



Nations College
Academic Catalog
2023-2024

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A Message From our Founder and President



Since 1987, Christ for all Nations has counted over 83-million registered decisions for Christ in Africa and around the world. This is surely one of the greatest seasons, if not the single greatest season, of harvest in the history of the world.

What I believe the Lord showed me is that, as amazing as our past results have been, this next season would be even greater. In fact, we would literally double the harvest in the next decade. In other words, we will see as many people saved over the next 10 years as we saw in the first 30 years combined – bringing that number of new converts to well over 150 million – a Decade of Double Harvest!

Throughout the history of CfaN, we have trained men and women through many programs. The results have been amazing! Many of these students are now working with Christ for all Nations in our teams as evangelists and leaders. But there is much more work to be done. And many, many more people need to be equipped, trained, and mobilized for the work of the ministry.

This is the time for Nations College.

Together in the Harvest,

Daniel Kolenda
Founder

General Information

Welcome to Nations College

The idea of Nations College was birthed with the goal of equipping, training, and mobilizing on-fire for God leaders for the work of the ministry!

Your time at Nations College will be extremely valuable. It will strengthen your relationship with God and your grasp on His Word. Hands-on ministry experience is provided at locations ranging from Orlando, Florida, to a mission field across the globe. Our desire is to release you into the calling and mandate God has placed on your life. Come be transformed at Nations College!

Mission Statement

The mission of Nations College is to equip biblically balanced, Spirit-empowered servant-leaders for global ministry.

Vision Statement

Our vision is to advance the evangelistic mission of Jesus Christ through the power of the Holy Spirit, and to impact the nations with the Gospel of Jesus Christ.

Purpose Statement

The general purposes of this institution are to:

- Teach, preach, and study the Gospel of Christ by any and all legal means.
- Promote the advancement and glory of Christ's Kingdom by missionary, benevolent and Christian education activities.
- Train, teach, help to mature, and equip students, evangelists, missionaries, pastors, and Christian workers to be effective witnesses of the Gospel through classroom teaching, practical ministry, internships, and online education.
- Publish religious literature.
- Establish, purchase, own and operate any communication media in order to achieve the above stated purposes.
- Do all things necessary for the achievement of the above stated purposes.
- Generally, exercise all powers granted by the State of Florida, Chapter 761 of the Religious Freedom Restoration Act of 1998.

Articles of Faith

1. We believe the Holy Bible to be the inspired and only infallible, authoritative Word of God (2 Timothy 3:16,17).
2. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit (Isaiah 44:8; II Corinthians 13:14).
 - **The Father** — Whose glory is so exceedingly bright that mortal man cannot look upon His face and live, but Whose heart was so filled with love and pity for His lost and sin-benighted children that He freely gave His only begotten Son to redeem and reconcile them unto Himself (Exodus 33:20; John 3:16).

- **The Son** — Co-existent and co-eternal with the Father, Who, conceived of the Holy Spirit and born of the Virgin Mary, took upon Himself the form of man, bore our sins, and carried our sorrows. By the shedding of His precious blood upon the cross of Calvary, purchased redemption for all that would believe upon Him; then, bursting the bonds of death and hell, rose from the grave and ascended on high. He then led captivity captive, that as the great Mediator between God and man, He might stand at the right hand of the Father, making intercession for those whom He laid down His life (John 1:1-3; Job 38:4-7; Matthew 1:23; Ephesians 2:18).
 - **The Holy Spirit** — The third Person of the Godhead, the Spirit of the Father shed abroad; omnipotent, omnipresent, performing an inexpressibly important mission upon earth, convicting of sin, of righteousness, and of judgment, drawing sinners to the Savior, rebuking, pleading, searching, comforting, quickening, teaching, glorifying, baptizing and empowering from on high those who yield to His tender ministrations, preparing them for the great day of the Lord's appearing (1 John 5:7; John 15:26) (Also, 2 Corinthians 13:14; Matthew 28:19; Romans 8:11; John 16:7-14).
3. We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood; in His bodily resurrection, in His ascension to the right hand of the Father, and in His present priestly ministry (1 Timothy 3:16; Romans 3:25,26).
 4. We believe in evangelistic and missionary fervor and endeavor (Acts 1:8; Mark 16:15-18).
 5. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. We further believe in the keeping power of God (Hebrews 9:22; Jude 24,25).
 6. We believe that sanctification, holiness, and the overcoming life is God's design for the Church, which is the Bride of Christ (Ephesians 5:25-27).
 7. We believe that sexual purity is a necessary expression for all of God's children, and requires abstinence from adultery, fornication, incest, homosexuality, or other sexual relationships or practices forbidden by Scripture (Hebrews 13:4, 1 Corinthians 6:18; Leviticus 18:1-30).
 8. We believe that God created mankind as two distinct sexes: male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex (Genesis 1:26-28; Matthew 19:4-5).
 9. We believe that marriage is the uniting of one man and one woman in covenant commitment for a lifetime, and is a sacred institution established by God (Matthew 19:4-6).
 10. We believe that since mankind is created in God's image, human life is of inestimable worth and significance in all its dimensions, from conception to the grave (Genesis 1:27; Psalm 139:13-14).
 11. We believe that water baptism is for believers in the Lord Jesus Christ and is to be administered by immersion, thus bearing witness to the gospel of Christ's death, burial and resurrection for us, and our own new life in Him (Matthew 28:19; Romans 6:4).
 12. We believe that Communion, when shared by believers, witnesses to the saving power of the gospel, to Christ's presence in His church, and looks forward to His victorious return (1 Corinthians 11:23-26).
 13. We believe in the Baptism in the Holy Spirit as on the day of Pentecost, and in the continuing ministry of the Holy Spirit as evidenced in charismatic gifts and ministries, and in the fruit of the Holy Spirit in the life of the believer (Acts 2:4; Acts 10:46; Acts 19:6; Ephesians 4:11; 1 Corinthians 12:8-11; Galatians 5:22,23).

14. We believe that divine healing is obtained on the basis of the Atonement (1 Peter 2:24; Matthew 8:17).
15. We believe in Christ's imminent, personal return in power and great glory, and in His present and everlasting dominion (Acts 1:8; Revelation 1:7; Daniel 7:14).
16. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal punishment (John 5:28,29; Revelation 20:15).

Philosophy of Education

Nations College recognizes the primacy of the spiritual truth revealed in the Bible and incarnate in Jesus Christ, and acknowledges that all truth, wherever it is found, is of God. All truth finds its unity in God. Nations College also recognizes the role of the Holy Spirit in interpreting God's truth in accordance with the words of the Lord Jesus Christ, who instructed His disciples that "when He, the Spirit of Truth, comes, He will guide you into all truth" (John 16:13).

Nations College recognizes that God the Father has shown humankind truth through Christ in nature, history, and above all, in Scripture. Thus, the Bible, as the authoritative Word of God, is central in the quest for knowledge. Its principles and precepts are integrated throughout Nations College's curriculum and are foundational in the school's basic philosophy of education.

Core Values

1. **Community Life:** We are committed to building a community of Christian staff and students that are committed to serving each other with integrity.
2. **Worship and Prayer:** We are committed to a life of expressive worship and prayer.
3. **God's Word:** We are committed to providing a setting where intensive Bible study takes place.
4. **Revival:** We are committed to pursuing a fresh outpouring of the Holy Spirit, and believe it is God's will for each generation to experience revival.
5. **Missions:** We are committed to preparing students to take the Gospel to all the world, with signs and wonders following.
6. **Character:** We are committed to hating what is evil and embracing what is good (Romans 12:9).
7. **Honor:** We are committed to honoring Jesus in everything and considering others above ourselves. (Romans 12:10)
8. **Unity:** We are committed to unity in doctrinal essentials, liberty in non-essentials, and in everything, having God's love.
9. **Academic Excellence:** We are committed to weaving together Bible study with high academic standards, producing excellence which honors God.
10. **Practical Ministry:** We are committed to equipping our students with practical skills to be able to minister effectively.

Goals and Objectives

1. **Biblical Scholarship:**
 - a) Demonstrate a measurable increase of biblical knowledge.

- b) Exhibit an increasing comprehension of the historical setting of the Bible.
- 2. **Spiritual Vitality and Formation:**
 - a) Define a measurable increase in personal spiritual formation.
 - b) Provide opportunities for students to embrace our Pentecostal heritage and learn to exercise charismatic gifts, and experience the presence of God in chapels, classes, and other events.
- 3. **Relevance in Culture:**
 - a) Demonstrate knowledge of the principles used to understand various cultures and communities.
 - b) Display the ability to form effective strategies for relevant ministry in any culture or community.
- 4. **Discipleship and Servant Leadership:**
 - a) Exhibit a Christ-like leadership style of influence on other people.
 - b) Exemplify a biblical work ethic.

Code of Conduct

1. Honor Jesus in everything.

(Romans 14:7–8)

2. Honor others above yourself.

(Philippians 2:5-11; Romans 15:1–3)

3. Live above reproach—hate what is evil, embrace what is good.

(Romans 12:9; 1 Thessalonians 5:22)

4. Whatever you do, do it with all your heart unto the Lord, not men.

(Colossians 3:23)

5. Serve others.

(Philippians 2:4)

Accreditation, Affiliations and Articulation Agreements

Nations College has relationship with accredited institutions such as: Oral Roberts University, Southeastern University, The King’s University, Elim Bible Institute and College, SUM Bible College and Theological Seminary, and many more. We are in the process of submitting the required documents to each of these institutions to establish articulation agreements with them. An articulation agreement makes it possible for our students to transfer credits earned at Nations College. More information on transferring Nations College credits will be available soon.

Nations College offers courses that are taught by academically qualified, Holy Spirit-anointed experts in their respective fields. Please be advised that Nations College is currently non-accredited.

Nations College meets the criteria of Section 1005.06 (1) (e), Florida Statutes, holding a status of not requiring licensure from the Florida Commission for Independent Education.

Life at Nations College

Spiritual Development

Students at Nations College enjoy a variety of opportunities to enhance their spiritual development. It is expected that all students will regularly attend and be involved in a local church. There are many fine churches throughout the greater Orlando area. This includes Nations Church, which was launched in August 2021 by Lead Pastor Daniel Kolenda and Christ for all Nations.

To assist in the spiritual nurturing of the student body, two (2) weekly chapel services are held at the Nations College campus for student and faculty participation. These times are intended to complement the instruction and spiritual growth students receive in the classroom. Chapel services provide a source of spiritual exhortation and enrichment, vital to Christian growth.

Special Activities

At Nations College, you will experience the presence of God! Students attend dynamic conferences and events, where they learn from world-renowned leaders. Opportunities to serve behind the scenes and interact with the speakers will be made available.

Christian Service

Nations College provides numerous opportunities for students to serve in the local church and in the community. Weekend activities include children's and teen ministries, street evangelism, and work in nearby churches. Participation in Christian service is encouraged and is a practical application of the spiritual training students receive in the classroom. These activities help prepare students for a life of Christian service.

Prayer Gatherings

Students are encouraged to set up regular times to pray together with other students. Regular prayer gatherings take place in the large classroom, the studio, or other convenient locations. Please see the Student Handbook for additional locations.

Nations Church

Spiritual vibrancy and enrichment are found in the local church atmosphere of Nations Church. The pastoral team and church staff acquaint students with the workings of a Spirit-filled, Bible-believing church. Here, students are encouraged in their worship and service for the Lord.

Nations College students who have moved to the area to attend Nations College are not considered permanent residents of Orlando, Florida. They are therefore expected to regularly attend all the services of Nations Church (unless they choose to regularly attend a different church in the area).

If a student desires to attend a church other than Nations Church, the church must be approved by the Nations College leadership. This is to ensure that the host church will be able to facilitate and oversee the student's spiritual growth and practical ministry.

Note: Students in Nations College who live permanently in the Orlando area, who already attend their own local church, are encouraged to continue to do so.

Campus Life

Location

Nations College is in Orlando, Florida, which is in the Central Florida region. Nations College is located near major theme park attractions and is just a short distance from beaches located on the Atlantic Ocean or on the Gulf Coast.

Campus Life Office

The Dean of Students and the “Campus Life Team” work with student leaders to promote a sense of Christian community among the student body. This team of faculty and students seeks to promote a strong spiritual and warm social environment through a variety of activities, programs, and events.

New Student Onboarding

To assist new students in their acclimation to Nations College, an onboarding program called **Odyssey** is provided each semester. The objective is to enable students to make a smooth transition into the life and opportunities of the school. The sessions provide both group and individual assistance.

These sessions introduce the student to the spiritual, social, and academic life of the school. They are introduced to campus facilities, the faculty, administration, programs, and policies of the school. Academic advisement and assistance are provided to each student in their initial academic registration. The sessions also allow new students to meet current students, and to become familiar with student activities, such as Student Government.

Student Housing

Nations College is a commuter campus, with its main campus located in Orlando, Florida. Students are responsible for arranging their own housing while attending Nations College. Our Admissions Team has researched several locations, along with their monthly costs,¹ and this information is provided in the Student Handbook.

For additional assistance in finding housing accommodations to share with other students while you attend Nations College, please review the Student Handbook. Or feel free to contact a member of our Admissions team at Admissions@nationscollege.org.

Social Life

A variety of activities allows students to build lasting friendships. Student outings, class parties, special events, and outdoor activities provide fun and fellowship for large groups. Gulf Coast and Atlantic beaches, state parks, or camps also provide favorite scenic backdrops. Students have many opportunities to build lasting friendships.

¹ Monthly cost should be confirmed by the student, as costs can fluctuate due to market demand.

Student Government Association

At the Nations College campus, the Student Government Association promotes a sense of Christian community among the student body. This team of students seeks to promote a strong spiritual and warm social environment through a variety of activities, programs, and events.

Student Clubs and Organizations

Currently at the CfaN campus, students can create and oversee clubs that are promoted on campus. These clubs can be coed if the students so choose. There are no criteria for other students to join a club unless a club is gender specific. There are no fees to set up a club, or for students to join a club.

Clubs are designed to encourage community among other Nations College students. This helps Nations College establish a thriving campus life experience, as well as an increased retention rate.

For a club to be established, a current student will submit the **“Club Request Form”** to the Dean of Students. A determination is made whether this club is beneficial for Nations College. This ensures that the club aligns with the mission statement and affirmation statements of Nations College. If the club is not approved, the Dean of Students will notify the student. If approved, a determined date will be made regarding when the club will begin.

