

# **INSTE BIBLE COLLEGE**



*Student Handbook 2024-2025*

*Excellence in character, knowledge and ministry*

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## The Mission and Goals of INSTE

### Our Mission

INSTE exists to train and educate the people of God in discipleship, ministry and leadership for the accomplishment of the Great Commission through excellent and affordable distance learning.

### Our Objectives

To that end, INSTE provides a distance education curriculum and materials designed for two levels of study:

- Certificate Program—Ministry Training (Discipleship)
- Diploma Program—Leadership and Ministry Development

In support of that curriculum, INSTE provides training for group leaders plus academic and administrative services to INSTE groups throughout the United States.

### Our Vision

Our goal is to foster excellence in knowledge, ministry and character—knowing, doing and being. A graduate of INSTE will be prepared, not only academically but also practically and spiritually, to fulfill God's purpose for his/her life.

## Admissions

### Admission to the Certificate Program

Requirements for admission to the certificate program are as follows:

1. *A born-again believer who shows signs of spiritual growth.* An applicant must give evidence of having received Jesus Christ as Savior and Lord through his/her witness and Christian character.
2. *Faithful in attendance and service to his/her local church.* INSTE works in partnership with the local church to make disciples. Faithfulness to the church is a sign of spiritual growth.
3. *At least 16 years old before starting the course.* The applicant who is still in high school must also submit a letter from a parent or guardian. For students ages 14-15 please see below for additional information about the INSTE Youth program.
4. *Ability to read and comprehend the INSTE courses.* Our commitment is to open enrollment for all committed believers who wish to grow in their faith in Christ. Therefore, INSTE does not require a secondary education diploma for enrollment in the certificate program. However, to be able to benefit from these studies, the candidate for admission must be able to read and comprehend the INSTE courses.
5. *Authorization of his/her pastor or group leader to take the course.* INSTE depends entirely on the judgment of the local church as to the qualification of the applicant for study. The

signature of the pastor or group leader certifies that the applicant fulfills the above requirements for study.

### **Admission to the Advanced Certificate or Diploma Program**

Admission to the advanced certificate or diploma program is dependent on successful completion of the certificate program. In some cases, a person who does not have a high school diploma but has shown his/her ability to benefit from INSTE studies, and fulfills the requisites listed below, will be admitted to the advanced certificate/diploma program. This policy is based on the belief that God equips persons for leadership by gifting them, and that success in the advanced certificate/diploma program can be predicated on the student's progress in the certificate program.

Requirements for admission to the advanced certificate or diploma program are as follows:

1. *Completion of the Certificate Program with a minimum G.P.A. of 2.3 (C+).*
2. *Two recommendations, one by a church leader of his/her church and his/her Certificate Program group leader*
3. *Evidence of the qualities found in 1 Timothy 3 and Titus 1 and/or the fruit of the Spirit as found in Galatians 5:22-23.*
4. *Complete in its entirety the Application for Admission to the program.*

### **Visiting Students**

A Visiting Student is a student who wishes to take INSTE courses at the Advanced Certificate, Diploma Level for personal/ministry enrichment; to fulfill academic or credentialing requirements or would like to experience an INSTE course before enrolling officially in a program. Visiting Students do not need to fulfill any program pre-requisites and do not need to have previously taken INSTE courses.

All Visiting Students are expected to complete all of the course work as prescribed in the course syllabus (attendance, exams, assignments, *Beyond Academics*, etc.). They are also required to have a Temporary Ministry Mentor, who will supervise and evaluate *Beyond Academics* for the duration of their courses.

The maximum number of courses for which a Visiting Student may register is three (either Advanced Certificate/Diploma courses). Visiting Students receive credit for the courses they have successfully completed and may request official transcripts from INSTE. All courses studied under a Visiting Student status apply to the programs of study at INSTE Bible College should the student wish to pursue a program in the future. In that case, the student would have to fulfill all of the program requirements and expectations. Please note that the application for visiting students is different from the application for admission to the Advanced Certificate/Diploma Program.

## **Delayed Enrollment**

The applications of those who cannot enroll immediately will remain valid for one year. If after that time, the applicants desire to study, they must submit a letter from their pastor certifying that they still fulfill the requirements for study. Those who change churches between the time they submit an application and begin their studies must submit a letter from their present pastor certifying their qualifications for study.

## **Academic Information**

### **Academic Calendar**

INSTE operates on a six-month semester system.

First Semester:        July 1 to December 31

Second Semester:     January 1 to June 30

A group may begin a course at any time during the semester. The starting date of the group determines the semester. Courses are designed vertically, which means a student studies only one course at a time. If students wish to study more than one course at a time they may do so. However, it is not recommended for students to study multiple courses in the Advanced Certificate/Diploma Program at the same time.

### **Languages**

All courses are available in English and in Spanish. The courses in the Certificate Program are now available in Chinese. Check with INSTE about the availability of the courses in other languages.

### **Study Sequence**

Students generally follow the normal sequence of courses for both Levels. However, under special circumstances, such as the lack of certified leaders or an insufficient number of students to form a new group, a leader may integrate a beginning student into a continuing group. The INSTE office will direct the group leader in the steps required for integrating the new student into a continuing group.

