II, Dance PK-8, and Generic Special Education 1-8
- Candidate for M.S. Clinical Mental Health Counselor, Loyola University, Columbia, MD
- B.A., Dance, University of Maryland, College Park, MD.
- Counselor/Therapist at Pastoral Counselor and Consultation of Greater Washington-Imago Center
- Special Education Administrator with Howard County Public Schools
- Adjunct Professor at Bowie State University
- Co-Owner of Limitless Love, LLC.

Charles Anderson, AA, BS

- BS: Business Administration - Morgan State University
- AA: Biblical Studies - North Carolina College of Theology
- BS: Biblical Studies - North Carolina College of Theology
- Postgraduate Certificate: Theology - North Carolina College of Theology
- Associate Pastor of DreamLife Worship Center
- Sunday School Superintendent and Instructor of DreamLife Worship Center



“ACADEMY for CHAMPIONS of EXCELLENCE”

Faculty Job Description

Position Title: *Instructor*

Position Definition:

Provides class instruction for one of the following major disciplines: Bible, Theology/Preaching, Counseling, Leadership & Success Institute under the direction of the Director of Educational Services

- **Bible**: This discipline is designed to give students the foundational doctrinal truths found in the Old Testament and New Testament to enhance their understanding of the Word of God, which benefits their spiritual maturity and ministry.
- **Leadership**: This discipline is designed to develop students’ skills, knowledge, abilities and character. Enabling them to understand and uncover within, leadership ability in those around them and the proper application of leadership gifts and talents in the home, family, job, business, church and other environments.
- **Success**: This discipline is designed to teach students success principles, of: how to find their purpose, how to maintain a course of action to accomplish life goals and how to identify the laws of success.
- **Theology/Preaching**: This discipline is designed to give students a firm foundation in Homiletics, Systematic Theology and other areas pertinent for the growth of ministers
- **Counseling**: This discipline is designed to give students the knowledge and skills necessary to assist/guide others in resolving personal, social, behavioral, character and other difficulties to enable them to live a healthy and wholistic life.

Responsibilities

Developed 10.2019

6

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

- Develop syllabus and assignments, administer quizzes, exams and other means of testing to determine students’ progress in learning.
- Present and teach information to students in a well-organized and articulate manner.
- Attend staff meetings.
- Attend student orientation.
- Submit attendance sheet and grades to the Registrar and Director in a timely manner.

Reporting Relationship Situations

Faculty of the iDream School of Ministry report to the Dean of the school

Qualifications

An **instructor** must meet all qualifications for Leadership as set by DLWC in addition to the following:

- Must have an educational background that shows evidence of preparation for teaching.
- Must be secure in his/her “spiritual walk” and capable of praying for others.
- Must be willing and able to serve as a team member and be a problem solver.
- Must be competent, loving, caring and protective of the Word of God in your heart.
- Must establish and maintain professional and collegiate relationships coupled with a Christ-like character.
- Must be resourceful and prompt in serving and accountable for actions of self and others.
- Must be prayerful, sensitive, wise and compassionate with those who are in need of spiritual support, encouragement and ministering of the Word.



“ACADEMY for CHAMPIONS of EXCELLENCE”

- Must have the ability to plan, organize and direct activities; interpret and apply church rules and policies, work with ethnically diverse individuals of all ages, interact with others in an effective manner, and maintain a healthy and safe environment.
- Must be flexible and able to meet deadlines under stressful situations.
- Must have good organizational, communication and people skills.
- Knowledge of curriculum and successful experience providing professional teaching, instructing or mentoring individuals and/or groups.
- Ability to follow written and oral directions.
- Experience writing lesson plans, sermons or training curriculum.
- Any combination of education, training, and experience that provide the required knowledge, skills, abilities and character, as determined by the Dean and Board.

ADVISORS

iDream School of Ministry Student Advisors

Students will be assigned an academic advisor based on their program of study. All students are encouraged to meet with their academic advisor at least twice a year. The following faculty members are academic advisors for the iDream School of Ministry.