Automobiles

Nations College students are allowed to park an automobile(s) on campus. However, students must have proof of insurance coverage and must pay a fee. Vehicle registration is to be submitted to the Admissions Office.

Campus Security

To provide visible protection for the Nations College campus community, uniformed security personnel are on duty during daytime hours. The parking lot is well lighted and under regular surveillance.

Student Insurance

Nations College does not issue student health plans. Information regarding nationally available plans may be obtained from the Admissions Office.

Placement Assistance

To help students find ministry positions upon graduation, the school will post a list of ministry opportunities on its job website. Students are encouraged to post their resumes on this website during their last year of enrollment. More information about how to locate ministry and job postings on the Nations College website will be provided soon.

Alumni Association

After the first cohort has graduated, Nations College will launch an Alumni Association to perpetuate relationships among alumni of the school, and among the alumni and current students. The association will sponsor activities throughout the year to promote these goals.

Student Care

Through the Dean of Student's Office, students can receive biblical guidance and counseling, make appointments for academic support or financial advising, and get help finding answers to other questions.

Academic Success

The Registrar's Office is available to help students develop effective study habits, test-taking strategies, time-management skills, and other skills that contribute to general academic success. In addition, the Registrar's Office connects students with tutors in a variety of subjects.

Health Services

Orlando is known for its best-in-class hospitals and urgent care facilities. To see a list of local medical facilities, please review the Student Handbook.

Nations College does not accept responsibility for an illness or accident on or off its campus. Students use school facilities and participate in school-directed or school-related activities at their own risk.

Nations College does not accept financial responsibility or provide insurance for students needing emergency medical care, hospitalization, or off-campus medical attention. Students are responsible either to provide their own health insurance coverage, coverage through their parents, or to pay the cost themselves.

Standards of Conduct

Biblical Principles

The Bible is the plenary, verbally inspired Word of God and is therefore the final authority for all things. God's Word is the means by which He provides principles for living in a way that protects from harmful thinking and behavior.

Scripture clearly teaches how Christians are to live. In light of the wonderful gift of salvation, we are to live our lives in active pursuit of a lifestyle that keeps us pure and clean before God, with careful attention to avoiding anything that detracts from our relationship with Christ (Titus 2:11–14, Romans 12:1–2, Philippians 4:8).

In view of the principles mentioned above, Nations College has adopted standards to promote an environment that is conducive to academic, social, and spiritual growth. When the Bible directly addresses a matter, standards are set accordingly. However, since God's Word does not mention every aspect of college life, biblical principles are followed, and godly expectations have been established to encourage right Christian living.

Additional information regarding expected behavior and prohibited activities is available in the Student Handbook. Prospective students are welcome to call the Admissions Office for answers to specific questions regarding student life (at 1-407-850-3350).

Admissions Information

General Requirements for Admission

This Academic Catalog is not a contract between Nations College and its students. It is the student's responsibility to be fully acquainted with all of the academic requirements. Students may confer with a dean, department chair, or an advisor regarding these requirements. However, it is the student's responsibility to fulfill them before a degree is granted.

Applicants for admission to Nations College must have earned a high school diploma or must have passed the Tests of General Educational Development (GED). In the absence of a High School diploma, applicants are required to submit scores from the ACT, CLT, or SAT. A principal or guidance counselor should be able to help with this requirement.

Academic Entrance Requirements

A satisfactory academic background includes a high school GPA of 2.00 or GED and an ACT composite score of 18, CLT total score of 62, or SAT total score of 960. An applicant who falls below either of these standards may be considered for provisional acceptance by the Academic Admissions Committee. If accepted, the applicant will be admitted with a status of either Academic Watch or Academic Probation. He or she will also be required to meet weekly with an Academic Success Coach, to help develop an ability to benefit from instruction at Nations College. Students on Academic Probation will be limited to 12 credit hours unless special permission to complete 15 credits (or more) is granted by the Academic Admissions Committee.

Homeschool Graduates

Nations College recognizes that some applicants have nontraditional, secondary education backgrounds and invites such students to apply. Students who graduate from a homeschool or nontraditional high school program must submit a transcript of completed coursework to the Admissions Counselor. Such applicants for admission will be considered on an individual basis.

When to Apply

Application for admission to Nations College may be made any time following the applicant's junior year in high school. It is highly recommended for students to have their paperwork in before May 1st (of their senior year – if applicable) for the upcoming fall semester, and before October 1st for the spring semester. **It is advisable to apply early, even though there is no application deadline.**

Requirements

1. Pay the online \$50 Application Fee.
2. Submit a completed application.
3. Proof of secondary education. This may include:
 - a. An official, completed High School transcript or GED.
 - b. Homeschooled applicants must submit an official high school transcript and a letter from the student's respective Superintendent of Schools (or comparable chief school administrator), certifying the student has completed the substantial equivalent of a four-year high school course.

3. Applicants must be connected to one local church, through regular attendance, for a minimum of one year. A Senior Pastor or other church leader reference may be requested at the discretion of the Admissions Director or Admissions Committee.
4. Submit the Admissions Essay, which will consist of 100 – 150 words, and is made available via an email to you following receipt of your completed application.
5. Two Reference Forms, which include a reference from your pastor and a general reference. These reference forms are available via an email to you following receipt of your completed application.
6. Reservation Deposit: The applicant will be notified of the Admissions Committee's decision shortly after receiving all ancillary documents. This usually takes about one week after all application items have been received. The payment of a non-refundable \$250.00 Reservation Deposit will reserve the accepted student's seat in Nations College. This payment will be credited towards the student's total costs at the time of registration.

Transfer Student Requirements

1. Follow all steps under first-time student checklist.
2. Request each institution of higher education you have previously attended to send a complete transcript directly to:
Nations College Admissions Office
P.O. Box 590588
Orlando, FL 32859-0588
United States of America
3. After evaluating your transcript, the Records Office will notify you in writing of your evaluation results. (For more information, see the Transfer of Credit Policy in the Policy Manual.)
4. To ensure you receive evaluation results prior to the start of the semester, transcripts need to be received by June 15th for our fall semester (December 1st for the spring semester).

Special Admissions

Recognizing that not all students have educational backgrounds which fit the application for admission, Nations College will consider (on an individual basis) applications for enrollment from students with nontraditional educational backgrounds. These students may be accepted at the discretion of the Admissions Committee on a provisional basis. They must also maintain or exceed a GPA of 2.0 to retain their standing as a student at Nations College.

Christian Experience

Successful candidates for admission will typically have known Jesus Christ as their personal Lord and Savior for at least one year. They should be committed to Christ and dedicated to a life of holiness. They will also have evidenced a growing maturity within a local church fellowship for at least one year before the submission of their application.

Returning Student Enrollment

Returning students who have taken one or two semesters off, are allowed to re-enroll directly through the Registrar's Office. However, this policy does not apply to suspended or expelled students.²

Health Report

Upon being accepted as a student, Nations College will send them an acknowledgement letter (or email). Nations College will also send each accepted student a Personal Health Report, which includes questions about their past and present health needs and immunizations. The student must complete the personal health report and have their doctor complete and sign the statement. Forms must be submitted by August 1st (December 15th for mid-term students), and **late submissions will result in a late fee**. Please refer to the **Immunization Policy** (see Policy Manual).

Note: Florida State law requires that each student submit a completed Personal Health Report before they can register for classes at Nations College.

Transfer of Credits³

The transferability of credits is subject to Nations College's **Transfer of Credits** policy and requires the submission of official transcripts to the Registrar. The official transcripts will be evaluated to determine the credits that apply toward a program at Nations College. Consideration will be given only to courses for which the student earned a "C" (2.0) or better. A minimum of 25% of the program must be completed at the institution.

All official transcripts must be requested from the institution by the student, and:

- Official transcripts received via mail must be original documents and must include an official stamp from the institution.
- Official transcripts received electronically may only be received directly from the institution (ex. via email or transcript delivery service.) Electronic copies of transcripts sent to NATIONS COLLEGE from the applicant will always be considered "incomplete transcripts" and not processed as "official" documents.

Transfer reviews from non-accredited institutions will only take place during the regular academic year. They will not take place between June 15th and August 15th. The transfer of Bible and Theology courses usually does not have a time limit on the validity of course credits. However, the Academic Office reserves the right to evaluate and compare all courses completed more than 10 years ago to determine the equivalencies for older courses. Time limits may apply to courses with a changed curriculum.

Non-Discrimination Policy

Nations College does not discriminate regarding students because of race, color, sex, age, and national or ethnic origin in the administration of admissions, educational policies, or work scholarship programs. NATIONS COLLEGE reserves the right to admit only those persons who share and abide by its Statement of Faith, Mission Statement, Core Values, and Standards of Personal Conduct.⁴

² Traditional, Returning Process policy (see Policy Manual)

³ Transfer of Credits policy

⁴ Non-Discrimination Policy (see Policy Manual)

Financial Information

Tuition and Fees

2022-2023 FEE SCHEDULE			
Standard Enrollment	Semester	Year	Note
Full-time Tuition	\$2,550	\$5,100	Flat rate for 12 credits or more per semester
Full-time Student Fee	\$150	\$300	Subject to adjustment
Est. Total	\$2,700	\$5,400	
Alternative Enrollment			
Alternative Enrollment	Semester	Year	Note
Part-time Student Fee	\$150	\$300	Part-time enrolled students taking courses on campus
Tuition	\$170 per credit hour		3 credit courses = \$510. Applies to students enrolled in 1-11 credits.
Audit Cost (Flat rate)	\$180 Per 3-credit course		Per 3-credit course
Mandatory Fees			
Graduation Fee			\$50
For a list of required textbooks and course materials refer to the Required Books pdf located in the shared files in Populi.			
Other Fees			
Reservation Deposit (one time/applied to tuition)			\$250
Application Fee (one time)			\$50
Payment Plan Fee (one time)			\$50
Vehicle Registration/Parking Fee			\$15 (per semester)
Yearbook Fee			\$25
Equivalency Exam Fee			\$100
Official Transcript (Digital)			\$5
Official Transcript (Regular Mail)			\$8
Unofficial Transcript (Regular Mail)			\$5
Payment Plan Fee			\$75
Copies (black & white/color) per standard copy			.10/.30
Fax			.50-\$3.50 (per page)

Late Fees	
Late Class Registration Fee	\$25
Late Reservation Deposit Fee	\$50
Late Health Form Fee	\$25
Late/Missed Payment Fee	\$25 (per missed payment)
ID Card Replacement	\$15 (per card)
Returned Check Charge	\$25
False Fire Alarm Fine (When caused by negligence)	\$50
Tampering with Fire Equipment Fine	\$500 per violation

Paying for School

All students are expected to pay their semester charges in full, or have a payment plan established, one week before the start of each semester. This section will cover **Important Financial Deadlines** pertaining to a student’s bill, as well as ways to make a payment and details about establishing a payment plan.

Step 1 | The Reservation Deposit

All full-time students are required to pay a \$250 non-refundable Reservation Deposit. See the **Important Financial Deadlines** for more details. **The student’s place in class is not reserved until the reservation deposit is received.**

Step 2 | Receiving & Understanding your Bill

Receiving an invoice and “Paying for School” is done through the Finance Office. To receive an accurate invoice for school, students must first complete all the steps to apply for Institutional Financial Aid with the Finance Office. Any questions, please contact the Finance Office directly at Financialaid@nationscollege.org.

Once Institutional Financial Aid is finalized, students will be provided with an invoice which clarifies their total remaining costs for the upcoming semester. The “Estimated Out of Pocket Cost” is calculated by taking the total of all the charges for the semester, subtracting the estimated Financial Aid, and subtracting all the payments made to date.

The “Estimated Out of Pocket” shown on the student invoice should be settled upon receipt and must be settled no later than one week prior to the start of classes. See the **Important Financial Deadlines** for more details.

Students should keep in mind that the “Estimated Out of Pocket Cost” is subject to change. Adjustments to Institutional Financial Aid, student enrollment, or the addition of fines or fees, could affect the total cost the student is ultimately responsible for.

Step 3 | Settling the Bill

Option #1: Pay the Bill in Full.*

Nations College accepts the following payment methods:

- Checks** made payable to Nations College.
- Cash paid at the Finance Department.
- Money order made payable to Nations College.
- Credit or Debit Card (Visa or MasterCard).
- Payments can be made directly to a student's account with a credit or debit card through Populi.
- Payments may also be made to a specific student account through our website.

Early Payment of the Bill in Full - Tuition Discount

There is a 10% early tuition payment discount that is offered to students that pay the annual tuition on or before July 28, 2023.

Example: \$5,100.00 - \$510.00 (10%) = \$4,590.00 early tuition payment discount

Please note: We are unable to accept postdated checks, or to hold checks.

**Bank fees incurred for returned checks are billed to the student's account.

Option 2: Set up a Payment Plan (see below).

4-Payment Plan

The 4-Payment Plan consists of 4 payments of \$1,275.00. Two payments are due in the first semester of the school year, and the last two payments are due in the second semester of the school year.

In the event the student is approved for the payment plan, the following payments must be submitted on or before their due date:

- First payment of \$1,275.00 is due before first day of school - no later than August 25, 2023.
- Second payment of \$1,275.00 is due no later than October 13, 2023.
- Third payment of \$1,275.00 is due no later than January 12, 2024.
- Fourth payment of \$1,275.00 is due no later than March 8, 2024.

Fee for payment plan is \$75.00.

Late payment fee is \$50.00.

Students may apply for the 4-Payment Plan by filling out and submitting the **Payment Plan Application.** The form may be requested from the Finance Department by emailing them at Financialaid@nationscollege.org.

Payment Plan Agreement

When establishing a payment plan with Nations College, students are agreeing to the following terms and conditions:

- Any balance not paid prior to the start of the semester will constitute a loan with Nations College and is due according to the terms selected in the payment plan.
- Students are fully responsible to pay all school expenses incurred while attending Nations College, including any charges that may be added at a later date (fines, late fees, repair fees, etc.).
- The payments must be received by the due dates established with the Finance Department, or a late fee of \$50 will be charged to their account for each missed payment.
- Grades and transcripts will not be released until the outstanding bill is paid in full.
- All correspondence regarding the student's account will be sent to the student's email address that has been assigned to them by Nations College.
- Students who have two outstanding payments at any one time during the course of the semester are considered delinquent. They may be asked to leave school if sufficient financial arrangements cannot be made with the Finance Department.
- Delinquent accounts may be sent to a collection agency. The student will be responsible for any expenses incurred by Nations College. Failure to repay the loan will cause additional charges to the student's account such as legal fees, court costs, interest, and any fees incurred by the collection agent. The collection agency will have the option of a credit bureau reporting on delinquent loans. In addition, students with a delinquent account may be prohibited from registering for future courses and/or changing programs, or from receiving a degree, diploma, transcript, or certification.

