for initiating contact with their assigned academic advisor. Academic advisors are available to meet with assigned students during registration of each semester and by appointment.

**Northeast Campus**—The director of the Northeast campus is responsible for the academic advising of all students enrolled at the campus, assigning faculty members to assist as needed.

**PhD Students**—The dean of the PhD program is responsible for the academic advising of all PhD students. He assigns faculty members to assist as needed.

**DMin Students**—The dean of the DMin program is responsible for the academic advising of all DMin students, assigning faculty members to assist as needed.

**Student Counseling**

Counseling is provided through several avenues. Students may make inquiry regarding any specific question or need at the appropriate administrative, academic, or faculty office(s). Mid-America has an “open-door” policy in which faculty and administrative staff are available to provide personal counseling, advisement, prayer, and encouragement for students. As a courtesy, however, students should schedule appointment times through the faculty member’s administrative assistant.

**Student Absences**

**Student Attendance Expected**

Students are expected to attend all scheduled class sessions. However, it is recognized that from time to time emergencies interrupt normal class attendance.

**Excused Absences**

An excused absence is one caused by: personal or family illness, death in the family, or death or other emergency on the church field or place of employment, that requires the student’s presence. No other absence is considered excused. An excused absence still factors into the total number of absences.

**Maximum Number of Absences Which Are Allowed**

**Cordova Campus Absences**

To receive academic credit in a course during a regular semester, a student cannot exceed the maximum number of absences. A student cannot miss more than nine class hours in any course and still receive credit. A Monday night class equals three class hours. While recognizing that various occasions call for a student to leave class early, a student must be in class for at least half of the class time in order to be counted present; otherwise, an absence will be recorded.