Pastor Karen Gatling – Old Testament Biblical Studies

Pastor Charles Anderson-- New Testament Biblical Studies

Dr. Denyce Daniels – Leadership Studies and Success

Dr. Latarsha Harrison– Counseling

ADMISSION POLICIES AND PROCEDURES

To be eligible for admission to iDream School of Ministry, applicants must possess a high school diploma or a high school equivalency diploma, based on the General Education Development (GED) test. GED applicants must have achieved a total score of 225 with a minimum score of 45 in each section of the test. All applicants are required to submit an official transcript from each high school and post-secondary school attended iDream

Developed 10.2019

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

School of Ministry does not accept credits from other Bible institutions. Please note that iDream School of Ministry occasionally admits students who do not meet all of these requirements. Therefore, we encourage all those who are interested to apply.

Interested applicants must submit a completed application form to the Registrar by the date posted for admission prior to the beginning of classes each semester. Completed applications must be accompanied by the required twenty-five dollar (\$25.00), non-refundable application fee. Applicants must arrange to have an official transcript sent directly to iDream School of Ministry from each high school or post-secondary school attended. Transcripts delivered by hand without an official seal of the institution will not be accepted.

CREDIT HOUR ALLOCATION

Students will be granted 3 credits for each 3-hour course they complete. The student must receive a final grade 70% or better in courses. Students are expected to spend at least 3 hours outside of class in course preparation.

Certificates will be awarded to students in an annual awards program for the successful completion of any of the ministry tracks below:

Students who successfully complete one or more courses within a given year will receive a **Certificate of Completion** at the end of the designated school year.

Students who successfully complete a course or more every semester for a full year will receive a **Program Certificate** at the end of the designated school year.

Students who successfully complete a course of study in Bible, Counseling, Theology or Leadership and Success will receive a **Graduate Certificate** at the end of the designated school year.

Courses must be taken in the identified sequence as outlined by the instructor of each discipline.

ACCEPTANCE OF TRANSFER CREDIT

Developed 10.2019

9

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

Students requesting to receive transfer credits for courses taken at another approved institution must submit a written request and an official transcript to iDream School of Ministry. This request must be submitted 4 weeks before the beginning of any semester. The student’s request will be reviewed by the Dean of the iDream School of Ministry and its Board of Directors for approval. Courses will only be considered for transfer credit if the student has earned a grade of “C” or higher in the course.

CORE COURSE REQUIREMENTS

All students are required to take:

Old Testament Survey B202

New Testament Survey B302

Writing, Test Taking and Note Taking Skills LS 400

COURSE REQUIREMENTS

Forty-eight (48) credits are required for all ministry tracks. Upon completion of a ministry track, a Graduate Certificate will be awarded.

Required Core Courses for all ministry tracks:

Old Testament: Old Testament Survey.....	B 202.....	3 credits
New Testament Studies: New Testament Survey.....	B 302.....	3 credits
Writing, Test Taking and Note Taking Skills.....	LS 400.....	3 credits

THEOLOGY:

Homiletics I.....	T 101.....	3 credits
Homiletics II (Study Resources, Great Theologians & Preaching Clinic)....	T 102.....	3 credits
Systematic Theology I.....	T 105.....	3 credits
Systematic Theology II.....	T 110.....	3 credits
Fundamentals of Theological Ethics/Moral Theology.....	T 225.....	3 credits
Church Doctrines.....	T 300.....	3 credits
The Early Christian Church (Acts).....	T.350.....	3 credits
Church History.....	T 400.....	3 credits



“ACADEMY for CHAMPIONS of EXCELLENCE”

Modern Church History.....	T 401.....	3 credits
Two leadership and Success Courses.....		6 credits
Students must take the 3 Core Courses.....(see Above).....		9 credits
Students may take 1-3 electives of choice		9 credits

Bible:

Old Testament

The Torah/Pentateuch.....	B 201.....	3credits
Old Testament Survey.....	B 202.....	3credits
History of Israel I.....	B 210.....	3credits
History of Israel II.....	B 211.....	3credits
The Book of Poetry.....	B 315.....	3credits
The Major Prophets.....	B 420.....	3credits
The Minor Prophets.....	B 421.....	3credits