Financial Delinquency

Any students failing to pay his or her account on time may be excluded from all classes, lectures, examinations and graduation until the payment or a satisfactory arrangement is made. The student may also be denied grades, transcripts, and degrees if payments are not made on time. If it becomes necessary to engage the services of a collection agency or attorney to effect collection or settle any dispute in connection with the terms, the student is subject to pay any and all costs incurred. For more information on non-refund and refund of fees, please see the **Refund Policy** in Appendix A, and in the Policy Manual.

Financial Assistance

Institutional Financial Aid

Institutional Financial Aid is based on a student's financial need and is granted via institutional scholarship(s). Once a student's Institutional Aid Application has been reviewed by the Finance Department, the student will be notified by email if he or she has been awarded institutional aid.

For information about **Institutional Aid Eligibility**, rules, and exceptions, please see the Policy Manual, or contact the Financial Aid Office at Financialaid@nationscollege.org.

Types of Institutional Aid

Nations College Scholarships

Scholarships are awarded based on the students' financial needs and are available on a first come, first serve basis. Scholarships do not apply to reservation deposit and fees. We cannot guarantee availability of Scholarships for Financial Applications received after Financial Deadlines. Nations College currently provides the following scholarships:

1. Church-match Scholarship

Nations College will match the support from your church, for up to \$500 per year.

2. Pastors and Missionaries Scholarship

Pastors or missionaries that hold ministerial credentials through Christ for all Nations, and are thereby affiliated with CfaN, receive a 10% discount on the tuition for the first year of classes. Missionaries and Pastors that are not affiliated with CfaN receive a 5% discount on the tuition for the first year of classes.

3. Endowment Scholarship

Nations College provides endowed scholarships as they become available. They are made possible through the generous donations from alumni, family and friends who support Nations College.

Financial Policies

Tuition

(See Tuition and Fees)

Institutional Financial Aid Refund Policy

(See Institutional Financial Aid or Refund Policy in Appendix A).

Non-Discrimination Policy

Nations College complies with all applicable discrimination laws.

FERPA

Nations College complies with all regulations of the Family Educational Rights and Privacy Act (FERPA). More information on FERPA can be found [online](#).

For more information

Nations College makes every effort to assist you financially in reaching your goal of completing Nations College debt-free. For more financial information, or to speak with someone about crafting a financial plan for your specific situation, contact our Financial Department at Financialaid@nationscollege.org.

Important Financial Deadlines

U.S. Students – 2023-2024	
Fall Semester	
May 1	<p>Reservation Deposit Deadline for Incoming Freshmen: \$250 non-refundable reservation deposit due for incoming students who have completed the Admissions process by May 1st.</p> <p>Institutional Financial Aid deadline for Fall semester. After this date, we cannot guarantee availability of Institutional Aid funds.</p>
August 1	<p>Reservation Deposit Deadline \$250 non-refundable reservation deposit due for all students. Late fees will apply after this date.</p> <p>10% tuition discount applied if annual tuition is paid in full on this date.</p> <p>Church Match Scholarship submission deadline for Fall semester.</p>
August 25	First payment plan installment is due.
August 19	Fall bill must be paid in full or a payment plan and down payment must be submitted.*
Fall Semester	
November 1	<p>Reservation Deposit Deadline for Incoming Freshmen: \$250 non-refundable reservation deposit due for incoming students who have completed the Admissions process by May 1st.</p> <p>Institutional Financial Aid deadline for Spring semester. After this date, we cannot guarantee availability of Institutional Aid funds.</p>
December 1	<p>Reservation Deposit Deadline \$250 non-refundable reservation deposit due for all students. Late fees will apply after this date.</p>
January 3	Spring bill must be paid in full, or a payment plan and down payment must be submitted. *
January 12	First (or third) payment plan installment is due.

* For details on the down payment and how to settle your bill, review Paying for School.

Academic Information

Credit Hour

The institution awards credit hours in accordance with the accepted practices in higher education, and in compliance with the federal definition of a credit hour (reflective of the Carnegie unit definition). One semester credit hour represents the equivalent of one hour of lecture each week. One semester credit hour is awarded for a minimum of 15 hours of in-class instruction per semester. Two hours of out-of-class work for each week of an academic term consists of a minimum of 15 weeks. Therefore, the expected study time for a three-credit hour course is nine study hours per week for the 15-week semester.

Academic Load

Regular, full-time students are expected to carry full-time academic loads of 12 or more credits per semester.

Student Classification

- Full-Time: This classification shows the student's participation in a full-time academic load. A full-time academic load is 12 credits or more per semester.
- Part-time: A part-time student carries less than 12 credits per semester.
- Audit: An audit student may register for one or more courses. No grades are given for an audit course.

Academic Grade Level

Students are classified academically according to the number of credit/unit hours completed as follows:

- Freshmen (first year): 0-24 credit/unit hours
- Sophomore (second year): 25-65 credit/unit hours

Some social privileges, such as placement in the yearbook or participation in the Prophetic Presbytery, might be based on grade level.

Enrollment and Verification of Student Identities

Nations College requires student use of Populi to manage their courses and homework assignments. Nations College verifies student identities by ensuring that they alone know their password to log in and access their courses, and everything associated with them.

After a student completes the application process and is accepted as a student:

1. Student completes and submits the Enrollment Verification Form.
2. The Admissions Office flags the Registrar with a “to-do” task on Populi to activate the student.
3. The student is enrolled in classes by the Registrar.

All users must maintain a “third-party email address” to which Populi sends notifications related to its services, thus verifying the identity of the student. When they log in, they are

logging in with credentials that we (as Nations College) have provided and are therefore verifying their identity. Nations College does not charge for this student identity verification.

Registration

To receive course credit, a student must meet all prerequisites and be registered for the course. Registration dates are listed on the Academic Calendar. Students registering late must pay a \$25.00 late fee.

Plan for Learning

Nations College offers a yearly program of instruction which is offered in the 15-week (of classes) fall and spring on-campus semesters. Full payment of tuition and fees is due at registration (unless a student has been approved for the payment plan).

Auditing Courses

Students wanting to take a class for personal benefit may audit a course with approval from the Registrar. Audited courses may not be changed to a credit basis after the course has started. Audited courses may not be taken a second time for credit.

Spouses of full-time married undergraduate students may audit one course per semester (maximum 3 semester-hours load), with no tuition charge. Applicable course fees must be paid. Enrollment is granted on a space-available basis after the regular students have registered.

Drop/Add⁵

Students are expected to register within the specified time frame each semester. This information allows all departments to plan and prepare for the upcoming semester. The registration schedule can be found in the Academic Calendar. Students must meet with the Registrar, or contact him/her via email, if they wish to add/drop a course during the designated periods. A \$10 change-of-course fee will be charged.

Students whose circumstances force them to withdraw from Nations College must have a withdrawal form properly executed by the Registrar's Office. Course grades recorded for withdrawals, whether honorable (voluntary) or dishonorable, will follow the same policy as dropping a course.

⁵ Adding and Dropping Courses policy (see Policy Manual)

Withdrawal Schedule

For the Fall/Spring Semester

*Week #	Withdrawal	Notes
1	ADD/DROP	Students may drop or add any course. Adding a course must be completed by 5 p.m. on Friday. Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.
2	DROP ONLY	Students may drop courses by 5 p.m. on Friday. Any classes dropped during this time will not be reflected on the student's transcript and tuition will be 100% refunded.
3-8	W AUD	Students may switch to audit (AUD) if they currently are passing a course, or they may choose to withdraw (W).
9-12	WP/WF	Students will receive withdrawal pass (WP), or withdrawal fail (WF) based on their grades at the time of withdrawal.
13-16	F	No withdrawal is available. Students will fail the course and it will be reflected on their transcript. If a student stops coming to class, they will fail the course.

*"Weeks" are referring to the days when class is in session. This does not include the Fall Break, Thanksgiving Holiday, or the Winter Break, which occurs in the Spring semester.

Students may still be responsible for charges relating to their tuition according to the Refund Policy (see Appendix A, or the Policy Manual).

If a student does not return following semester withdrawal, then readmission procedures must be pursued through the Admissions Department.

Involuntary Withdrawal⁶

A student may be involuntarily withdrawn from Nations College if it is determined that he/she:

- Violates the Student Code of Conduct.
- Poses a significant danger of causing harm to the student or to others.
- Substantially impedes the lawful activities of other members of the Nations College community.
- Experiences a serious health issue that poses a direct threat to the student in anyway, or to others; or it interferes with the student's ability to successfully meet the requirements of their course of study (Medical involuntary withdrawal).

President's and Dean's List

Nations College desires to applaud the academic achievement of its top students. The purpose of these lists is to acknowledge the consistent work and on-going academic discipline of those students who have excelled. These students will be notified by a letter following the close of the Fall and Spring semesters. These guidelines apply to all students matriculated into the Nations College program.

⁶ Withdrawing from the Institution policy (see Policy Manual)

To make the President's List, you must be a full-time student, who is matriculated into the Associate of Arts in Practical Ministry Program. A student will be named to the President's List for a Fall or Spring semester if, during that semester, the student has:

- Carried 15 credits
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average of 3.80 or above
- Cumulative grade point average is 3.0 or above

To make the Dean's List, you must be a full-time student who is matriculated into a program. A student will be named to the Dean's List for a fall or spring semester if, during that semester, the student has:

- Carried 15 credits
- Received no final grades of I, W, WF, WP, D, or F
- Attained a term grade point average between 3.50 and 3.79, inclusive
- Cumulative grade point average is 3.0 or above

Personal Computers

All students are required to have a laptop with Microsoft Word and Excel installed (Google documents are not sufficient for written assignments). All academic work must be submitted in electronic format unless otherwise directed by the instructor.

Textbooks

The required textbooks for each course, along with their estimated prices, will be available in **Populi** shared files prior to class registration. See Populi shared files, [Year Semester] Required Books and Fees. The recommended (optional) textbooks can be found in Populi shared files. Required and recommended textbooks will also be listed on each Populi class website. To view the textbooks listed on the Populi page, click on the class you are registered for, and the info tab, where you will see the required and recommended (optional) book lists.

Repeating a Course

A student may repeat any course taken and failed at Nations College, or a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate earned credit hours are not given when repeating a course.

Library Learning Resources

Nations College recognizes that student learning occurs both in the classroom – during teacher/student instruction – as well as outside of the classroom (i.e., during personal study). To facilitate student collegiate-level learning, Nations College offers virtual learning resources that include Journal Databases, Online Books, Online Magazines/Journals, Atlases, International Studies & Works, Bible Helps, Writing & Research Aids, and more.

Transcripts

Official transcripts are released to a student, or an institution, upon receiving a written request submitted via Nations College's website and signed by the student. The transcript request is granted, assuming there is no transcript lock applied to the student's account. Nations College cannot accept phoned or e-mailed requests, nor can we release a transcript requested by anyone other than the student. Nations College conforms to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in releasing the transcript.

Note: Nations College does not release high school records, health information, other schools' transcripts (sent to Nations College for evaluation), or reference material from a student's file to third parties, or to fulfill registration requirements for other institutions.

Definitions:

An official transcript is one that has the signature of the registrar or another authorized academic school official, on SCRIP-SAFE paper or plain paper, and covered by the raised school seal. Official transcripts are emailed or mailed only from our third-party transcript delivery service or mailed from our school to the recipient as specified on the transcript request form.

An unofficial transcript is identified as "UNOFFICIAL" and is not valid when applying to another school. It is for the personal records of the current or former student.

Procedure:

Students' Access to Transcripts: Students may download their unofficial transcripts for free, as long as they have access to their Populi account. All transcript requests must be made through the school's website. Once a student's right to log in to Populi is revoked, they can request an unofficial digital copy of their transcript through the website at no charge, and an unofficial mailed hard copy at a cost of \$5. The charge for an official transcript is \$5 for a digital copy, and \$8 for a mailed hard copy.

Releasing Transcripts: An official transcript will not be released when there is an outstanding bill to Nations College for a given program. When all financial obligations are met, a transcript will be released upon request.

At a student's request, one unofficial transcript will be released, even if the student has an outstanding bill in the program.

Grades

A = EXCELLENT: An "A" indicates that a student has grasped the subject matter and has made it his/her own through thought and reflection. It represents industry, thoroughness, and correctness of detail, as well as originality, much insight, high quality of thought process, critical analysis, mastery of material, and orderliness of presentation.

B = GOOD: Indicates that a student has fulfilled the requirements of a course, assimilating the subject matter with considerable thoroughness and correctness and with some understanding of its relationship to life. Work shows discipline beyond the average, but is not as precise, creative, or comprehensive as an "A."

C = SATISFACTORY: Indicates average work, either steady work or an acceptable quality or work of a high quality, which is uneven, irregular, or fragmentary. This grade is given to work that is generally correct, but which does not show exceptional reflection upon, or assimilation of, the material of a course.

D = POOR: Indicates work that is inferior to the average, both in quality and quantity.

F = FAILURE: Course requirements not met. Failed courses do not count toward program fulfillment.

Letter Grade	Numeric Grade	Quality Points	Performance Level
A	94-100	4.0	Excellent
A-	90-93	3.7	Excellent
B+	87-89	3.3	Good
B	83-86	3.0	Good
B-	80-82	2.7	Good
C+	77-79	2.3	Satisfactory
C	73-76	2.0	Satisfactory
C-	70-72	1.7	Poor
D+	67-69	1.3	Poor
D	63-66	1.0	Poor
D-	60-62	0.7	Poor
F	0-59	0.0	Fail

Other letter grades, for which no quality points are earned, may be assigned as follows:

P = PASSING: Equivalent to a "C" or better. It is assigned only for a course offered on a pass/no pass basis.

NP = NO PASS: Indicates that the student did not pass a course offered on a pass/no pass basis.

WP = WITHDRAWAL PASSING: Indicates that the student was doing passing quality work at the time of withdrawal from the course.

WF = WITHDRAWAL FAILING: Indicates that the student was doing failing quality work at the time of withdrawal from the course.

AU = AUDIT COURSE: No grade issued.

I = INCOMPLETE (see below).