### **Attendance**

Attendance at weekly group meetings is mandatory. The student who misses more than one fourth of the meetings of his/her group will be subject to suspension for that course. A group leader should check with INSTE about making up an absence. Missed lesson exams should be taken—proctored by the group leader—before the end of the course.

### **Minimum / Maximum Number to Form a Group**

**The Certificate Program.** The minimum number to begin a Certificate Program group is four

plus a certified leader. The maximum number of students in a group is ten.

**The Advanced Certificate/Diploma.** The minimum number to form an Advanced Certificate/Diploma Program group is two plus a certified leader. The maximum number of students in a group is seven. The Registrar's Office must approve any exceptions.

### **Minimum Number to Continue a Group**

A group must have at least two persons plus the group leader to continue studying. If only one person remains, the student may continue if the group leader can find at least one INSTE graduate or former student who promises to meet weekly with the leader and student to provide the needed group dynamics. See "Reviewing a Course."

### **Auditing a Course**

Given the nature of the INSTE courses, we strongly discourage auditing. However, under certain circumstances permission will be granted to include an auditor in a group. The audit fee (equal to one-half tuition for the course) gives the auditor the right to attend the class, but not take any exams or receive any credit. The auditor must also purchase the book for the course and agree in writing to complete all assignments. The *Petition to Audit* form is available on the INSTE web site, [www.inste.org](http://www.inste.org). Only one person per group may audit. See also INSTE Youth below.

### **Reviewing a Course**

An INSTE student may review a course previously studied without cost provided there is room in the group. The form *Permission to Review a Course* is available on the web site. When there is an insufficient number of students to begin a group, reviewers may be added to form the group.

### **Copyright and Usage of INSTE Textbooks**

The interactive texts and corresponding exams are created for the exclusive use of the INSTE program. For this reason, only INSTE students may purchase books. All INSTE material is copyrighted and may not be duplicated without the express written consent of the authors and the copyright owners.

### **Tests and Exams**

The group leader sends the final exams, along with the Record of Attendance and Exams, the evaluations and the answer key to the lesson exams to the INSTE office the week after the final exams are taken. A student must pass the final examination to receive a passing grade.

When filling out the Book Order form, students can now choose to take the exams online or on paper. The online exams are delivered through the Moodle online learning platform.

### **Final exams.**

At the end of the course, the group leader proctors the final examination. Students are not allowed to have access to any notes, the Bible, or the INSTE book while taking their exams. The



group leader has the option of reviewing the examination with the group immediately afterward, provided no answers are changed. This option gives immediate feedback to the students on questions they missed, thus providing a learning opportunity. The leader sends the final examinations to the INSTE office for correction. To pass a course the student must receive a passing grade on the final examination.

If a student is not present for the final exam and has a valid excuse for his/her absence, the group leader will set a date for the exam, not more than 15 days after the end of the course. Only the students who have been faithful in attendance and have fulfilled the study requirements will be given the opportunity to make up the exam.

### **Suspension for absenteeism.**

The student who failed by missing more than one fourth of the weekly meetings of a course will not have the opportunity to take a make-up test. He/she will have to repeat the course. See also Attendance.

### **Reexamination.**

If a student has studied faithfully but failed the final exam, he/she may take a make-up exam not later than six weeks after the final exam was received in the INSTE office. The group leader must send the form Petition for Reexamination and the reexamination fee to INSTE, and when received, administer the exam to the student. A final grade no higher than a C will be awarded for re-examination. A student may not retake the final exam to get a higher grade.

### **Study Suggestions**

Specific questions about how to study as an INSTE student should be directed to the group leader. The INSTE curriculum is designed for students to develop the habit of studying everyday consistently (for at least five days a week). This may be difficult for students to do at first, but after some time it should become a normal routine in the student's life. The beginning of each lesson contains lesson objectives. Students should review these objectives after completing the lesson to see if they have mastered all of the objectives. If students are able to confidently fulfill the lesson objectives, they will be prepared to do well on the weekly exams and the final exam. In preparation for the final exam, students should study the weekly exams that they have taken as well as the lesson objectives and reviews at the end of each lesson.

### **Course Overview**

For a complete list of INSTE courses, see below under "Programs of Study". The most important course study material for INSTE students is the course textbook. In fact this is the only required study material for all of our courses. Students must take weekly exams over the material they have studied each week. At the end of the course, there is a final exam. For the Certificate in

Christian Ministry Program the weekly exams are worth 20% of the student's total grade and the final exam is worth 80% of the total grade. In the Advanced Certificate/Diploma Program the weekly exams are worth 40% and the final exam is worth 60%.

## **Student Services**

### **Change of Contact Information**

Students should notify INSTE if their contact information has changed. This includes a change of address, a new telephone number, or a new email address. Each time a student submits an enrollment or another form we use the contact information provided by the student to update his/her information in our database.

### **Counseling and Placement**

For counseling and placement please contact our registrar, at [registrar@inste.org](mailto:registrar@inste.org) or by phone at: 515-289-9200.