New Testament

The Gospels.....	B 240.....	3credits
New Testament Survey.....	B 150.....	3credits
The Pauline Epistles.....	B 310.....	3credits
General Epistles.....	B 311.....	3 credits
The Holy Spirit.....	B 320.....	3 credits
Eschatology (Book of Revelation).....	B 420.....	3 credits
The Life and Ministry of Jesus.....	B 111.....	3 credits

Pastoral Counseling:

Introduction to Pastoral Counseling.....	PC 100.....	3 credits
Human Development.....	PC 110.....	3 credits
Helping Relationship.....	PC 120.....	3 credits
Counseling Theory and Practice.....	PC 130.....	3 credits
Diversity.....	PC 140.....	3 credits
Substance Abuse.....	PC 150.....	3 credits
Ethical and Legal Issues.....	PC 160.....	3.credits
Family Counseling.....	PC 170.....	3 credits
Group Theory and Practice.....	PC 180.....	3 credits
Career.....	PC 190.....	3 credits

Developed 10.2019

- The handbook is not considered a binding contract and subject to change.



“ACADEMY for CHAMPIONS of EXCELLENCE”

Counseling and Spirituality.....	PC 200.....	3 credits
Clinical Case Conference I.....	PC 210.....	3 credits
Clinical Case Conference II.....	PC 220.....	3 credits

Leadership and Success:

21 Qualities of a Leader.....	LS 101.....	3 credits
21 Irrefutable Laws of Leadership.....	LS 102.....	3 credits
Developing a Non-Profit Organization.....	LS 200.....	3 credits
7 Habits of Highly Effective People.....	LS 201.....	3 credits
Developing the Leader in You.....	LS 202.....	3 credits
Writing for Publication.....	LS 203.....	3 credits
Mentoring/ Raising a Timothy	LS 204.....	3 credits
Becoming a Leader.....	LS 300.....	3 credits
9 Keys to Successful Leadership.....	LS 301.....	3 credits
Organizational Behavior.....	LS 302.....	3 credits
Leading Up/ Leading Down.....	LS 303.....	3 credits
Finding your Leadership Strengths.....	LS 401.....	3 credits
Leadership Practicum	LS 402.....	3 credits

CURRICULUM PLAN

The following chart indicates the sequence of course in the iDream School of Ministry. Students may currently take two (2) courses each semester. All students are required to regularly attend class and complete assignments to receive 3 credit hours.

FIRST YEAR STUDIES (SUBJECT TO CHANGE)

WINTER COURSE		SPRING SEMESTER		FALL SEMESTER	
Theology:: Homiletics T 100	3	Theology: Homiletics T 101	3	Theology: Systematic Theology I T 105	3
Dr. Vivian P. A. Mack		Dr. Vivian Mack		Dr. Vivian Mack	



“ACADEMY for CHAMPIONS of EXCELLENCE”

Old Testament Studies: The Torah/ Pentateuch B 201 Pastor Karen Gatling	3	Old Testament Studies: Old Testament Survey B 202 Pastor Karen Gatling	3	Old Testament Studies: History of Israel I B210 Pastor Karen Gatling	3
New Testament Studies: New Testament Survey B 150 Pastor Charles Anderson	3	New Testament Studies: The Gospels B 240 Pastor Charles Anderson	3	New Testament Studies The Pauline Epistils B 310 Pastor Charles Anderson	3
Leadership and Success: 21 Qualities of a Leader LS 101 Dr. Denyce Daniels	3	Leadership and Success: 21 Irrefutable Laws of Leadership LS 102 Dr. Denyce Daniels	3	Leadership and Success: Writing, Test Taking and Note Taking Skills LS 400 Dr. Denyce Daniels	3
Pastoral Counseling: Introduction to Pastoral Counseling PC 100 Dr. Latasha Harrison	3	Pastoral Counseling: Human Development PC 110 Dr. Latarsha Harrison	3	Pastoral Counseling: Helping Relationships PC120 Dr. Latarsha Harrison	3
Elective (TBA)		Elective (TBA)		Elective (TBA)	3
Total	18		18		18