R = REPEATED or REPLACED COURSE: A student may repeat any course taken and failed at NATIONS COLLEGE or, with special permission by the Executive Vice President and Chief Academic Officer, a course receiving a grade of "D." All attempts in a course are reflected on the student's transcript, and the cumulative GPA will reflect the most recent grade in the repeated course. Duplicate unit hours are not given when repeating a course.

GPA and Pace of Completion Requirements

Associates of Arts in Practical Ministry			
Term	Cumulative GPA at The end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	>=1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	>=1.5		
Third	>=2.0		
Fourth	>=2.0		
		60	Up to 65 credits

Students who do not meet the above criteria will be placed on financial warning and will be notified in writing.

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.

Attempted credit hours are defined as any credits the student is enrolled in after the add/drop period every semester. Earned credits are those for which the student earned at least a grade of D minus or passing.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades will also count as attempted credit hours, even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by Nations College count as both attempted and earned credits.
- Credits for courses in which a student receives an I (Incomplete) grade at the end of a semester.

The **Pace of Completion Ratio** is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.⁷

Retention and Academic Disciplinary Action⁸

All Faculty and Staff at Nations College strive to help students successfully complete the program. Their progress is monitored, and several services are provided to help those who are struggling academically. Each student's academic progress is evaluated at mid-semesters. At that point, students receive a warning email (if required) and are encouraged to focus more on their course work.

⁷ Satisfactory Academic Progress Policy (see Appendix A & Policy Manual)

⁸ Retention and Academic Disciplinary Action policy (see Policy Manual)

Students who fail to receive a term GPA as required by SAP (Satisfactory Academic Progress) at the end of a semester will be placed on Academic Warning. This will mean he/she will take no more than 12 credits the following semester and having the availability of tutoring services.

Students who receive a term GPA less than the SAP requirement for two consecutive semesters will be given Academic Probation. Refer to our **SAP Policy** for details (see **Appendix A**).

Incoming freshmen whose High School GPA was less than 2.0 may be admitted provisionally. This means that they will be placed on Academic Watch for their first semester at Nations College. If at the end of the semester their term GPA meets the SAP requirement, their Academic Watch tag will be removed.

For more details, refer to the **Retention and Academic Disciplinary Action Policy** (see the Policy Manual).

Incompletes

- The grade of incomplete is temporary and may be given when a student is unable to complete the required course work within the specified time due to circumstances beyond his/her control. Such circumstances must be clearly unavoidable and not merely convenient for the student.
- Assigning the temporary grade of incomplete allows an instructor to submit grade reports to the Registrar's Office without waiting for officially permitted late work to be completed.
- A written petition for a grade of incomplete must be submitted by the student to the Registrar no later than two weeks before the end of the semester. Extenuating circumstances occurring in the last two weeks will be given consideration.
- The request should explain the circumstances and propose a date of completion after consultation with the instructor. The request must be approved by the Chief Academic Officer (CAO).
- Incompletes will not be granted for normal life situations such as vacations, work schedules, ministry, etc.
- When the student completes the necessary work, the final grade will be reported to the Registrar's Office. If the student does not complete the course work within the specified time, the instructor may award a grade based on work completed or fail the student.
- Please refer to the **Incomplete Grade Request form**, located in Populi, Files, Shared Files.

Academic Advising

The Registrar and Program Chair advise students in their academic program and course registration. Additionally, the Academic Office assigns a faculty advisor to each student. Students are encouraged to consult with faculty and/or advisors regarding any academic or vocational questions. Although advisors are available to assist students, all students must accept full responsibility for identifying and completing requirements as they are listed in the catalog.

Academic Conduct

Attendance

Consistent class attendance is strongly encouraged as it allows students to gain the full measure of course instruction and program objectives. However, there are circumstances where students need to miss class, which is why Nations College makes allowance for those occasions within our **Attendance Policy** (see Policy Manual). The **Attendance Policy** outlines the expectation for students regarding excused and unexcused absences.

Excused Absence

Excused absences are given in special circumstances by the discretion of the instructor or the CAO. All absences (other than the automatically excused one) should be approved in advance to be considered excused.

Automatically excused absences:

- Adding a class during the proper add/drop period.
- Admittance to a hospital (verified by the hospital).
- Death or hospitalization of an immediate family member (mother, father, sister, brother, child, or grandparent).
- Unusual emergency circumstances, as evaluated by the instructor.

Additional excused absences:

- Sickness. If a student is sick, he/she needs to inform the instructor prior to class. An instructor may require a doctor's note.
- Other essential reasons might be considered and approved at the instructor's discretion.
- Ministry trips or Nations College-sponsored events must be preapproved by the Chief Academic Officer. **Ministry-Related Excused Absence forms** must be submitted by the ministry leader to the Chief Academic Officer for approval (please acquire the form via the Ministry Director's Office).
- All missed work must be made up per instructions given by the teacher.

Unexcused Absence:

- Students are allowed one week of unexcused class sessions, which amounts to 3 class hours for a 3-credit class per semester.
- Students who are late for class, or leave early without the instructor's permission, are considered tardy.
 - An accumulation of four late arrivals, or early leaves, will be counted as one unexcused absence.
- Once a student has exceeded his/her allowed unexcused absences by one class hour (or session), he/she will incur a full letter grade reduction for the course. For two or more additional unexcused absences, he/she will automatically fail the course.
- All students are responsible for keeping track of their own absences without repeated inquiries. However, attendance is tracked through **Populi** and can be verified by a student at any time.

- It is the responsibility of the student to obtain any notes, and to complete assignments given while absent from class.
- Leaving early for break, or coming late, will be considered an unexcused absence.

While Nations College makes provision for absences, it does not diminish the need for students to be in all classes. This is because students are then able to receive the fullest impact of the spiritual and academic dynamic experienced only in the classroom setting. The **Attendance Policy** makes allowance for circumstances that might occur. However, Nations College strongly encourages consistent participation to receive what God has for each individual student.

Virtual Live Attendance

Nations College has made virtual connections available to all classes. However, they are not considered to be equivalent to being in class in-person. Virtual connections are intended to be a blessing for situations when you are not able to come to class (such as in the event of being ill). Unless you are registered for virtual attendance, students are expected to be in class in-person. All virtual attendance for in-person classes must be approved by either an instructor or the Chief Academic Officer.

Joining virtually will be treated as an unexcused absence unless you have communicated with your teacher in advance, and the reason for not coming to class was approved. If you do not have your physical absence in class excused first, it will be treated as an unexcused absence.

Class Protocol

For many students, the collegiate academic setting is new. There are some simple ethics, which should be followed to ensure that this is a pleasant time for both you and the instructor:

- Teaching the Bible and related subjects is an awesome responsibility. The instructors at Nations College take that responsibility very seriously. Pray that God's anointing will be upon them.
- We at Nations College do not limit the freedom of faculty or students for inquiry and expression, provided they are in the pursuit of the truth, and such inquiry does not infringe on the rights of others to do the same. If, however, your approach to this freedom of inquiry becomes a limitation to others, or yourself, the instructor will address the issue.
- You are here to learn new things. When exposed to a concept differing from what you have been taught, be patient and open. If you need to question the instructor, wait until the teaching has been completed, as your questions may be answered in the process of teaching the class.
- If you feel the instructor is teaching error, go to him or her in private. Having a different viewpoint is not necessarily a teaching error.
- Instructors sometimes do make mistakes in grading, so feel free to question grades. But please do so in a respectful way after class or during a break.
- Please refrain from eating in the classroom.
- Students may use laptops in the classroom.
- The instructor reserves the right to fail any student who does not complete all required assignments for the course.
- Lack of participation, attendance, and cooperation in class will affect your final grade.

Assignments

Submitting Assignments

All written assignments must be submitted in **Populi** at the beginning of the class period on the day they are due. Any assignment handed in at a later time will be considered "late." Use the **Populi** link provided for each specific assignment. When turning in an assignment, students are required to log into **Populi**. Then click on the appropriate course page and click on the specific assignment link where the file can be uploaded. No email or hard-copy submission of assignments is accepted. Assignments are to be uploaded in an MS Word format, unless otherwise specified by the teacher. Opening **Populi** within Google Chrome is recommended, as errors may be encountered in other browsers.

Late Assignments

All assignments should be handed in on the day and time specified in **Populi**. Any assignment handed in at a later time will be considered "late." Late submission of all assignments will be subject to a 5% penalty for every calendar day past the due date; that is unless there are extenuating circumstances that warrant waiving the penalty, as determined by the professor. All significant assignments (as specified on a course syllabus) must be submitted to pass the class. If turned in **14 calendar days or later** from the original date, **a score of zero** will be given for the assignment. Late submission of quizzes will not be accepted. No late assignments will be accepted after the last day of the semester (which is Thursday of finals week).

Final Exam Week

- The student is responsible to rearrange work schedules to take final exams at the scheduled time. (Be sure to talk with your employer several weeks in advance of exam week!)
- If a student is ill at the time an exam is scheduled, the student's physician, and/or appropriate dean, must give a verification of the illness in writing. The written verification must be submitted to the Academic Office, along with the request for making up the missed exam.
- No exam may be taken earlier than the originally scheduled time, and all make-up exams must be taken at the next available time.
- Applications for all make-up exams must be made on the appropriate form, which can be completed in the Academic Office. The request must be made on the form no less than three (3) days before the day the exam is scheduled. Students will be notified by the Academic Office of the decision rendered by the Chief Academic Officer.
- No make-up exams can be given without prior approval of the Chief Academic Officer.

Academic Integrity

But as for me, I will walk in my integrity. (Psalm 26:11 NKJV)

Nations College seeks to promote academic integrity within our community. Integrity in every area of life is necessary for a servant of the Lord and is fundamental to the principles of education and investigation.

All students will be held accountable for the following:

- Cheating in its various forms, such as: copying another student's work, allowing their own work to be copied, using unauthorized aids on an examination, fabricating lab, or research data, and/or submitting another person's work as their own.
- Exams:
 - Any unauthorized giving or receiving of information during an exam is considered cheating.
 - Copying down information or passing on information verbally from an exam (that in any way helps another student), is considered cheating (even if the actual exam has been left within the classroom).
 - Students who have taken an exam should not discuss the exam in the presence of students who have yet to take it.
 - It is the student's responsibility, in a classroom with close seating, to distance himself/herself far enough from others so that another's work will not be seen (even inadvertently).
- Plagiarism (presenting the words or ideas of another person as your own):
 - Part or all of a written or spoken assignment copied from another person's manuscript.
 - Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet, or internet source.
 - The sequence of ideas, arrangement of material, and pattern of thought of someone else, even though you express them in your own words.

A student is an accomplice in plagiarism and is equally guilty if:

- They allow part or all of their paper, in outline or finished form, to be copied and submitted as the work of another.
- They prepare a written assignment for another student and allow them to submit it as their work.
- They keep or contribute to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

Sabotage

- Denying other students access to academic information, whether in or outside of the classroom.
- Destroying, altering, or tampering with another person's work to impede his/her academic progress.

Overlapping Assignments

While not plagiarism, it is understood that papers (or other assignments) that are done for one class, may not be submitted for another class without prior approval of all instructors involved.

Copying of Class Notes

Learning how to listen and take notes effectively is an important part of the classroom experience at Nations College. While all students are strongly encouraged to take their own notes, they are also allowed to compare their notes with other students, to optimize the learning experience. It is also appropriate to share notes with a student who was absent from class.

Assigned Reading

When an instructor assigns reading, all the material is to be read thoroughly during the current semester. Reading only the first and last paragraphs of chapters, reading only topic headings, or merely flipping pages is not acceptable. If the student is assigned the same reading for more than one class, he or she must check with all instructors to see if they need to read the material more than once. The instructor may ask a student to sign a statement, or complete a reading log, to indicate that the work was done.

Academic Integrity Procedures⁹

Discipline in a Christian community is intended for restoration and wholeness. In cases concerning a student's academic integrity, the following guidelines will be followed, typically beginning with direct interaction with the student. If a student wishes to appeal, the discussion must move through approved procedures. In no case shall the faculty member's perspective, authority, or autonomy be violated. Similarly, in no case shall the student's right to a fair hearing through the institution's **Academic Grievance** policy be denied (see the Policy Manual).

All records of violating academic integrity standards shall be uploaded to the student's **Populi** account (Discipline Section on the Student Tab), with the supporting documentation concerning the nature of the offense(s) and subsequent action(s) taken. The first offense will NOT be displayed on transcripts. However, any subsequent academic dishonesty violations may be noted, as appropriate, on permanent transcripts.

Personnel directly involved shall be apprised of resultant disciplinary action. Students shall be apprised of the right to appeal and procedures to be followed.

For Students:

A student who feels falsely accused of violating academic integrity may:

- Resolve the situation with the faculty member.
- Request a meeting (within ten business days* of being informed of the incident by a faculty member) with the Chief Academic Officer (CAO), accompanied by a person of choice, if desired.
- Appeal decisions by submitting the **Grade Appeal Form** (please contact the Academic Office) or through Nations College's **Academic Grievance Policy** (within ten business days*).

⁹ Academic Integrity policy

Policy for Offenses

The following procedures will be taken for violations of academic integrity:

1. First-time violations will automatically result in a failing grade for the assignment or exam in question. The Registrar and Chief Academic Officer will be notified by the faculty member and will make note of a “first offense.” The student will be notified of the disciplinary action, consequences for subsequent offenses, and their right to appeal. Other actions may be taken as necessary.
2. Second violations will automatically result in a failing grade for the class. The student shall receive written notification. Also, the student will write a formal apology to the leadership of Nations College, in which he or she will state why plagiarism is wrong (in the event of this offense). This will include a 2000-word research essay (with five resources). The essay is due in four weeks from the time that the application of the disciplinary action took place.
3. A third violation will result in immediate dismissal from Nations College. The student shall receive written notification of disciplinary action and be apprised of the right to appeal through either the **Grade Appeal Process Policy** (see Policy Manual), or Nations College’s **Academic Grievance Policy**. Such disciplinary actions will also be reflected on the student’s academic transcript. A student might be allowed to re-enroll if a change in attitude is demonstrated. Such a student will have to retake all failed courses. Upon successful completion of all program requirements, disciplinary action may be removed from the student’s academic transcripts.¹⁰

(*The business days refer to days when the Nations College offices are open.)

Student Due Process

Violations of the Code of Conduct will result in disciplinary action or possible suspension. For details, refer to the **Student Due Process** section of the Student Handbook, or the corresponding policy.¹¹

Resolving Conflicts / Filing a Complaint

When possible, disagreements between a student and a faculty member should be resolved informally. When necessary (for example, when involving issues of academic integrity), a faculty member shall follow the relevant policies and procedures to resolve the issue. If the student believes he or she has not received a satisfactory resolution from the instructor, the student may file a formal complaint.