## Grading Scale

<b>Letter Grade</b>	<b>Percent Value</b>	<b>Point Value</b>	<b>Comments</b>
A+	100	4.0	Outstanding
A	94-99	4.0	Excellent
A-	90-93	3.7	Superior
B+	87-89	3.3	Very Good
B	84-86	3.0	Good Work
B-	80-83	2.7	Moderately Good Work
C+	77-79	2.3	Solid Average
C	74-76	2.0	Average
C-	70-73	1.7	Marginally Acceptable
D+	67-69	1.3	Below Average
D	64-66	1.1	Poor Work
D-	60-63	1.0	Barely Passing
F	59	0.0	Failure
CR	-	0.0	Passing/Credit Earned
I	-	0.0	Incomplete
R	-	-	Repeated
W	-	0.0	Withdrawn

## Time Limit for a Course

A group must finish a course and submit the final exams with the accompanying forms to the INSTE office within six months (Certificate Program) or three months (Advanced Certificate/Diploma program) of the starting date for that group to receive credit for the course studied.

## Study Extension.

If circumstances merit, an extension of up to six months (Certificate Program) or three months (Advanced Certificate/Diploma program) will be granted upon request. The request must be made before the time expires for the course. A processing fee of \$25 per student must accompany the request for the extension. Additional extensions are not permitted.

## Requirements for Continued Study

Continued study is contingent upon the student's fulfillment of the initial prerequisite of faithfulness to his/her local church. The Advanced Certificate and Diploma students are required to continue serving in some type of leadership or service responsibility (ministry) during their

studies in INSTE.

Students who do not complete a course may continue with their group in the following course. They will have to retake the dropped or failed course to be able to graduate.

### **The Certificate Program**

Students who change churches during their studies in INSTE may continue studying with an existing group if they left the former church in good standing, are faithful in attendance to and support of the receiving church and have the approval of the new pastor or group leader to continue studying.

### **The Advanced Certificate and Diploma Programs**

Students who change churches may continue their studies providing that they leave in good standing, demonstrate submission to the leadership of the receiving church, and are immediately incorporated into leadership or service in the receiving church.

If they go to a church in which they are not known and therefore not immediately functioning in leadership or service, they may request in writing to be placed on provisional status for one semester. If at the end of that time, if they are once again active in leadership or service, they may return to regular status.

### **Proctoring Procedures**

All exams must be proctored by the designated group leader/church leader. The proctor must be present while the exam is being taken. The proctor is responsible to ensure that the students and/or group leader are not copying the answers of others and that they do not have access to notes, a Bible, textbook, or any other study aid. It is the responsibility of the proctor to ensure that the exam of each student/group leader is his/her own work. All online students must be proctored by their group leader or an INSTE staff member while taking their final exam. Before taking the final exam they must show the person proctoring them two things via webcam. First some form of photo identification (like a driver's license) to verify their identity. Second, they must show that their workspace is clear of notes, their INSTE textbook, or any other study aids.

### **Programs of Study**

Both the Certificate Program and the Advanced Certificate and Diploma Program are structured with the mission and vision of INSTE in mind. All students study the same courses.

### **Course Abbreviations and Numbering**

BIB – Bible    MIN– Ministry    THE – Theology

HIS– History    REL – Religion

Courses are numbered as follows:

Certificate in Christian Ministry: 100 Level Courses

*The Certificate is required to continue in the following programs.*

Advanced Certificate: 200 and 300 Level Courses

Diploma: 200 to 400 Level Courses

### **The Certificate Program**

Sequence 1: MIN101 Discipleship 1

Sequence 2: THE102 Discipleship 2

Sequence 3: BIB103 Old Testament

Sequence 4: BIB104 New Testament

### **Advanced Certificate and Diploma Programs**

Sequence 1:

MIN201 Church Leadership

THE202 Ecclesiology

HIS203 Church History 1

HIS204 Church History 2

MIN209 Beyond Academics 1

Sequence 2:

THE205 Christology

BIB206 Luke-Acts

BIB207 John and His Epistles

BIB208 Colossians and Ephesians

MIN210 Beyond Academics 2

Sequence 3:

THE301 Soteriology

BIB302 Romans and Galatians

BIB303 Hebrews

MIN304 Teaching the Bible

MIN309 Beyond Academics 3

Sequence 4:

THE305 Theology/Pneumatology

BIB306 The Pentateuch

BIB307 Hebrew History

MIN308 Homiletics

MIN310 Beyond Academics 4

Sequence 5:

THE401 Anthropology/Hamartiology

REL402 Cults and Religions

BIB403 Poetic Books

MIN404 Counseling

MIN409 Beyond Academics 5

Sequence 6:

THE405 Eschatology

BIB406 Daniel and Revelation

BIB407 Prophets and Prophecy

MIN408 Church Administration

MIN410 Beyond Academics 6

## Certificate in Christian Ministry

*Requirement: 8 credit hours*

This certificate program is structured around four crucial discipleship habits: personal devotions, Bible study skills, relationships, and ministry. This program focuses on the character development of the disciple. Intensive discipleship (being) plus foundational Bible and theological input (knowing) lead to ministry (doing). Each believer has gifts, talents and skills that are to be used in the Kingdom of God. Through this program, maturing disciples find their places in the Body of Christ, in which they can serve the Lord with joy and effectiveness.

