

Deadlines

There are four different “deadlines” to remember about in each academic year, as far as submitting Christian Ministry Log Forms is concerned. The first deadline is the **Summer Hours deadline**. On the calendar, there will be a date indicated in August as the summer hour deadline. Hours served during the summer, especially in late May, in June, and in early July will need to be turned in by that time. Summer hours are those performed between the last day of classes in May and the first day of classes in August. Some July hours are possible to fall into the next deadline. There is a **Six Week deadline**, which means that any hours that are completed must be turned in within six weeks of their completion. Hours not turned in within that time frame are considered outdated and no longer valid. The only exception is for summer hours, which must be turned in by the above stated deadline, or they become invalid as well. The **Spring Deadline** is in mid-April and will be noted on the calendar also. This deadline is when the minimum number of hours for each class level for that year must be logged in, or the student will be placed on CM probation. (see website for explanation of probation.) Also, this is the deadline for the awards. Any hours turned in after this deadline can get a student off probation, but cannot qualify a student for the awards of that year. The **End of Year deadline** is the last day of class, the week before finals in May. All hours earned prior to this date must be turned in on this date or be rendered invalid. This is because during the summer, there is no collection of hours, and hours earned in late April and early May are NOT considered summer hours. Summer hours begin the evening of the last school day in May (not the last exam day).