Academic Grievance

Academic grievances may originate with such student complaints as a perceived violation, misinterpretation, or inequitable application of course or program requirements; unfair or inequitable treatment by a faculty member or unjustified accusations concerning academic integrity, unfair or inequitable application of grading policies, and the like. Nations College abides by a six-month statute of limitations for filing an academic grievance, which must be resolved within a reasonable period of time.

¹⁰ Grade Appeal Process policy; Academic Grievance policy (see Policy Manual)

¹¹ Grade Appeal Process policy; Academic Grievance policy (see Policy Manual)

For more information, see the **Academic Grievance** policy (see **Policy Manual**).
Grade Appeal Process¹²

If the instructor does not reply within five business days,* the student may appeal to the Chief Academic Officer (CAO) for resolution by submitting the **Grade Appeal Form** (which may be acquired from the Academic Office). In a case where the CAO was the course instructor, the appeal shall be submitted to the President.

Final grade appeals may be submitted to the CAO only within 15 business days* of the issuing of a grade. Failure to follow the grade appeal submission deadlines will result in the dismissal of the appeal.

Please note: Lack of intent to plagiarize, or not citing the source by mistake, will not be considered as a valid reason to accept this appeal.

(*The business days refer to days when the Nations College offices are open.)

For details, please refer to the **Grade Appeal Process** (see **Policy Manual**).

Student Complaint Process

A complaint may be initiated by a student when he/she believes they have been treated unjustly. Nations College provides a way for students to address personal grievances and file any complaints regarding Nations College or its staff and faculty. Anonymous complaints or feedback may be submitted to the Academic Office.

- Each student is encouraged to first attempt to resolve his/her grievance by consulting with the accused staff/faculty member.
- If the student believes that the issue has not been resolved, he/she should communicate with the faculty/staff supervisor.
- If the student still believes the issue has not been resolved, he/she may submit a **Student Complaint form** (available via the Academic Office). This form is sent directly to the Chief Academic Officer (CAO), as well as the President. The CAO will investigate the matter, unless the complaint concerns him/her. At that point, the President will designate another employee to investigate the matter. The process may require contacting other parties involved and offering to meet with the student individually, as well as meeting with other members involved in the matter.
- Once all the information from the investigation has been gathered, the CAO (or another designated, unbiased employee) will issue a letter, or email, that determines the position of the school on the matter. This letter, or email, will be sent to all the individuals associated with the complaint. It will include information about appealing the decision, including the President's Cabinet members. A written appeal may be sent from the student to the President's Cabinet within five business days of receiving the letter.
- If the student feels that he/she has been treated unfairly in the process outlined above, or that the issue has not been resolved, he/she may report the incident to the Florida

¹² Student Due Process policy (see Student Handbook)

Department of Education (<https://www.fldoe.org/about-us/office-of-the-inspector-general/file-a-complaint.shtml>).

College Level Examination Program (CLEP)

A student may use the College Level Examination Program (CLEP) to “test out” of a course in which a student may have sufficient comprehension. These examinations are administered in different subjects (i.e., College Writing). If the student wishes to receive credit via a prior learning assessment, NATIONS COLLEGE will grant credits in accordance with the Council for Adult and Experiential Learning (CAEL) standards. Credits are not awarded by the CLEP program itself. They are awarded pending a review of courses and official scores by the NATIONS COLLEGE Registrar’s office. The minimum required passing score for CLEP exams is 50 points, and the Nations College equivalent is 3 credit hours. No more than 25% of the program will be allowed through CLEP. The Registrar will provide the student reasons for refusal or acceptance of transfer credits.¹³

Recognition of Academic Progress

Nations College may choose to recognize the academic progress of a student who has pursued an individualized course of study, through the issuing of an official document that describes his or her accomplishments. The Recognition of Academic Progress is neither a certificate nor a diploma. It may be awarded at the discretion of the CAO and faculty of Nations College.

Life Ministry Experience¹⁴

Nations College does not grant credit for work or life experience.

Privacy of Educational Records (FERPA)

Nations College is committed to protecting the privacy of all students and their education records. This course of action will be in compliance with federal and state regulations regarding information security for on-campus students. Nations College uses a secure in-cloud college management system called Populi. Populi’s servers are stored in an SSAE 16 Type II compliant data center. It is physically secured behind a battery of compartmentalized security zones with biometric access controls. Our institution’s computers access Populi over 256-bit SSL-encrypted connections, like technology used for online banking. Populi keeps the software and our data behind secure firewalls, and actively monitors for hacking or probing attempts. When such attempts are detected, Populi blocks the user and lets us know about the intrusion immediately.¹⁵

NATIONS COLLEGE also abides by the Family Education Rights and Privacy Act (FERPA). The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Educational records are records that are directly related to a student and that are maintained by a college. These records include, but are not limited to grades, transcripts, class lists, student course schedules, student financial information, and student discipline files, as well as social security number, ethnicity, and date of birth. The information may be recorded in any way, including, but

¹³ Transfer of Credits policy

¹⁴ Life Ministry Experience policy

¹⁵ Retrieved from <https://populi.co/about/security/>

not limited to handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. They do not include medical records.

Directory Information: Based on the Code of Federal Regulations, Title 34, §99.3, directory information may include the student's name; address; telephone listing; electronic mail address; photograph; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Schools may disclose, without consent, "directory" information for their internal purposes. This information is not considered harmful, or an invasion of privacy. However, FERPA requires that consent for disclosure of educational records be signed and dated; specify the records that may be disclosed; state the purpose of the disclosure and identify the party or class of parties to whom the disclosure may be made.

Students may, within the first two weeks of any given semester, request that directory information not be released, by submitting the Request to **Prevent Disclosure of Directory Information Form** (via the Admissions Office). Information already published will not be affected by this request. The **Prevent Disclosure of Directory Information Form** must be renewed each semester. By signing this form, the directory information is not released to a third party, nor printed in the Nations College Commencement Program. It will be released to available school officials for legitimate educational interests only. Without such a written request, Nations College may release directory information to outside parties, if considered appropriate.

The rights under FERPA transfer from parents to a student when a student turns 18 or enrolls in a postsecondary institution at any age. However, FERPA provides ways in which an institution can share educational records about the student with his or her parents:

- Schools may disclose any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
- FERPA also permits a school to disclose information from an eligible student's educational records to parents if a health or safety emergency involves their son or daughter.
- Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use, or possession, of alcohol, or a controlled substance.
- School officials may also share information with a parent about an eligible student that is based on that official's personal knowledge, or observation, and that is not based on information contained in an educational record.

Directory Information

Students are informed about the right to prevent disclosures of directory information orally and in writing during the **Annual Orientation** (typically held in the Fall, at the beginning of the school year). If a student chooses to prevent disclosures of directory information by submitting the form mentioned above, NO directory information can be disclosed without written consent.

Non-Directory Information

Written consent for disclosure of non-directory information must be obtained.

- Oral consent for disclosure of information from educational records would not meet FERPA's consent requirements.

Information may be released to the following without such written request:

- Officials of other institutions, in which students seek to enroll.
- Persons or organizations providing students with financial aid.
- Accrediting agencies carrying out their accreditation functions.
- Persons in an emergency, to protect the health or safety of students and/or other persons.

Health and counseling records may be provided to physicians and licensed psychologists of the students' choosing. Faculty and staff access to student educational records for administrative reasons is allowed, provided that such persons are properly identified and can demonstrate a legitimate educational interest in the material. Student-workers may have access to appropriate information, as designated by the CAO. If a breach of confidentiality occurs, appropriate formal disciplinary action will be taken up to and including dismissal from employment.

2023-2024 Academic Calendar

FALL 2023			
Aug 26	Sat	New Students Arrive	Arrival time 1:00 to 4:00 pm
Aug 26	Sat	Academic Year Inauguration	6 pm
Aug 28	M	New Student Orientation	Academic Orientation – Sanctuary 10am-12 pm Dean’s Orientation – Sanctuary 1:30 pm-3 pm
Aug 29	T	Classes Begin	First class/chapel at 8:30 am
Sep 1	F	Add Period ends	5 pm
Sep 8	F	Drop Period ends	5 pm
Sep 10	Sun	Student Ministries Begin	
Oct 6-9	F-M	Fall Recess	
Oct 16-27		Registration for Spring Classes (2 weeks)	Set up appointment with Registrar
Oct 23	M	Mid-point of Semester	
Nov 20-26	M-Sun	Thanksgiving Break	
Dec 3	Sun	Student Ministries End	
Dec 12-14	T-Thu	Exam Week	
Dec 15	F	Fall Term Ends	
Dec 16	Sat	Semester Break Begins	

SPRING 2024			
Jan 13	Sat	New Students Arrive	Arrival time 1:00 to 4:00 pm
Jan 13	Sat	New Student Reception	Dinner with President’s Cabinet – 6:00 pm
Jan 15	M	New Student Orientation	Academic Orientation – Sanctuary 10am-12 pm Dean’s Orientation – Sanctuary 1:30 pm-3 pm
Jan 16	T	Classes Begin	First class/chapel at 8:30 am
Jan 19	F	Add Period ends	5 pm
Jan 21	Sun	Student Ministries Begin	
Jan 26	F	Drop Period ends	5 pm
Feb 17-25	Sat-Sun	Winter Recess	
Mar 11-22	M-F	Registration for Fall Classes (2 weeks)	Set up appointment with Registrar
Mar 11	M	Mid-point of Semester	
Mar 29-Apr 1	F-M	Easter Break	
Apr 28	Sun	Student Ministries End	
May 7-9	T-Thu	Exam Week	Students should plan to stay through graduation
May 10-11	F-Sat	Commencement Weekend	Students should plan to attend the graduation ceremony
May 11	Sat	Spring Term Ends	

Practical Field Ministry

Purpose

Students are involved in practical ministry through assignments, which play a vital role in one's training and development while at Nations College. Participation in practical avenues of ministry and service provide students with opportunities to put their education into action. It also helps students discover and develop their God-given gifts and passions for life and ministry.

Principles

1. Practical Christian service and ministry, far from being an undertaking reserved for an 'elite' group within the Church, is an integral part of every Christian's faith experience.¹⁶
2. Hands on, practical ministry experience is an essential component of students' training and development for servant leadership in ministry.¹⁷

Objectives

- To provide the opportunity to share the Gospel.
- To ensure that students maintain a proper balance between academic effort and Christian service.
- To help students recognize and develop spiritual gifts and abilities, as well as exercise such gifts responsibly.
- To encourage flexibility in students through exposure to a variety of practical ministries.
- To provide opportunities for students to serve together, as well as to learn teamwork, cooperation, discipline, and mutual dependence.
- To provide ministry opportunities that will reinforce the training within a student's chosen course of study.
- To help strengthen and encourage host organizations.
- To provide an avenue of opportunities for networking and relationships for future ministry opportunities.

Practical Field Ministry Requirements

All students are required to fulfill four semesters of Practical Field Ministry while they complete the Associate of Arts in Practical Ministry Program.

Students must complete a **minimum** of 20 hours of student ministry per semester. This amounts to approximately 2 hours of onsite ministry per week, over approximately 10-12 weeks of student ministry (factoring in school breaks throughout the semester, which is when students are excused from student ministry). This time does not include expected prayer and planning meetings, or transportation to and from the ministry site.

Practical Field Ministry Categories

- Regular Student Ministry: Regular Student Ministry consists of a team of three or more students assigned to a preselected and approved host church, ministry, and organization with whom Nations College already has relationship. These include local church ministries

¹⁶ Mat. 5:16; 1 Pet. 3:15; Eph. 4:12

¹⁷ Luke 9:1-6; 10:1-12

(children's ministry, youth ministry, worship, etc.); as well as outreach ministries (homeless/street ministry, compassion ministries, Nations College ministry, children/youth outreach, international outreach, etc.)

- **Independent Student Ministry:** Independent Student Ministry consists of one student being assigned to an approved church/ministry/organization based on the expressed interest and desires of the student, and the needs of the organization. The **Ministry Director** must approve all Independent Student Ministry assignments and mileage reimbursements are **not available** for Independent Student Ministries that are not arranged by the Ministry Department.

The Student Ministry requirements are the same for students in the Independent Ministry category. The following are examples of situations where placing a student in the Independent Student Ministry category would be appropriate:

- Married/Single-parent students who need the flexibility of choosing a Student Ministry that they can schedule around their family needs.
- Students who desire to make their student ministry be the same as their current ministry involvement in a church they are attending as a Nations College student.

Evaluation and Assessment for each Semester

Students must complete the Practical Field Ministry requirements below to pass the Practical Field Ministry requirements for the semester. Failing to fulfill these requirements will result in an F grade for the Student Ministry course for the semester, and students might not be able to graduate from their program.

- Weekly Reporting (Team Leaders and Independent Student Ministry):
 - For **Regular Practical Field Ministries**, the Team Leader will submit a weekly **Practical Field Ministry Report** (acquired via the Ministry Director's Office) for each week of Student Ministry (which includes attendance and a general summary of how the ministry went for that week).
 - For students in the **Independent Practical Field Ministry** category, students must also complete the appropriate Independent practical field ministry weekly report (acquired via the Ministry Director's Office).
- Final evaluation and assessment:
 - Students in the regular Student Ministry category are required to submit a **Final Student Ministry Evaluation** (acquired via the Ministry Director's Office) assessing their own and their team's performance.
 - For students in the **Independent Practical Field Ministry** category:
 - Submit a **Final Independent Practical Field Ministry Evaluation** (acquired via the Ministry Director's Office).
 - Submit a signed evaluation of the student's performance and verify the number of hours served (acquired via the Ministry Department).

Host Organization

The **Ministry Director** maintains contact with multiple organizations within the immediate area, which participate in the Practical Field Ministry Program. A team is made up of students whose abilities and interests best meet the needs of the host organization. The supervisor of the host

ministry is the one who oversees the student team on behalf of the host organization. They work directly with the Nations College **Ministry Director** to provide information that is vital to the Student Ministry Team and helps them achieve their goals. They supervise the team while on-site and evaluate the team effort, along with each team member's performance.

While serving a host organization, each Student Ministry Team functions under the covering of the organization that has extended the opportunity of service.

Each Student Ministry Team will have a designated Student Team Leader that is responsible for organizing and leading the team in their student ministry assignment each week. The Team Leader also serves as a liaison between the Nations College Ministry Department and the ministry host site. The responsibilities of the Student Ministry Team Leader are listed below under **Student Ministry Team Leader Responsibilities**.