### Program Objectives

Through this program INSTE proposes to:

1. Foster growth in discipleship toward spiritual maturity as evidenced in Galatians 5:22-23 and John 15:8.
2. Provide foundational biblical and theological knowledge to growing disciples of Jesus Christ.
3. Prepare believers for ministry (service) based on their giftedness.

Therefore, the student who successfully completes this program will be able to:

1. Demonstrate in his or her life and ministry, growth in discipleship toward spiritual maturity as evidenced in Galatians 5:22-23 and John 15:8.
2. Demonstrate a working knowledge of the Bible and theology at the level presented in this program.
3. Demonstrate an increasing ability to exercise ministry according to his or her giftedness.

### Required Courses

MIN101: Following Jesus in Committed Service:	<b>Discipleship 1</b>
THE102: Finding your Ministry in the Body of Christ:	<b>Discipleship 2</b>
BIB103: Discovering Treasures in the Word of God:	<b>The Old Testament</b>
BIB104: Exploring the Riches of the Word of God:	<b>The New Testament</b>

## Advanced Certificate in Bible and Theology

*Requirement: 38 hours*

This program is designed for laypersons desiring to continue their preparation for Christian witness in the marketplace and for lay leadership in the local church. The Advanced Certificate provides a short program for those who cannot commit to the full diploma program at the time of

enrollment.

***Program Objectives***

Through this program, INSTE proposes to:

1. Provide robust Bible, theology and ministry preparation for those who will serve in lay leadership in the local church.
2. Prepare laypersons for effective Christian witness in the marketplace so they can share their faith with gentleness and respect (1 Peter 3:15).
3. Provide an intermediary certificate for those called to service in the local church as they continue their studies.

Therefore, the student who successfully completes this program will be able to do the following:

1. Demonstrate a growing ability to use the Word of God effectively in lay ministry.
2. Effectively give Christian witness to those who ask for a reason for the hope they have.
3. Continue to grow in knowledge and ministry throughout his or her lifetime.

***Required Courses***

The courses listed below are required for the Advanced Certificate in Bible and Theology.

**Bible**

BIB103: The Old Testament: Discovering Treasures in the Word of God

BIB104: The New Testament: Exploring the Riches of the Word of God

BIB206: Luke-Acts: To the Ends of the Earth

BIB207: John and His Epistles: The Universal Savior

BIB208: Colossians and Ephesians: The Christological Epistles

Two Bible Electives                      4 hours

*Total Bible credit hours: 14 credits*

**Theology**

THE102: Discipleship 2: Finding your Ministry in the Body of Christ

THE202: Ecclesiology: The Church in the 21st Century

THE205: Christology: The Person and Work of Jesus Christ

One Theology Elective                      2 hours

*Total Theology credit hours: 8 credits*

## **Ministry**

MIN101: Discipleship 1: Following Jesus in Committed Service

MIN201: Church Leadership: Becoming the Leader God Wants You to Be:

MIN209-309: Beyond Academics 1 –3

One Ministry Elective            2 hours

*Total Ministry credit hours: 12 credits*

## **History and Religion**

HIS203: Church History 1: From Pentecost to Protestantism

One History and Religion Elective    2 hours

*Total History and Religion credit hours: 4 credits*

## **Diploma in Bible and Theology**

*Requirement: 68 credit hours*

This diploma program, designed for those whom God has called to leadership and ministry, helps develop the emerging leader/minister to be able to fulfill his/her leadership or ministry calling. It also satisfies the academic requirements for ministerial credentials with various denominations. The student is urged to check with his/her denomination concerning specific requirements.

### ***Program Objectives***

Through this program INSTE proposes to:

1. Produce Bible-centered leaders and ministers committed to life-long learning.
2. Prepare leaders and ministers based on their giftedness.
3. Individualize leadership and ministry preparation through mentor-guided experiences in ministry.
4. Provide a baseline of biblical and theological knowledge upon which the leader/minister may build throughout his/her lifetime.
5. Teach leaders and ministers how to find and learn from mentors throughout their lifetime.

Therefore, the student who successfully completes this program will be able to:

1. Demonstrate a Bible-centric view of ministry.
2. Minister through giftedness from a solid base of biblical and theological knowledge.
3. Continue to grow in knowledge and ministry throughout his or her lifetime.
4. Develop the ability to identify and learn from mentors as well as mentor others.



## ***Required Courses***

The courses listed below are required for the Diploma in Bible and Theology.