“ACADEMY for CHAMPIONS of EXCELLENCE”

SECOND YEAR 2021 (SUBJECT TO CHANGE)

WINTER COURSE		SPRING SEMESTER		FALL SEMESTER	
Old Testament Studies: The Minor Prophets B 421	3	Old Testament Studies: The Torah/Pentateuch B 201	3	Old Testament Studies: Old Testament Survey B 202	3
Pastor Karen Gatling		Pastor Karen Gatling		Pastor Karen Gatling	
New Testament Studies: The Pauline Epistles B 310	3	New testament Studies: The Holy Spirit B 320	3	New Testament Studies: The Gospels B 301	3
Pastor Charles Anderson		Pastor Charles Anderson		Pastor Charles Anderson	
Pastoral Counseling: Human Development PC 110	3	Pastoral Counseling: Helping Relationship PC 120	3	Pastoral Counseling: Counseling Theory and Practice PC 130	3
Dr. Latasha Harrison		Dr. Latarsha Harrison		Dr. Latarsha Harrison	



“ACADEMY for CHAMPIONS of EXCELLENCE”

Leadership and Success: The 7 Habits of Highly Effective People LS 201 Dr. Denyce Daniels	3	Leadership and Success: Developing the Leader in You LS 202 Dr. Denyce Daniels	3	Leadership and Success: Mentoring/ Raising a Timothy LS 204 Dr. Denyce Daniels	3
Theology: Systematic Theology II T110 Dr. Vivian Mack	3	Theology: The Early Christian Church (Acts) T 350 Dr. Vivian Mack	3	Theology: Fundamentals of Theological Ethics T225 Dr. Vivian Mack	3
ELECTIVE (TBA)	3	ELECTIVE (TBA)	3	ELECTIVE (TBA)	3
Total	18		18		18

WINTER COURSE		SPRING SEMESTER		FALL SEMESTER	
Old Testament Studies: The History Books I B 210 Pastor Karen Gatling	3	Old Testament Studies: The History Books II B 211 Pastor Karen Gatling	3	Old Testament Studies: The Major Prophets B 421 Pastor Karen Gatling	3
New Testament Studies: General Epistles B 311 Pastor Charles Anderson	3	New Testament Studies: Eschatology (Book of Revelation) B 420 Pastor Charles Anderson	3	New Testament Studies: New Testament Survey B 302 Pastor Charles Anderson	3



“ACADEMY for CHAMPIONS of EXCELLENCE”

Pastoral Counseling: Diversity PC 140 Dr. Latarsha Harrison	3	Pastoral Counseling: Substance Abuse PC 150 Dr. Latarsha Harrison	3	Pastoral Counseling: Ethical and Legal Issues PC 160 Dr. Latarsha Harrison	3
Leadership and Success: Becoming a Leader LS 300 Dr. Denyce Daniels	3	Leadership and Success: 9 Keys to Successful Leadership LS 301 Dr. Denyce Daniels	3	Leadership and Success: Organizational Behavior LS 302 Dr. Denyce Daniels	3
Theology: Homiletics T101 Dr. Vivian Mack	3	Theology: Systematic Theology I (Fundamentals) T105 Dr. Vivian Mack	3	Theology: Systematic Theology II T110 Dr. Vivian Mack	3
ELECTIVE (TBA	3	ELECTIVE (TBA	3	ELECTIVE (TBA	
Total	18		18		18

THIRD YEAR (SUBJECT TO CHANGE)



“ACADEMY for CHAMPIONS of EXCELLENCE”

FOURTH YEAR 2023 (SUBJECT TO CHANGE)