Student Ministry Categories

Regular Student Ministry

Regular Student Ministry consists of a team of three or more students assigned to preselected and approved host churches, ministries, and organizations with whom Nations College already has relationship. These include local church ministries (children's ministry, youth ministry, worship, etc.); and outreach ministries (homeless/street ministry, compassion ministries, Nations College ministry, children/youth outreach, international outreach, etc.).

Independent Student Ministry

Independent Student Ministry consists of one student being assigned to an approved church/ministry/organization based on the expressed interest and desires of the student, and the needs of the organization. The Ministry Director must approve all Independent Student Ministry assignments. Mileage reimbursements are **not available** for Independent Student Ministries that are not arranged by the Ministry Department.

The Student Ministry requirements are the same for students in the Independent Ministry category. The following are examples of situations where placing a student in the **Independent Student Ministry** category would be appropriate:

- **Commuters** are automatically assigned to Independent Student Ministry unless the student requests or agrees otherwise.
- **Married/Single-parent students, who are living off campus with their family and** need the flexibility of choosing a Student Ministry that they can schedule around their family needs.
- Students who desire to make their student ministry the same as their current ministry involvement in a church that they are attending as a Nations College student.

Student Ministry Waiver

Students with previous ministry experience, or involvement in a local church or ministry, may apply for a waiver of their student ministry requirements for one or more semesters. All waivers must be approved by the Ministry Director and must be initiated by the student scheduling a meeting with the Ministry Director. If, after meeting with the student requesting a waiver, the

Ministry Director agrees that a waiver may be a possible option, the student will be instructed to submit a **Student Ministry Waiver Application** (available via the Ministry Director's office). A signed letter from the church/ministry leader verifying the number of ministry hours the student has completed is also required.

For a **Student Ministry Waiver** to be considered, the time frame of the ministry/volunteer service must be within the last five years of the student's request. If approved, contingent on the number of hours served, the graduation requirement for student ministries will be considered fulfilled.

Additional Assignments

Occasionally, a student may become aware of an opportunity to engage in ministry in addition to their assigned **Practical Field Ministry** assignment. Such opportunities must be cleared with the Ministry Director prior to making a commitment, particularly if a conflict with an assigned Student Ministry is involved.

Practical Field Ministry Changes and Cancellations

Occasionally, organization supervisors may contact a team leader or team member regarding a change in place, time, or activity regarding a Student Ministry. Changes must be reported promptly to the Ministry Director.

It is sometimes necessary to cancel a scheduled Practical Field Ministry due to unforeseen circumstances. When a Practical Field Ministry is canceled by a host organization, or it appears that cancellation is advisable due to weather, team leaders are to contact the Ministry Director.

Student Ministry Changes and Cancellations

Occasionally, host organization supervisors may contact a team leader or team member regarding a change in place, time, or activity regarding a Student Ministry. Changes must be reported promptly to the Ministry Director.

It is sometimes necessary to cancel a scheduled student ministry due to unforeseen circumstances. When a Student Ministry is canceled by a host organization, or it appears that cancellation is advisable due to weather, team leaders are to contact the Ministry Director.

Absences and Replacements

Excused absences from Practical Field Ministry must be communicated to the Team Leader and **must be approved by the Ministry Director at least one week in advance** (unless due to illness or other unforeseen reasons). More than **one** unexcused absence from a Practical Field Ministry in a semester is considered excessive and may result in a failing grade (considering there are typically only 10-12 visits per semester). Being late to any combination of three meetings, or ministries, is equivalent to one unexcused absence.

When students are unable to participate in a scheduled Practical Field Ministry, they are responsible for securing a replacement team member, as necessary. The team leader, prior to the Practical Field Ministry time, must approve any replacement. Team leaders must consult with the Ministry Director prior to an absence. For those whose Practical Field Ministry takes place during

the weekend, it is expected that absences will be taken responsibly and with consideration for the ministry the team is serving. Team leaders are especially expected to set a leadership example in these decisions.

Weekly Practical Field Ministry Report

The team leader is responsible for the completion (or delegation in his/her absence) of the **Weekly Student Ministry Report** (available through the Ministry Director's office) after each assignment. The report must be completed thoroughly and specifically on each occasion. Particular attention needs to be given to the attitude among team members, as well as any testimonies from the ministry assignment. The weekly report is to be turned in to the Ministry Director within **one day** of the ministry assignment. Students who are assigned to an **Independent Student Ministry assignment** must also submit weekly reports (available via the Ministry Director's Office).

Transportation

Student-owned vehicles

The availability of student-owned vehicles is vital to the overall Practical Field Ministry effort. When student vehicles are used for transportation to and from a Regular Student Ministry, the vehicle owners will be reimbursed according to current Nations College mileage rates.

Cash reimbursement is available for the vehicle owner in the Finance Office. Hours for reimbursement pickup are established each semester.

School-owned vehicles

If student-owned vehicles are not available (or adequate) for a Practical Field Ministry assignment, the Ministry Director may assign school-owned vehicles if they are available.

The following guidelines regulate the use of school vehicles:

- Drivers of school vehicles must possess a current, valid operator's license, be at least 18 years of age, and must have registered with the Ministry Director prior to the assignment.
- Drivers may be subject to verification of license history.
- Only Nations College students, staff, and faculty are permitted to drive school-owned vehicles.
- Upon return to the campus, the driver of the school vehicle must complete the odometer reading and mileage on the **Vehicle Request Form** and submit it with the keys.
- Keys are issued at the main office during normal business hours and are to be returned in person or dropped in the on-campus mail slot in the Student Center.

Team Leader Responsibilities

Upon Receiving your Team's Ministry Assignment

- Familiarize yourself with the **Practical Field Ministry** by reviewing the information sheet (filled out by the host) that will be provided with the assignment.

- Promptly contact the host supervisor to receive specific, up-to-date instructions. Practical Field Ministry phone calls may be made from the Ministry Director's office during normal business hours. Please obtain permission before using the phones.
- Contact your team members to gather for an initial meeting and plan the ministry. Determine the ministry planning based upon the instructions of the host organization supervisor and your assessment of the resources within your team.

First Visit to the Ministry Site

- Introduce yourself and your team to the host supervisor. Be personable!
- Review your plans with the host supervisor, especially in view of minor adjustments that are in order.
- Be prepared to move in an entirely different direction if the need arises.
- Maintain your composure, regardless of what takes place. Exercise self-control, stay calm, and do not over-react!
- Show respect for everyone you encounter at the Practical Field Ministry host location.
- In the event of an accident or an emergency, notify the Ministry Director promptly. Always keep a list of emergency phone numbers with you.

Ongoing Throughout the Semester

- Attend the Practical Field Ministry Team Leaders Orientation with the Ministry Director at the beginning of each semester.
- Be the primary point of contact/liaison between the team, the ministry host site, and the Ministry Director.
- Organize and facilitate all team members' involvement in the ministry assignments for each week.
- Call the team together on a regular basis during the week for planning and prayer. This is imperative for the successful completion of assignments!
- Make sure that team members do not exceed one unexcused absence.
- Coordinate all planned absences (including your own) in order to minimize the number of replacements.
- Make sure the team departs **on time** for the ministry assignment.
- Consult with the Ministry Director if cancellation seems advisable (i.e., due to weather or sickness).
- Be satisfied that the personal appearance of each team member is consistent with Practical Field Ministry requirements (also, please see the Student Handbook).
- Review ministry plans with the team and pray together as a team before and/or on the way.
- Submit a weekly student ministry evaluation (this link is available in Populi under the "Syllabus" section for Student Ministries). This should be submitted within **one day** of the ministry. It needs to be submitted even if the team (for some reason) did not go out on ministry, and/or the team only met together for prayer and planning.
- Promptly report to the Ministry Director any concerns or issues that may arise within your team.
- Turn in any offerings received to the Ministry Director by on-campus mail, in an envelope marked "Attention: Student Ministries." Also attach a note of explanation.

Instruction to all Students

- Students are expected to honor the authority and instructions of the Practical Field Ministry host.
- Students are expected to dress and conduct themselves in a manner appropriate to the student dress code as defined in the Nations College Student Handbook.
- It is inadvisable to minister to persons of the opposite sex on an individual basis. If such an occasion arises, observe the following:
 - a) Conduct "private" conversations in "public"—you can find privacy in full view of others.
 - b) Quickly recruit a team member of the opposite sex to join in the conversation.
 - c) Avoid intimate conversation, which might undermine your purpose as a minister.
 - d) Be aware of your own frailties as an individual: whether you are a minister or not, you are human!
- Don't give out personal phone numbers. The only phone number to be provided in such a circumstance is that of the Ministry Office: (407) 850-3350.
- Materials and curriculum needed for Practical Field Ministry are provided by host organizations.
- Relationships between team members are to be kept casual, particularly while traveling to and from the host site (as well as during the Practical Field Ministry).

Evaluation and Grading of Student Ministries Performance

The host ministry and the Ministry Director will evaluate each student during each semester. The grade will be based on two criteria: attendance and participation (attitude, cooperation, and performance); and the timely submission of required evaluation forms. Below is a detailed explanation of expectations regarding these two criteria.

Attendance and Participation

- o Excused absences from Practical Field Ministry must be approved by the Ministry Director.
- o Students are expected to attend all required Student Ministry sessions. This includes team leader orientation at the beginning of each semester (for Practical Field Ministry team leaders), weekly team planning and prayer meetings as well as the designated ministry time. Students are allowed **1 (one) unexcused absence per semester**.
- o Two or more unexcused absences will result in the student having to meet with the Ministry Director, and the possibility of failing to complete their Practical Field Ministry requirement for the semester.
- o Attendance will be tracked and updated on a weekly basis by the Ministry Department. Practical Field Ministry Team Leaders will submit attendance records to the Ministry Department weekly via the **Weekly Practical Field Ministry Report Form** (available via the Ministry Director's office).
- o The Ministry Director will do a weekly review of Student Ministry attendance.

Evaluations

To pass the Practical Field Ministry course, the following evaluations must be submitted. These evaluations are essential for assessing the student's progress and growth throughout the

semester and to aid the **Ministry Department** in their aim to **continuously improve** the **Practical Field Ministry Program**.

- **Weekly Practical Field Ministry Report Form** (from the team leaders and independent student ministers): An evaluation for each week of the semester must be submitted weekly to the Ministry Department, even if the ministry was canceled (i.e., due to poor weather or other reasons).
- **Student Ministry Final Evaluation Form** (from all students): This form should be completed by all students at the end of the semester. The Ministry Director will send all students a reminder at the appropriate time.

Note: Students will not pass Practical Field Ministry for the semester until their final evaluation form has been submitted.

The Ministry Director will assign a quality grade for the student's service each semester. The grades are as follows:

- P = Pass
- F = Fail

The grades do not affect the student's grade-point average but are reflected on the transcript for quality of service.

Conclusion

As ministers-in-training, your impact on the lives of those you touch will be eternal! The fruit of your ministry as a Nations College student will be determined by your heart attitude.

"Give yourself fully to the work of the Lord, because you know that your labor in the Lord is not in vain" (1 Corinthians 15:58).

Four key areas you will grow in "knowledge" through your Practical Field Ministry

1. **Knowing God: You cannot give out what you do not have!** As you are stretched in your student ministry assignment, you will learn to draw from the well of your own relationship with God. The very best ministry you can offer anyone is allowing them to "taste and see that the Lord is good." People will be touched most, not by your oratory skills (or by your musical talent, or your funny personality), but by the presence of God in you!
2. **Knowing Yourself: Expect to be stretched!** Your student ministry will stretch you as you learn to yield to Holy Spirit and allow Him to use you beyond where you think you are able. Don't be too quick to say, "that's not in my skill-set." Your student ministry may also be the spark of a calling, or realization of hidden gifts and abilities that God wants to develop in you.
3. **Knowing Your Teammates: You're better together!** Working as a team makes ministry interesting and fun! God does something amazing in and through our lives when we submit to His plan and serve in ministry with others.
4. **Knowing Your Audience: Ministry is about people, not programs!** Through your Practical Field Ministry assignment, you will learn that the impact of your ministry is proportional to the degree that you have taken the time to get to know the ones that you are ministering

to. Do not underestimate the influence you have in people's lives! You influence others when you open your heart and behave in a Christ-like, authentic manner towards them.

Placement of Graduates

The Dean of Students Office assists Nations College students and alumni by connecting them with ministries that are interested in receiving Nations College graduates. Posting ministry opportunity requests and bringing them to the attention of the students in various ways helps to accomplish this. Students are highly encouraged to regularly check the Nations College website for regularly updated ministry opportunities.

The Dean of Students is available to students who have questions, or that seek guidance on pursuing the next steps after graduating from Nations College. Students should contact the Dean of Students at StudentDean@nationscollege.org if they have any questions.

Academic Program

Associate of Arts in Practical Ministry

The Associate of Arts in Practical Ministry (AAM) degree is a two-year program that emphasizes theology and practical ministry from a biblical and Christian worldview. Students acquire insights into practical, Holy Spirit anointed ministry. This degree program is particularly designed for those students who sense a call to advance the Gospel of Jesus Christ and extend the kingdom of God through Spirit-empowered ministry.

Year 1:

Immerse

During Semester 1, the student is **immersed** into the dynamic culture of Nations College. In-depth biblical training is offered, featuring classes such as Theology and Practice of Evangelism, NT Survey and Hermeneutics (Principles for Interpreting the Bible).

Emerge

In Semester 2, the student begins to **emerge** in the things of God as he/she learns to recognize, receive, and respond to the Holy Spirit. Chapel services give expression to the mind of the Spirit. Students continue to develop academic discipline as they study courses such as History of Awakening, Systematic Theology, and the Synoptic Gospels.

Year 2:

Express

During Semester 3, students continue to hone their spiritual gifting, calling and ministry. They **express** their call to the ministry through practical service in the local church. The student continues to cultivate spiritual disciplines such as prayer, worship and serving. Academic skills are honed through the study of courses such as Pneumatology, Paul's Letters and Gifts of the Spirit.

Extend

In Semester 4, the student prepares to launch and extend the Gospel of Jesus Christ through the five-fold ministry to which he or she is called. Operating in one's gifts and ministry are further developed. Academic studies continue as each student completes courses such as Five-Fold Ministry, Homiletics (how to preach God's Word), and The Pentateuch.