### **Bible**

#### ***Old Testament***

BIB103: The Old Testament: Discovering Treasures in the Word of God

BIB306: The Pentateuch: The Books of the Law

BIB307: Hebrew History: The Historical Books of the Old Testament

BIB403: Poetic Books: Expressions from the Heart

BIB406: Daniel and Revelation: Windows to the Future

BIB407: Prophets and Prophecy: Proclaiming God's Word to the World

#### ***New Testament***

BIB104: The New Testament: Exploring the Riches of the Word of God

BIB206: Luke-Acts: To the Ends of the Earth

BIB207: John and His Epistles: The Universal Savior

BIB208: Colossians and Ephesians: The Christological Epistles

BIB302: Romans and Galatians: Justified by Faith

BIB303: Hebrews: Jesus Our Great High Priest

*Total Bible credit hours: 24*

### **Theology**

THE102: Discipleship 2: Finding your Ministry in the Body of Christ

THE202: Ecclesiology: The Church in the 21st Century

THE205: Christology: The Person and Work of Jesus Christ

THE301: Soteriology: Our Great Salvation

THE305: Theology / Pneumatology: The Doctrine of God and the Holy Spirit

THE401: Anthropology and Hamartiology: Man and Sin

THE405: Eschatology: Living in the Last Days

*Total Theology credit hours: 14*

## **Ministry**

MIN101: Discipleship 1: Following Jesus in Committed Service

MIN201: Church Leadership: Becoming the Leader God Wants You to Be

MIN304: Teaching the Bible: Principles for Change

MIN308: Homiletics: Practical Principles of Preaching

MIN404: Counseling: How to be a People Helper

MIN408: Church Administration: Principles of Responsible Stewardship

MIN209: Beyond Academics 1      2

MIN210: Beyond Academics 2      2

MIN309: Beyond Academics 3      2

MIN310: Beyond Academics 4      2

MIN409: Beyond Academics 5      2

MIN410: Beyond Academics 6      2

*Total Ministry credit hours: 24*

## **History and Religion**

HIS203: Church History 1: From Pentecost to Protestantism

HIS204: Church History 2: Renewal and Expansion in the Modern Age

REL402: Cults and Religions: Man's Answer to Sin's Dilemma

*Total History and Religion credit hours: 6*

Total credit hours required for the Diploma in Bible and Theology 68

## **INSTE Youth**

The purpose of INSTE Youth is to prepare young adults spiritually so that as they enter the college/work world, their faith will be strong. Through the Certificate program, INSTE Youth students, 16 years of age and above, receive college credit that may be transferable to colleges and universities of their choosing. Transfer credit is at the discretion of the receiving institution.

Youth ages 14 and 15 may enroll as special audit students. They must do all the work of regular students –i.e., study, attendance, exams, and participation– but do not receive college credit until they reach 16 at which time they may apply for an upgrade to regular student status. Contact INSTE for specific requirements.

## Advanced Standing and Transfer of Credits

A certain number of credits may be transferred for courses studied in an appropriately accredited college or university. An official transcript must be sent directly to INSTE from the institution in which that credit was earned. Transfer credit is granted only for courses for which a “C” (see the grade scale) or better has been earned. All transfer credit must fit INSTE’s academic program requirements. No course may be substituted for Discipleship 1 (certificate program) or Church Leadership (advanced certificate/diploma program). INSTE reserves the right to determine whether or not it will accept transfer credits from another academic institution.

### Maximum Credit Accepted.

The maximum number of credit hours that can be accepted in transfer is as follows.

Program	Maximum transfer credit
Certificate	6 credit hours
Advanced Certificate	28 credit hours
Diploma	50 credit hours

### A-Level Courses

The high school curriculum in the United States prepares college-bound students for a four-year bachelor’s degree program. However, in many other countries, the school system prepares qualified high school students for a three-year bachelor’s degree program by providing advanced courses in high school (A-Levels). INSTE accepts A-Level certificates as transfer credit to meet General Education requirements.

### College-Level Examination Program (CLEP).

INSTE accepts up to 32 credits for examinations of the nationally administered College Level Examination Program (CLEP). Students wishing to transfer CLEP credit must earn scores recommended by the American Council on Education.

### Beyond Academics.

Credit may be given for adequately documented and validated experiential learning equivalent to that described in the Beyond Academics manual. In no case will the award of experiential credit exceed the 12 credits required for Beyond Academics, nor will experiential credit substitute for academic courses required by INSTE.

### Transfer credits to other institutions.

Many colleges and universities accept our credits; however, the transfer of academic credits to any institution is determined by the receiving institution. The student who plans to transfer INSTE credits is advised to check with the receiving institution.

## **Transcripts**

All graduates receive a free transcript with their certificates or diplomas. All other transcripts must be obtained through submitting a transcript request form accompanied by the payment of \$5 for each official transcript requested. The student or graduate requesting the transcript should also indicate to the office of the Registrar where the transcript is to be sent. The transcript request form is available on the website.

## **Code of Conduct and Student Expectations**

### **Academic Integrity**

All students are expected to adhere to high standards of integrity at all times. INSTE's motto states it simply: "Excellence in character, knowledge and ministry." Character development is the primary focus of the certificate program and the foundation of the advanced certificate/diploma programs. The development of Christ-likeness in all areas of the student's life is the ultimate goal of every course. Therefore, some types of behavior are not allowed, such as cheating, plagiarizing, falsifying information, etc. Examples of this type of conduct are as follows:

1. Copying someone else's answers on an exam
2. Submitting someone else's work as his or her own
3. Neglecting to identify the source of copied material in a written assignment
4. Unauthorized collaboration in the writing of a written assignment
5. Circulating copies of previously given exams.

Any student found to be in violation of this policy will be subject to discipline, which may range from lowering a grade to expulsion, depending on the circumstances of the case.