WINTER COURSE		SPRING SEMESTER		FALL SEMESTER	
Old Testament Studies: The Books of Poetry B 315 Pastor Karen Gatling	3	Old Testament Studies: Minor Prophets B 421 Pastor Karen Gatling	3	Old Testament Studies: Major Prophets B 420 Pastor Karen Gatling	3
New Testament Studies: The Life and Ministry of Jesus B 111 Pastor Charles Anderson	3	New Testament Studies: General Epistles B 311 Pastor Charles Anderson	3	New Testament Studies: Pauline Epistles B 310 Pastor Charles Anderson	3

Developed 10.2019

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

Pastoral Counseling: Family Counseling PC 170 Dr. Latarsha Harrison	3	Pastoral Counseling: Group Theory and Practice PC 180 Dr. Latarsha Harrison	3	Pastoral Counseling: Career PC 190 Dr. Latarsha Harrison	3
Leadership and Success: Leading Up/Leading Down LS 303 Dr. Denyce Daniels	3	Leadership and Success: Finding your Leadership Strengths LS 401 Dr. Denyce Daniels	3	Leadership and Success: Leadership Practicum LS 402 Dr. Denyce Daniels	3
Theology: Homiletics T 101 Dr. Vivian Mack	3	Theology: Church History T 400 Dr. Vivian Mack	3	Theology: Modern Church History T 401 Dr. Vivian Mack	3
ELECTIVE (TBA)	3	ELECTIVE (TBA)	3	ELECTIVE (TBA)	3
Total	18		18		18

TUITION AND FEES

Academic Year

2019-2020

Developed 10.2019

18

- *The handbook is not considered a binding contract and subject to change.*



“ACADEMY for CHAMPIONS of EXCELLENCE”

The following tuition and fees must be paid before a student is admitted to class and are subject to change without notice.

Students are required to pay an annual non-refundable **Registration Fee** of \$50.00 per academic year. This fee is due at the time of registration. After the close of registration, there will be a **late fee** of \$10.00.

Students are required to pay a **Student Activity Fee** of \$25.00 (reception, graduation, etc.). This fee is non-refundable.

TUITION

Tuition is \$50.00 per credit for all classes.

1 – credit - \$50.00 each = \$ 50.00

2 – credits - \$50.00 each = \$100.00

3 – credits - \$50.00 each = \$150.00

4 – credits - \$50.00 each = \$200.00

PAYMENT OF TUITION AND FEES

Tuition and fees are due at the time of registration. Students may remit payment by using credit cards, cash app or personal checks. All monies must be made payable to DreamLife Worship Center (DLWC). No third-party checks will be accepted. If a personal check is returned or a credit card purchase is rejected, the student must pay the amount of the check and a \$30.00 return check fee.

Return check fee policy: After two returned checks or two credit card submissions are rejected, the student must remit tuition and fees only in cash, using the cash app, credit card or certified check or money order payable to DreamLife Worship Center (DLWC).



“ACADEMY for CHAMPIONS of EXCELLENCE”

TUITION ADJUSTMENTS

Institutional Refund Policy: The iDream School of Ministry will refund tuition according to the following policy:

1. A full refund, minus the registration and activity fees, will be given once evidence of illness is provided which disallows a student to start a semester or who has to drop the class within a two-week period.
2. A full refund, minus the registration and activity fees, will be given when a student has to transition to another state/country, which disallows a student to start a semester or who has to drop the class after a two-week period. The refund will be processed once the new address is documented.
3. A 90% refund, minus the registration and activity fees, will be given to a student disenrolling from the school on or before the first day of class. The disenrollment MUST be documented from the Director or the Registrar’s Office.

Drop/Add Without Lose of Tuition/Fees: A student can drop a course within a two-week period if they are transferring to another class. An iDream School of Ministry Board member must approve and document the changes. There will be no full or partial refunds for dropped classes after the two-week time period.

DELINQUENT ACCOUNTS

Accounts of students who fail to meet the specified deadline for paying any fees at the iDream School of Ministry are considered delinquent. Students with delinquent accounts will not be



“ACADEMY for CHAMPIONS of EXCELLENCE”

permitted to enroll in classes or receive a copy of their transcript and/or diploma until all financial obligations are satisfied.