Upon Graduation

Upon successfully graduating from the Nations College, students may apply to attend the CfaN Evangelism Bootcamp. This 3-month program offers an intensive study in mass crusade evangelism. Upon successfully completing the program, students embark on a three-week mission trip to Africa.

Program Objectives

The Associates in Practical Ministry Degree seeks to:

1. Provide students with the opportunity for spiritual enrichment within a Spirit-filled ethos.
2. Provide students with a basic foundational understanding of Scripture.
3. Provide students with an understanding of the biblical doctrines and teachings of Christian ministry, evangelism, and missions.
4. Instill a sound theological and practical understanding of ministry in the church.
5. Explore various effective ministry initiatives.
6. Assist students in developing a Christian worldview and lifestyle.
7. Provide exposure to the practices of church ministry; and
8. Develop a commitment for lifelong development and ministry.

Learning Outcomes

Upon completion of the Associate of Arts in Practical Ministry Degree program, students will be able to:

1. Demonstrate a fundamental knowledge of the content and teachings of Scripture.
2. Articulate an understanding of basic Christian doctrines pertaining to practical ministry from a Spirit-filled perspective.
3. Evidence a knowledge of Christian tradition and practices.
4. Demonstrate a basic knowledge of the fundamentals and practices of practical ministry.
5. Articulate a basic Christian worldview and lifestyle.
6. Evidence growth and development in spiritual discipline; and
7. Demonstrate a commitment to lifelong enrichment.

Associate of Arts in Practical Ministry Graduation Requirements

To graduate from the **Associate of Arts in Practical Ministry Degree Program**, a student must:

- Apply for the degree program, fulfill financial obligations to the school, and participate in graduation ceremonies.
- Complete a total of 65 semester hours of course work.
- Complete the courses in each discipline as required in the program.
- Earn a minimum cumulative grade point average of 2.0.

Associate of Arts in Practical Ministry Completion Plan – 65 credits

FRESHMAN YEAR

Fall Semester		17 credits	Spring Semester		16 credits
THE 1013	Spirit-Empowered Living	3	PHI 1013	Christian Worldview and Ethics	3
BIB 1013	New Testament Survey	3	BIB 1033	Pneumatology (theology of the Holy Spirit)	3
ENG 1013	College Writing	3	BIB 1023	Old Testament Survey	3
THE 1023	Theology and Practice of Evangelism	3	BIB 1043	Synoptic Gospels	3
THE 1033	Hermeneutics	3	MAT 1013	Business Mathematics	3
PFM 1011	Practicum I	1	PFM 1021	Practicum II	1
EDU 1011	College Success [^]	1			

[^]students may test out of this course

SOPHOMORE YEAR

Fall Semester		16 credits	Spring Semester		16 credits
HIS 2013	Pentecostal Doctrine & History	3	SOC 2013	Foundations of Human Behavior	3
BIB 2013	Romans and Galatians	3	BIB 2023	The Pentateuch	3
THE 2013	Systematic Theology	3	ATH 2023	Gifts of the Spirit & Healing	3
ATH 2013	Five-fold Ministry	3	THE 2023	Homiletics	3
PFM 2011	Practicum III	1	PFM 1021	Practicum IV	1
####	Elective	3	####	Elective	3

ELECTIVE TRACKS

Pastoral Studies | Leadership & Management | Missions | Evangelism

Fall Semester		# credits	Spring Semester		# credits
ATH 2033	Special Studies in Pastoral Ministries	3	PSY 2013	Marriage and the Family	3
LEA 2013	Leadership Development	3	LEA 2023	Principles of Ministry Management	3
MIS 2013	Christian Missions	3	HUM 2013	World Religions	3
ATH 2043	Evangelistic Preaching & the Gospel	3	ATH 2053	Evangelism from a Cultural Perspective	3

Course Descriptions

Undergraduate Course Numbers

Nations College uses a system of letter prefixes and numerals to identify its courses in the academic catalog, course syllabi, and on transcripts. The letters designate the curriculum area or discipline. The first of the four numbers indicate the relative academic level of the course: 1, freshman level; and 2, sophomore level. The next two digits indicate course sequence. The fourth digit specifies the number of hours of credit assigned to the course.

Core and Elective:

BIB - Biblical Studies
PFM - Practical Field Ministry
ATH - Applied Theology
THE – Theology
PHI – Philosophy
PSY – Psychology
HUM – Humanities
MIS – Missions

General Education:

SOC – Social Science
ENG - English
MAT - Mathematics
HIS - History
EDU - Education
PHI - Philosophy

Bible & Theology

BIB 1013 New Testament Survey: A general overture of the books of the New Testament with an emphasis on authorship, uniqueness, canonicity, and historicity. It is an opportunity for the student to get to know the people, places, and events in the New Testament, and relate them to the times in which we live. 3 credit hours

BIB 1023 Old Testament Survey: This course is a survey of the Old Testament historical events and themes. There is special attention given to the content of culture, historical, geographical background, and practical application of the major Old Testament themes. 3 credit hours

BIB 1033 Pneumatology (theology of the Holy Spirit): A rich overview of the origin of the Church, the outpouring of the Holy Spirit, and the missionary expansion of the Body of Christ – in combination with the Book of Luke and letters of Paul – as they relate to early Church history and life today. 3 credit hours

BIB 1043 Synoptic Gospels: An introduction to the writings of Matthew, Mark, and Luke examining the life, work, and person of Jesus Christ. It examines the similarities and contrasts between the Synoptic Gospels, exploring several genres of literary criticism. 3 credit hours

BIB 2013 Romans and Galatians: This course is an in-depth study of Paul's Epistle to the Galatians and his Epistle to the Romans. The course will consider Galatians as an early sample of Paul's preaching and teaching, set forth to combat the dangers of legalism. It will examine Romans as Paul's magnum opus, his full-orbed presentation of the plan of salvation in the gospel with its implications for living in victory day by day, loving God and loving people. Both books will be considered as resources for evangelism. The course will seek to focus on the Lord Jesus as the Christ whom Paul preached, the source and goal of our faith. 3 credit hours

BIB 2023 The Pentateuch. This course offers an examination of the geographical, historical, and theological content of the first five books of the Bible. 3 credit hours

THE 1013 Spirit-Empowered Living: An introduction to life in the Spirit and an invitation to transformational spiritual practices leading to a Spirit empowered life in Christ. 3 credit hours

THE 1023 Theology and Practice of Evangelism: This course offers a study of the theology of evangelism as revealed in the scriptures, and of the practice of evangelism, especially in the program of the local church. The course will identify and challenge assumptions about traditional methods of evangelism and explore alternative ways of thinking and action in ministry. Students will be equipped as evangelists with the ability to contextualize the Gospel through friendship evangelism, outreach, and preaching ministry, to reconcile seekers to God. 3 credit hours

THE 1033 Hermeneutics: This course instructs students how to use Bible study methods, tools, aids, techniques, and commentaries applicable to our present day. 3 credit hours

THE 2013 Systematic Theology: This course explores the key tenets and central doctrines of the Christian faith with special focus on the biblical foundations, historical developments, theological method, and major theological controversies. It specifically explores the nature of revelation, the doctrine of God, Christology, and Soteriology. 3 credit hours

THE 2023 Homiletics: This course will focus on the art of preaching, developing sermons and developing the student's oral communication skills for use in a church setting. Oral presentations will be a focus of class time and grading. 3 credit hours

ATH 2013 Five-Fold Ministry: Students will discover a thorough study of the five ministry gifts that Jesus gave to the church. Emphasis will be placed upon how the five "governmental" gifts operate, how they complement each other, and how they are to work together to equip the saints for the work of the ministry. 3 credit hours

ATH 2023 Gifts of the Spirit & Healing: This course provides an overview of the Spiritual Gifts, what they are and how to operate in them. It will also focus on the historical development and classical understanding of this doctrine. 3 credit hours

General Education

EDU 1011 College Success: This course is required of all first-time freshmen entering Nations College. It is designed to ensure students have foundational study skills, information literacy, and critical thinking necessary for successful completion of college-level assignments. All students who previously have completed a degree are exempt from taking this course. 1 credit hour

ENG 1013 College Writing: This course focuses on the basic tools and skills that are necessary for effective written and oral communication. The student will compose essays to demonstrate a mastery of composition skills, demonstrate a familiarity with the Turabian style manual, and

communicate skillfully through the means of writing functions. This includes the accurate use of grammar, spelling, punctuation, style, and composition formats. 3 credit hours

PHI 1013 Christian Worldview and Ethics: The Christian Worldview and Ethics Course aims to equip believers with an understanding of the Christian worldview and how it shapes morality and ethics. Special emphasis will be given to competing worldviews and how they change and weaken the beliefs and morals of unsuspecting Christians. Students in this course will learn how to compare the Christian worldview with other leading worldview systems. Students will strengthen their personal understanding and commitment to living out their Christian faith and witness in a world searching for clear, life-enhancing truths that have been tested and proven effective. 3 credit hours

HIS 2013 Pentecostal Doctrine and History: A historical and theological study of the Pentecostal and Charismatic movements from the beginning of the 20th century until the present. The theology of these movements is analyzed from a New Testament perspective.

MAT 1013 Business Mathematics: The intent of the course is to teach students how to manage their personal financial resources, as well as incorporating real-world mathematical applications. Topics will include, but are not limited to, the mathematics of personal budgeting, managing bank accounts, utilizing credit, renting vs. home ownership, taxes, consumer decision-making skills, mathematical modeling, as well as payroll and benefits. 3 credit hours

SOC 2013 Foundations of Human Behavior: The basic facts, principles, and methods of human behavior are presented through an interdisciplinary lens. An emphasis is placed on fundamental principles underlying normal human behavior. Critical thinking skills are developed through analysis of various theories of behavior. 3 credit hours

Electives

MISSIONS TRACK

MIS 2013 Christian Missions: This course covers the history of Christian missions from the book of Acts to the 21st century. It will introduce the student to the major movements and trends of Christian missions over the centuries. 3 credit hours

HUM 2013 World Religions: This course introduces students to five of the most widely recognized religions in the world today: Christianity, Judaism, Islam, Hinduism, and Buddhism. Students will learn the basic tenets of each faith in order that they may gain the ability to discuss each religion and its corresponding history, practice, and relationship to other faiths. 3 units. Offered Fall Semester. 3 credit hours

PASTORAL TRACK

ATH 2033 Special Studies in Pastoral Ministries: An introduction into what it means to be a shepherd, with emphasis on the personal spiritual qualities necessary in the making of an effective pastor. 3 credit hours

PSY 2013 **Marriage and the Family**: Students will learn how to build lifelong relationships as a single person, or in preparation for marriage, as well as God's plan for the family. 3 credit hours

EVANGELISM TRACK

ATH 2043 **Evangelistic Preaching & the Gospel**: An advanced study of the content, structure, and delivery of evangelistic preaching; with special attention given to the altar call, the preparation of expository, textual, topical, and narrative evangelistic sermons, as well as sermon evaluation of great evangelists past and present. The course also incorporates study of signs and wonders within the context of evangelistic preaching. 3 credit hours

ATH 2053 **Evangelism from a Cultural Perspective**: The Gospel has exploded around the world throughout history with great periods of evangelism. The course considers evangelism throughout history on a global perspective. Since culture profoundly influences evangelism, this course will consider great evangelists and movements. 3 credit hours

LEADERSHIP TRACK

LEA 2013 **Leadership Development**: Basic principles of personal and interpersonal leadership guide life and organizations. An emphasis is placed on decision making through vision, goals & objectives, and motivation. By the end of the course, the student will have increased personal and interpersonal awareness, sharpened analytical skills and a greater understanding of the complex issues facing today's leaders. 3 credit hours

LEA 2023 **Principles of Ministry Management**: Students will be exposed to the basic principles of leading and management. They will learn how to better lead themselves, others, as well as organizations. Course topics include productivity, emotional intelligence, conflict management, servant leadership, caring for volunteers/staff, teamwork, hosting events, leading change, budgeting, and delegation. 3 credit hours

Practical Field Ministry

PFM 1011, 1021, 1031, 1041 **Practical Field Ministry**: This practicum is a “hands-on” opportunity to minister to individuals by various means and methods. Practical Field Ministry is about the praxis of ministry and is a systematic attempt to train students to apply what they are learning in the classroom in real life settings. Each semester, a practicum meets 2 hours (minimum) weekly, and one credit is earned per semester, per Practical Field Ministry.

APPENDIX A

Refund Policy

Applies to:	Students	Overseer:	Finance Administrator
Published in:	Policy Manual Academic Catalog	Reviewers:	
Created on:	11/01/2021	By:	Phil Gauthier
Revised on:		By:	

Policy Statement

Refunds are issued when a student accumulates a credit balance on their account due to an overpayment, or a billing adjustment (see “Credit Balance Refunds” section below).

Tuition and Mandatory Student Fees Refund Policy

Because tuition costs become a flat rate for full-time students (12+ credits), adding a course above 12 credits does not cost the student anything. Due to the above, no money will be refunded for dropping a course while still being enrolled as a full-time student (12+ credits). If a student withdraws or drops below 12 credits, then tuition is credited to the student’s account according to the following schedules:

Standard (Full Semester) Courses:

Drop Period*:	100%
1 st week after drop period	75%
2 nd week after drop period	50%
3 rd week after drop period	No refund

*Fall drop period = 2 weeks | Spring drop period = 3 weeks (due to Week of Prayer)

Audit Courses:

Drop Period*:	100%
1 st week after drop period	no refund

Non-mandatory Fee Refund Policy

Non-mandatory fees will be refunded according to the following guidelines:

- If a student withdraws from classes prior to the first day of the term (up to 5pm of the business day prior to the first day of classes) all non-mandatory fees will be refunded.
- If a student withdraws on, or after, the first day of classes for the term, all non-mandatory fees will be non-refundable.

Reservation Deposit Refund Policy

The reservation deposit is always non-refundable. If a student should decide to defer their application, the reservation deposit will remain available to the student as a credit balance (negative value) showing on their student account for up to one calendar year from the date of the deferment.

If a student should decide to withdraw, or if a student who had deferred falls out of communication regarding their deferred application for more than one year, then the reservation deposit fee will be charged to the account to bring the account to balance.

If a student withdraws and the balance on their account after all adjustments is less than the reservation deposit, the difference will be charged to the student's account.

Involuntary Withdrawal

If a student is asked by Nations College to leave for financial, medical, family crisis and/or health reasons, Nations College reserves the right to use a prorated refund schedule for tuition (in cases where it is to the mutual benefit of Nations College and the student).