### **Code of Conduct**

INSTE Bible College exists for the purpose of making disciples and developing leaders for the extension of the Kingdom of God. It is essential, therefore, that the attitudes and behaviors of all members of the INSTE community reflect the character of Jesus Christ at all times.

By enrolling in an INSTE course, students voluntarily assume the responsibility to abide by all regulations in the Student Handbook and to be careful not to be involved in any activity which would be morally or spiritually destructive or reflect poorly on the cause of Jesus Christ, INSTE or their local church. In particular, INSTE expects students and leaders to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and unbiblical sexual behavior, including sexual harassment. In addition, all students and leaders must abide by

INSTE's Statement on Human Sexuality found on our website. (Under About / Declaration of Faith).

All students, leaders and staff represent Christ and INSTE wherever they are and are expected to exhibit a distinctively Christian lifestyle in all their activities, both in the INSTE group itself as well as in their church and community.

INSTE is prepared to take action to prevent and correct any violation of this policy. Any member of the INSTE community—whether faculty, staff, leader or student—found in violation of this code of conduct will be subject to discipline and possible dismissal.

### **Expulsion**

INSTE reserves the right to expel a student for the following reasons: evidence of abandoning the Christian evangelical faith, attitudes that harm the unity of the INSTE group and/or the local church, expulsion from the local church on biblically-proven grounds, or abandonment of faithful communion in a local church.

Evidence of a possible cause for expulsion will be presented to INSTE in writing, signed by the group leader and responsible leaders in the local church. The administration will investigate the allegation and interview the student. If the accusations are proven to be true, the student will be expelled from INSTE. The student will be notified in writing of his/her expulsion. The group leader and other responsible parties at the local church will also be notified in writing. The student will be allowed to re-enroll in INSTE if and when he/she demonstrates repentance and restoration and, during a period of time determined by INSTE and the local church leaders, evidences good testimony of his/her spiritual and moral restoration.

### **Sexual Abuse Policy**

All INSTE Bible College staff, group leaders, and students are expected to treat one another with dignity and respect. Staff, group leaders and students must always remember that they are not only representing INSTE Bible College, but more importantly the Lord Jesus Christ. Sexual abuse of any kind, including sexual harassment, is strictly prohibited and will not be tolerated. Any member of the INSTE community—whether faculty, staff, leader or student—found to be guilty of sexual abuse will be subject to dismissal and to prosecution.

All administration, staff, faculty and group leaders, who in the scope of their responsibilities see, know about, or reasonably suspect that sexual abuse has occurred, must report it as indicated below. Proof that the abuse has occurred is not required in order to be obligated to report.

Suspected abuse shall be reported to INSTE Bible College's administration within 24 hours. Reporting may be made by telephone or in writing. The suspected abuse shall also be reported to local law enforcement within the same 24 hour period.

Given the nature of our institution, INSTE Bible College does not provide counseling for those who are dealing with the trauma of sexual abuse; however, below we have listed resources for

students and staff who need support in order to prevent sexual abuse and also to provide education and protection.

### **Resources available to students affected by sexual abuse**

- First and foremost, we recommend that students and/or group leaders seek out counseling and support from the pastor of their churches or from any licensed counselors in their church congregation who have experience dealing with those who have been sexually abused.
- **National Sexual Assault Telephone Hotline.** Call 800.656.HOPE (4673) to be connected with a trained staff member from a sexual assault service provider in your area. You can also visit [online.rainn.org](http://online.rainn.org) to receive support via confidential online chat.
- **Pact5.** Pact5 is a grassroots movement that began in the documentary production classes of five universities. Dedicated to stopping rape and sexual assaults in colleges, Pact5 believes that short documentaries produced by students can create powerful stories that can change potentially tragic behavior patterns. <http://pact5.org/>
- **Response Ability.** The Response Ability Project “empowers people to intervene in problem situations.” Read blog posts, watch videos, and access other information to explore how to be an “Everyday Hero” against sexual abuse and assault. <https://www.centerforrespect.com/about-the-center-for-respect/>
- **Mentors in Violence Prevention.** MVP engages leaders on campus who work to prevent and respond to sexism and violence. <https://www.mvpstrat.com/>
- **Men Can Stop Rape.** Men Can Stop Rape provides training programs and initiatives that promote healthy masculinity and activism in violence prevention. <https://mcsr.org/home>
- **Step UP! Program.** This program gives students skills for intervening in risky situations. <http://www.stepupprogram.org/students/>
- **Joyful Heart Foundation.** This organization provides resources and support for those affected by sexual abuse. <http://www.joyfulheartfoundation.org/>
- **Rape Crisis Centers.** Please visit <https://centers.rainn.org/> to find a rape crisis center in your local area. These centers can help provide crisis intervention and counseling.

### **Drug and Alcohol Policy**

Our drug and alcohol policy is as follows: the unlawful possession, use, or distribution of controlled substances by students, group leaders and staff is strictly prohibited. As our code of conduct states, all students, leaders and staff must refrain from being under the influence of intoxicants in accordance with the commands of Scripture (Ephesians 5:18). This policy will be considered violated if a student, leader or staff member is found to be in possession of any

controlled substance which is against the law. This policy will also be considered violated if a student is intoxicated from alcohol consumption or drug use.