ACADEMIC PROBATION

Students failing to achieve a passing final grade of “C” or better in a course will be placed on academic probation for one semester. Students that obtain an accumulative grade point average less than a 2.0 will be placed on academic probation.

RE-ENROLLMENT IN A COURSE

Students failing to receive a grade of “C” or better in a course must re-take the course and achieve a passing grade. A student cannot retake a course more than two (2) times without the consultation and approval of an advisor or director

COURSE WITHDRAWAL POLICY

A student may withdraw from a course at any time before the first 5 weeks of each semester. To officially withdraw from a course, a student must complete a course withdrawal form available from the registrar. No monetary refunds will be given.

Students will receive a “W” on their transcripts, indicating they have officially withdrawn from the course.

Failure to meet the deadline for withdrawing from a course will result in the student receiving a grade of “F” or a final letter grade for the course deemed appropriate by the instructor.

In cases of an extreme emergency or of serious illness documented by a physician, students may be allowed to withdraw from a course after the first 5 weeks of the semester.

COLLEGE WITHDRAWAL



“ACADEMY for CHAMPIONS of EXCELLENCE”

A student withdrawing from the iDream School of Ministry has decided not to continue to pursue a degree at the academy. Students seeking to withdraw from the school and all of their semester courses must complete an official withdrawal form available from the Registrar. A student failing to officially withdraw will receive a grade of “F” for all courses during the affected semester.

DISMISSAL POLICY

Failing to achieve a passing grade in two or more courses within the curriculum can result in dismissal of the student from the iDream School of Ministry. The student must

A student will be dismissed from the iDream School Ministry for plagiarism, cheating, bullying, threatening and unlawful behavior. Professional and respectful behavior and decorum are expected of all students, staff, and instructors of the iDream School of Ministry.

RE-ADMISSION/ RE-INSTALLMENT POLICY

Students who have been dismissed or have voluntarily withdrawn from the ministry school can apply for re-admission to the program. The individual seeking re-admission must submit a letter to the Director and the iDream School Board identifying challenges and conditions that impacted their success. The letter should identify steps taken to correct the issues and support future success in the program. Re-admission letters will be reviewed by the Board. The Board may request to interview re-admission applicants. Re-admission to the iDream School of Ministry is not guaranteed.



GRIEVANCE AND APPEAL PROCESS

Students who believe that they did not receive an appropriate grade for an assignment or did not receive an appropriate final grade for a course may contact the course faculty and their academic adviser for a conference. At such time the faculty, student and academic advisor will review the grading criteria and will discuss how the grade was achieved. The course faculty reserves the right to grant the final grade for any assignment or for a course.

Students who continue to believe that they have not been treated fairly can appeal the decision of the faculty by making a written request to the Dean and Director of the iDream School of Ministry. The Dean and Director will determine if the situation warrants a review of the Board of Directors.



ATTENDANCE AND GRADE REPORT FORM

Attendance is mandatory for all iDream School of Ministry faculty are expected to maintain accurate attendance records for all classes.

All faculty are required to submit an attendance and grade report for each class at the end of each semester. Attendance and grade reports are to be submitted to the Registrar no later than one week following the last day of class.

COURSE AND FACULTY EVALUATION FORMS

Students will complete both the course and faculty evaluation information at the end of each semester. Please use the following forms to collect this information. Completed forms should be submitted to the Director of the iDream School of Ministry for review.



DUE DATE	ACADEMIC CALENDAR	
	SPRING SEMESTER 2020	
Jan 6-27	Pre-registration at DLWC	
Feb. 3-10	Late Registration - Drop/Add Late Fee Assessed	
Feb. 3	Classes Begin at DLWC	
3/23	Mid-term	
3/13	Last day to WITHDRAW from classes (all withdrawals must be in writing)	
4/7-25	<i>SPRING RECESS/ACADEMY CLOSED</i>	
5/11	FINAL EXAM CLASSES END	
5/24	Grades Due to Registrar	
8/3-30	Pre-registration for Fall Semester	
8/31-9/6	Late Registration - Drop/Add Late Fee Assessed	
	FALL SEMESTER 2020	
8/31	Fall Classes Begin	
9/7	<i>LABOR DAY/ACADEMY CLOSED</i>	
11/23-28	<i>FALL RECESS/ACADEMY CLOSED</i>	
12/24	Last day to WITHDRAW from classes (all withdrawals must be in writing and submitted to the instructor and Director)	