Credit Balance Refunds

A student may request a review of any credit balance at the end of each semester or sign a form to rollover the available credit to the next semester. To allow sufficient time to process a non-federal credit balance refund, the Finance Department requires **30 business days** from the receipt of the refund request to the issuance of the refund check.

For incoming students who have paid, but have not attended at that time, refund payments are issued directly to people who made payments on the student's account. If a student withdraws after classes begin, or the semester comes to an end, any payment of \$500 or more from anyone other than the student will be issued back to the third party. Any remaining credit balance may be issued directly to the student, though the institution reserves the right to make exceptions, as needed.

Cash refunds will not be issued for credit balances resulting from Institutional Financial Aid. * If the student does not complete their program or withdraws from Nations College and has a credit on their account and has Institutional Financial Aid, these credits will be reduced to bring the student's balance to \$0.

Institutional Financial Aid Policy

Applies to:	Students	Overseer:	Finance Administrator
Published in:	Policy Manual Academic Catalog	Reviewers:	
Created on:	11-01-21	By:	Phil Gauthier
Revised on:	04-14-22	By:	Phil Gauthier

Policy Statement:

Institutional Financial Aid is awarded based on the information provided from a student's Financial Aid Applications (specified below). Any institutional aid given to students cannot exceed their total bill minus the Reservation Deposit.

Institutional financial aid awards are subject to adjustments or cancellations due to changes that include, but are not limited to, a student's:

- Financial situation
- Enrollment status
- Satisfactory academic progress

Institutional Financial Aid includes scholarships. It is awarded based on a student's need and is applied to tuition and mandatory fees.

Procedure

Institutional Financial Aid Eligibility Requirements:

- Be enrolled full-time (12 or more credits) in the Associate of Arts in Practical Ministry Degree program.
- If a student is enrolled in less than 12 credits, at any time, their financial aid may be reduced or cancelled accordingly.
 - a. Classes taken for audit are not eligible for financial aid, and do not count toward enrollment for purposes of financial aid.

Complete Financial Aid Forms by the applicable deadlines.

- Meet the SAP Requirements:
 - o A student's Institutional Financial Aid Package may be revoked for the following semester if their GPA falls below a 2.0. For details, please refer to the **Satisfactory Academic Progress Policy** (see Policy Handbook).
- Be in good standing with the Dean of Students regarding the Community Life Guidelines, as specified in the Student Handbook.

Securing Institutional Financial Aid

To secure Institutional Financial Aid Awards, a student will need to first pay the reservation deposit. If the payment is not received by the applicable deadlines, a student's Institutional Aid Award may be revoked.

Withdrawal

If a student withdraws or is required to withdraw before a semester is over, their aid package may be reduced or cancelled. If the student fails to properly withdraw, they may lose their Institutional Financial Aid. Please reference the **Withdrawal Policy** (Withdrawing from our Institution) in the Policy Manual for details on how to properly withdraw.

Refunds and Credit Balances

For information on refunds and credit balances, please refer to the **Refund Policy** in the Policy Manual.

Institutional Financial Aid Appeals

If a student wishes to appeal for a change in their Financial Aid Package, they will need to email their request to the Finance Office. The Finance Office will email the student an appeal form. The completed form will be brought to the Finance Administrator and CAO, who will decide on the appeal's outcome.

Declining Institutional Financial Aid

If a student desires to decline any portion of their Institutional Financial Aid Package after accepting the aid, they will need to email their request to the Nations College Finance Office.

Default Policy

Applies to:	Students	Overseer:	Chief Academic Officer
Published in:	Policy Manual Academic Catalog	Reviewers:	Admission Director Ministry Director
Created on:	06/01/2022	By:	Phil Gauthier
Revised on:		By:	

Policy Statement:

Nations College strives to support its students in all aspects of their connection to Nations College. This starts when they first show interest and carries through to graduation, as well as with follow-up of alumni after graduation.

Procedure:

Recruiting

In recruiting, Nations College looks for recruiting events based on their location, cost, and projected audience. We do this in order that we may reach out to high school students, homeschoolers, and others that may be considering options for college. Refer to the **Recruiting Policy** (Policy Manual) for more details. This recruiting initiative takes place when a student shows interest in the Nations College and continues until they start an application. During this time, the Recruitment Event Coordinator and Admissions Counselor are mainly responsible for the prospective student.

Admissions

All admissions application documents are available on Nations College’s website, or via request by emailing Admissions@nationscollege.org. Once all application documents have been received, we send the application to the Admissions Committee to decide on acceptance. (Refer to the Admissions Requirements Policy for specifics on the admissions process, as it relates to different students). This time begins when the student starts an application and continues until they are accepted and enrolled or have cancelled. The Admissions Counselor is ultimately responsible for the student during this time.

Ability to Benefit

Nations College does not accept an ability-to-benefit test. See the **Ability-to-Benefit Policy** (Policy Manual).

Exit Interviews

The Ministry Director offers all graduating seniors’ assistance with career/ministry options. He/she will reach out to all graduating seniors asking to see if they are interested in such assistance. If so, one-on-one meetings are then scheduled.

Follow-up Process for Graduates

All graduating students are asked to take the **Exit Survey** to assess their learning outcomes and provide the institution with feedback on how to improve various processes. They also take the **Exit Bible Test**, which provides us with direct feedback on how much Bible knowledge the graduating students acquired.

Every three years, the Academic Office issues an alumni survey to all our recent graduates. They are asked to provide us with feedback on Nations College from an alumni perspective. We also ask survey questions about their current employment and/or ministry status.

Graduation and Retention

All Faculty and Staff at Nations College strive to help students to successfully complete the program. Their progress is monitored, and several services are provided to help those who are struggling academically. Each student's academic progress is evaluated at mid-semester. More details are described in the **Retention and Academic Disciplinary Action Policy** in the Policy Manual.

The Chief Academic Officer (CAO) and Registrar are ultimately responsible for the student (from the time a student is accepted and enrolled) until their graduation. The Registrar maintains all student cohorts. The CAO is responsible for calculating graduation and retention rates, then presenting the information to the Board of Directors, as well as the President's Cabinet.

Career Counseling Services

Nations College offers guidance to graduating students in making career decisions in various ways. For details, refer to the Student Handbook in the "Student Services" section under "Career Counseling".

Satisfactory Academic Policy (SAP)

Applies to:	Students	Overseer:	Chief Academic Officer
Published in:	Policy Manual Academic Catalog	Reviewers:	
Created on:	11/01/2021	By:	Phil Gauthier
Revised on:		By:	

Policy Statement:

Federal regulations require that all students make Satisfactory Academic Progress (SAP) in a program of study to maintain eligibility for financial aid. Satisfactory progress is a measure of the student's achievement at the end of each semester. It is measured by a qualitative standard (students must maintain a minimum cumulative GPA) and a quantitative standard (students must earn a certain percentage of credits attempted). These standards are consistently applied to all categories of students (full-time and part-time students).

Procedure:

GPA, pace of completion, and maximum timeframe will be reviewed at the end of every semester for the Associate of Arts in Practical Ministry Program.

GPA and Pace of Completion Requirements:

For full-time students within the Associate of Arts (AA) Program:

Associate of Arts			
Term	Cumulative GPA at the end of that term	Minimum earned credits at the end of that term	Maximum Timeframe
First	>= 1.0	Must pass at least 67% of all attempted credits	Up to 150% of the credit hours published as being required for the completion of the program.
Second	>= 1.5		
Third	>= 2.0		
Fourth	>= 2.0	60	Up to 65 credits

Students who do not meet the above criteria will be placed on financial warning and will be notified in writing (see details below).

The following are not included in the GPA calculation:

- Grades from courses dropped within the first 9 weeks of each semester.
- Incomplete grades at the end of a semester.
- Grades from transfer credit hours.

Attempted credit hours are defined as any credits the student is enrolled in, or after the drop/add period every semester. Earned credits are those for which the student earned at least a grade of D- or P.

The following are also counted as attempted credit hours:

- Repeated and non-passing grades count as attempted credit hours, even if the grade is no longer calculated in the GPA.
- Transfer credit hours accepted by NATIONS COLLEGE count as both, attempted and earned credits.
- Credits for courses in which a student receives an "I" (incomplete) grade at the end of a semester.

The **Pace of Completion Ratio** is calculated by dividing the student's cumulative earned credits by the cumulative attempted credits.

Part-time Students:

Students who are enrolled at Nations College on a part-time basis are required to meet the same GPA standards as specified before. They also must earn 67% of their attempted credits required for the program's completion to continue being eligible for federal financial aid (if applicable). However, their timeframe takes into consideration the number of attempted credits. Part-time students are assessed after their cumulative attempted credits equals 12.

Maximum Timeframe

Maximum credit hours allowed to receive financial aid (if applicable) equal 150% of the credit hours published as being required for the completion of the program.

The maximum limit applies to all attempted credit and transfer hours accepted from any other college, regardless of whether the student received financial aid to pay for the courses. After a student has attempted credits beyond the maximum timeframe, he/she is no longer eligible to receive federal financial aid (if applicable) at Nations College.

Financial Aid Warning:

Students who fail to meet the SAP standards will receive one subsequent term of financial aid, while given Financial Aid Warning status. This status may only be assigned to students who were meeting SAP requirements in the prior semester, or this is their first term.

A student will be placed on Financial Aid Suspension at the end of the financial aid warning period if he or she fails to attain the required standards. While on suspension, a student is not eligible for any financial aid. However, such students may attend Nations College at their own expense until the above standards are met.

Financial Aid Appeal:

Students who have faced extraordinary circumstances may appeal to the Chief Academic Officer regarding the denial of financial aid. Supporting written documentation of the circumstances explaining why the student was not able to meet the SAP standards must be submitted. The documentation must also include explanation of what has changed (or will change) that will allow

the student to meet the SAP requirements once again. When a student's SAP appeal is approved, a student will be assigned a status of Financial Aid Warning and is once again eligible to receive financial aid. An academic plan will be developed to increase the likelihood of his/her academic success. Failure to follow such a plan will result in the loss of financial aid eligibility. Such a student will be placed on Financial Aid Suspension.

Financial Aid Suspension:

Students will be placed on Financial Aid Suspension if they:

- Are not meeting the SAP standards at the end of their Financial Aid Warning semester.
- Have attempted more than 150% credits required to complete their certificate/degree program.
- Failed to follow the terms of their academic plan while being assigned the Financial Aid Warning status.

Regaining Good Academic Standing:

Students who have been given a Financial Aid Denial status will remain in that status until they meet the SAP criteria specified above. Students may regain good academic standing and financial eligibility by successfully completing courses previously failed; or courses passed with a "D" at their own expense and raising their cumulative GPA. They will still be evaluated for pace and maximum timeframe in the educational program.

Academic Warning Process

Academic Warning

A student who falls below a 2.00 cumulative grade point average may be placed on Academic Warning. This status is not recorded on the student's permanent record. Students on Academic Warning will be required to take a zero-credit Academic Success Workshop to help them develop effective time-management skills, study habits, test-taking strategies, and other skills that contribute to general academic success. The student may register for a maximum load of 12 credit hours and will have two semesters to return to good academic standing.

Academic Probation

A student with a semester grade point average of less than 1.00 may be placed on Academic Probation, even if the student's cumulative GPA remains above 2.00. In addition, a transfer student with less than a 2.00 grade point average from the previous institution, or a student who remains on Academic Warning after two consecutive semesters, may be placed on Academic Probation, which will be noted on the student's permanent record. The student will be permitted to register for a maximum load of 12 credit hours and will have two semesters to return to good academic standing. If the student returns to good academic standing, Academic Probation is removed, and this is recorded on the student's permanent record.

Academic Suspension

A student with a semester grade point average of less than 1.00 for two consecutive semesters may be subject to Academic Suspension for one semester. In addition, a student who remains on Academic Probation after two consecutive semesters may be subject to Academic Suspension for one semester, and this will be noted on the student's permanent record. After serving the

suspension, a student who desires to return to Nations College must submit a written request to the Reenrollment Committee. If accepted, the Registrar will determine a plan to prepare the student for re-enrolling.

Academic Dismissal

A student who returns from Academic Suspension may remain on Academic Probation and must achieve good academic standing by the end of the first semester after returning. The student who does not achieve a 2.00 cumulative grade point average at the end of the first semester (once back from Academic Suspension) may be subject to Academic Dismissal. Note that this will be noted on the student's permanent record.

Penalties for Drug Law Violations

Applies to:	Students	Overseer:	Finance Administrator
Published in:	Policy Manual Academic Catalog	Reviewers:	
Created on:	01/01/2022	By:	Phil Gauthier
Revised on:		By:	

Policy Statement:

Nations College recognizes the danger to one's physical and psychological well-being in the non-medical or recreational use of certain substances. Therefore, members of the community are to abstain from the use of:

- Controlled substances, marijuana, hallucinogens, depressants, stimulants, and narcotics (unless prescribed by a physician).

The above is not to be personally used, possessed, sold, or distributed on or away from the campus.

Per federal regulations, each college must provide to every student upon enrollment, a separate clear and conspicuous written notice with information on the penalties associated with drug-related offenses.

An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6) and does not include alcohol or tobacco.

Penalties for Drug Law Violations per Federal Guidelines

Federal guidelines (34 CFR 668.40) mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds (including grants and loans). A student who has been convicted for the possession, or sale of illegal drugs while enrolled and receiving Federal Student Aid (FSA) funds are ineligible for FSA funds. Convictions occurring outside of this time do not count.

A conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record does not count, nor is a determination or judgment arising out of a juvenile proceeding.

Each incoming Freshmen will receive this policy via email from the Finance Office in the beginning of their first semester.

The chart below illustrates the period of a student’s ineligibility for Federal Student Aid funds.

	Possession of Illegal Drugs	Sale of Illegal Drugs
First offense	1 year from the date of conviction	2 years from date of second conviction
Second offense	2 years from date of conviction	Indefinite period
Three or more offenses	Indefinite period	Indefinite period

A student may regain eligibility the day after the period of ineligibility ends, or when he/she successfully completes a drug rehabilitation program after their most recent drug conviction.

Standards for a Qualified Drug Rehabilitation Program

A qualified drug rehabilitation program includes at least two unannounced drug tests and satisfies at least one of the following requirements:

- Has received or is qualified to receive funds directly or indirectly under a federal, state, or local government program.
- Is administered or recognized by a federal, state, or local government agency or court.
- Has received or is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Is administered or recognized by a federally, or state-licensed hospital, health clinic or medical doctor.



Academic Catalog

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