If a student, group leader or staff member is found to be in violation of this policy, INSTE will notify the appropriate law enforcement agencies if the student has broken any local or federal laws. Also, any student, group leader, or staff member found to be in violation of this policy will be subject to discipline and possible dismissal. The decision to expel a student will be dealt with on a case by case basis as INSTE recognizes that each person and each circumstance is unique.

Given the nature of our institution, INSTE does not offer any drug or alcohol counseling services however we do recommend the following resources for counseling, treatment and prevention to our students, volunteers and staff:

- **Teen Challenge.** Christ-centered, faith-based solutions for youth, adults, and families struggling with life-controlling problems, such as addiction. Teen Challenge has centers located throughout the United States. <https://www.teenchallengeusa.com/>
- **Celebrate Recovery.** Celebrate Recovery is a biblical and balanced program that helps us overcome our hurts, hang-ups, and habits. It is based on the actual words of Jesus rather than psychological theory. Celebrate Recovery is now in over 29,000 churches worldwide. <http://www.celebraterecovery.com/>
- **Alcoholics Anonymous.** Alcoholics Anonymous is an international fellowship of men and women who have had a drinking problem. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem. <http://www.aa.org/>
- **Narcotics Anonymous.** Similar to Alcoholics Anonymous, Narcotics Anonymous is a global, community-based organization with a multi-lingual and multicultural membership. <https://www.na.org/>
- **SAMHSA.** The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities. <http://www.samhsa.gov/>

## **Policy on Reporting Abuse or Neglect of Children**

Although Inste Bible College is an adult distance education institution, we take seriously the protection of children from all types of abuse or neglect. Therefore, in compliance with Iowa Code 261.9 (1) “h”, the following policy applies:

- All administration, staff, faculty, and group leaders who in the scope of their responsibilities see, know about, or reasonably suspect the physical or sexual abuse of a child, must report it as indicated below. Proof that the abuse has occurred is not required in order to be obligated to report.
- Suspected abuse shall be reported to Inste Bible College’s administration within 24 hours. Reporting may be made by telephone or in writing. The suspected abuse shall also be reported to local law enforcement within the same 24-hour period.
- If there is reason to believe that immediate protection for the child is advisable, an oral report shall be made immediately to the appropriate law enforcement agency.

This policy is published in the Inste Bible College Faculty and Staff Handbook and is also a part of the Distance Leader Training manual used to train distance group discussion leaders.

## **Student Record Retention Policy**

INSTE keeps each student’s electronic academic records permanently. This includes the student’s grades and transcripts. After five years of inactivity or graduation the individual student’s physical file will be destroyed and all records will be maintained electronically in the school’s database. This file contains any student registration forms, any correspondence with the student and applications. Other applications made by the student such as transcript requests, refund requests, certificate requests etc. are kept in a separate location and are discarded after one year. Should INSTE cease operations as an institution all student records will be transferred for safeguarding and student availability. Should INSTE be an accredited institution at time of ceasing operations, all student records will be transferred to and be stored by the University of Iowa. Should INSTE not be an accredited institution at the time of ceasing operations, all student records will be transferred to and stored by the Open Bible Churches National Headquarters, 2020 Bell Avenue, Des Moines, IA 50315, (515)288-2510.

## **Graduation**

### **Graduation Requirements**

To receive the Certificate in Christian Ministry, the Advanced Certificate in Bible and Theology, and the Diploma in Bible and Theology, the student must receive a passing grade in all courses (see Grading Scale) and pay all fees.

All exams and projects of the candidates for an advanced certificate/diploma must be received by



the INSTE office at least two weeks before the published commencement date. If, however, students who finish their course work and other requirements for graduation except for the final exam in their final course, may participate in the graduation ceremonies, provided that all requirements will be completed and received by the INSTE office at least three business days before the official end of the school year on June 30th.

**Certificates** are granted by INSTE upon receipt of a Certificate Request Form with the required fee. The form is submitted either with the final exams or after receiving the final grades, and not less than one month before they are needed for local graduation ceremonies. Certificates are granted throughout the year, whenever a group finishes the program. However, certificate requests are processed at the end of each month and sent out the first week of the following month.

The certificate program graduation is celebrated at the group's local church. The INSTE office provides guidelines and suggestions to the church to help make the graduation a significant event for those who finish their studies in this program. All graduates are listed in the Commencement Bulletin at the INSTE annual graduation in June.

**Advanced Certificates and Diplomas** are granted once a year in an annual graduation ceremony held at the national graduation.

### **Annual National Graduation**

Each year INSTE celebrates a national graduation at which topics of vital interest to the church and evangelism are covered. The event begins on Friday evening with a Graduation Banquet and ends with the graduation ceremony on Saturday. Students, alumni, group leaders and mentors come together at graduation for personal enrichment, to celebrate commencement and to get to know INSTE students from around the nation. Please contact us for specifics about this year's national graduation.

### **Financial Information**

INSTE is a not-for-profit ministry, supported wholly by the tuition and fees of its students, and the voluntary contributions of individuals and churches. We are committed to cost-effective discipleship and leadership education.

As a 501 (c) 3 exempt organization, INSTE is qualified to receive tax-deductible gifts.