10/19	Mid-Term	
11/15-29	Registration for Winter Semester	



11/9-12/6	Late Registration Drop/Add Late Fee Assessed	
11/23	FINAL EXAMS CLASSES END	
11/27	Grades Due to Registrar	
11/30/20-2/27/21	WINTER SEMESTER 2020-2021	
Nov. 30	Winter Classes Begin	
12/24	Last day to WITHDRAW from classes (all withdrawals must be in writing)	
12/22/20-1/5/21/	WINTER RECESS/ACADEMY CLOSED	
1/18/21	MLK Celebration/Academy Will Be Open Pending Church Celebration	
2/14-28	Registration for Spring Semester	
2/22-27	FINAL EXAMS CLASSES END	
2/28-3	Grades Due to Registrar	
3/1-7	Spring Semester Late Registration Drop/Add Late Fee Assessed	
3/1/-5/31	SPRING SEMESTER 2021	
3/1/21	Spring Classes Begin	
4/02	Last day to WITHDRAW from classes (all withdrawals must be in writing)	
3/30-4/11	SPRING RECESS/ACADEMY CLOSED	



8/8/29	Registration for Fall Semester 2021	
9/1-15	Spring Semester Late Registration Drop/Add Late Fee Assessed	
5/23/21	FINAL EXAMS CLASSES END	
6/6/21	Grades Due to Registrar	
8/30-12/6	FALL SEMESTER 8/30-11/29	
8/30	Fall Classes Begin	
9/6	<i>LABOR DAY/ACADEMY CLOSED</i>	
9/24	Last day to WITHDRAW from classes (all withdrawals must be in writing)	
11/22-28	<i>FALL RECESS/ACADEMY CLOSED</i>	
11/14-12/5/7	Registration for WINTER SEMESTER 2021	
11/29	FINAL EXAMS CLASSES END	
12/6	Grades Due to Registrar	
12/6/2–3/7/22	WINTER SEMESTER 2021-2022	
12/6	Winter Classes Begin	
12/24	Last day to WITHDRAW from classes (all withdrawal must be in writing)	
12/6-12	Winter Semester Late Registration Drop/Add Late Fee Assessed	
12/20-1/2	WINTER RECESS12/20-1/2 ACADEMY CLOSED	



1/17/22	MLK Celebration/Academy Will Be Open Pending Church Celebration	
3/7	FINAL EXAMS CLASSES END	
3/13	Grades Due to Registrar	

EMERGENCY AND INCLEMENT WEATHER POLICY

In the case of an emergency or inclement weather, the iDream School of Ministry will follow the Baltimore County School closings.

GRADING SCALE

Letter Grade	Numerical Grade	Significance	Quality Points
A	90-100	Superior	4.00
B	80-89	Above Average	3.00-3.99
C	70-79	Average	2.00-2.99
D	60-69	Below Average	1.00-1.99
F	59 and below	Failure	0.00-0.99
AU		Audit	No credit
I		Incomplete	
NR		No Grade Report	
OW		Official Withdrawal	
R		Course Repeated	
UW		Unofficial Withdrawal	



The minimum passing score for all courses in the iDream School of Ministry is 70%. Students who fail to achieve at least a 70% in any course must repeat the entire course.

NON-DISCRIMINATION POLICY

The iDream School of Ministry does not discriminate on the basis of race, color, sex, national or ethnic origin, or disability status in the administration of its policies, procedures, and programs. Students with disabilities needing reasonable accommodation may contact the Director of the iDream School of Ministry, Dr. Vivian P. A. Mack.



- *The handbook is not considered a binding contract and subject to change.*