### **Cost per Course**

#### **The Certificate Program:**

**Cost per Course: \$96**

The Certificate Program is comprised of four 16-week courses. Students enroll for one course per semester.

The cost per course includes the following fees: tuition (for 2 semester hours of credit), enrollment, book plus shipping and handling.

**Digital Courses: Cost per Course: \$86**

Similarly, the Digital Courses are comprised of four 16-week courses. Students enroll for one course per semester.

The cost per course includes the following fees: tuition (for 2 semester hours of credit), enrollment and the digital interactive textbook.

**The Advanced Certificate/Diploma Program: Cost per Course: \$240**

The cost per course includes tuition (for 2.5 semester hours of credit), enrollment, interactive book plus shipping and handling.

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## Other General Fees

<i>Other General Fees</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Notes</i>
Audit Fee	\$68	\$137.25	Per course (plus books, shipping, enrollment fee)
Reexamination	\$25	\$25	Per course
Credit Hour	\$19	\$75	
Study Extension	\$25	\$25	Per student , course
Transcript	\$5	\$5	Level 2 includes Level 1
Transfer Credit Evaluation	\$25	Varies*	
Graduation	\$15	\$85	
* Evaluation of transfer credit for the diploma program, \$50. INSTE reserves the right to change costs at any time.			

## Payment of Fees and Tuition

All fees and tuition must be remitted to the INSTE office along with the properly completed enrollment forms of all the students in the group plus the book order form before books and materials will be shipped. Payment may be made by credit card (Visa or MasterCard) or by church check. No books will be shipped to churches with outstanding balances over \$100. Students also have the option of enrolling for a course and paying online.

A group leader or mentor who wishes to receive the Certificate in Christian Ministry, the Advanced Certificate in Bible and Theology, or the Diploma in Bible and Theology offered by INSTE will register as a student and pay all corresponding fees. He or she is required to take all the examinations, and do the work required for the courses.

## Timothy Fund

A limited amount of financial help for needy students is available through the Timothy Fund. The student must petition for assistance using the form available on the website. His/her request must be approved by the group leader (except in the case of online students). If the request is granted, the student will receive a reduction of up to 50% of the student's tuition. INSTE determines the amount awarded. If the request is denied for any reason, the student and group leader will be informed. Financial assistance will be dispersed only as funds are available.

From time to time, other assistance is made available on a temporary basis. The availability of such funds is advertised in the monthly newsletter and on our website.

### **Married Student Discount**

When both husband and wife study concurrently—at the time of enrollment, whether the same course or in different courses—they will each be eligible for a 25% tuition discount, according to the program in which he/she is studying. If the spouse joins later during the semester, only the enrolling spouse receives the discount. Both must buy books. If a spouse withdraws, the total discount awarded to both spouses will be deducted from any refund due.

### **Shipping and Handling Costs**

All students need books to study. Books cannot be shared because the INSTE books are designed as interactive texts. The book is the student's "personal professor." Every student pays a flat shipping and handling fee for each course. On rare occasions, a student has a book he or she has previously purchased. However, that student still will need to pay the shipping and handling fee because of other materials shipped and handled for that semester.

### **Refunds**

#### **Distance Leader Training**

An applicant for distance leader training may request a refund in writing, by phone or in person if he/she cancels before materials are shipped. The certification fee will be refunded in full. A check will be sent to the church with the applicant's name on the memo line.

*Student Refund: Enrollment Cancellation.* If the student withdraws before the class begins, an applicant or student may request a refund in writing, by phone or in person. The school will provide a full refund except for any books already received. Shipping and handling charges are also non-refundable. Contact the INSTE office if you have questions. Books cannot be returned for a refund.

#### **Military Deployment**

A full refund of tuition, book, and fees will be given to any student, or the spouse of a member if the member has a dependent child, who withdraws from a course because of military deployment.

#### **Complaint Policy**

INSTE Bible College does everything within its power to assure that the student's experience in INSTE is fruitful and satisfying. However, if there is a complaint or grievance, the following policy applies.

Questions about course content, exams and related issues are referred to the Dean's office. The complaint is examined and an explanation of the point in question is sent to the student and the student's group leader via mail, email or by phone by the Academic Dean.

Questions relating to online issues are handled by Student Services. The issue is researched and resolved and the answer communicated to the student and group leader via mail, email or by phone by the Director of Online Services.

Questions relating to delivery of course materials are directed to Shipping and Production. The solution is communicated to the student and group leader by a staff member.

Questions involving enrollments or grades are referred to the Registrar's office. Most issues are resolved with a simple phone call or email by the Registrar.

In more complex situations the President becomes involved, who, in consultation with staff members, resolves the issue and communicates with the aggrieved persons.

A record of the complaint and its resolution is logged by the staff member handling the complaint. A complaint file is kept in the Dean's office. Students wishing to file a grievance or complaint with INSTE may do so by mail, email, phone, fax, or in person.

## **Rights under FERPA**

The Family Education Rights and Privacy Act (FERPA) protects students' rights with respect to their education records.

The student has a right to inspect and review his or her education records within 45 days of the day INSTE receives such a request for access. That request must be submitted in writing by the student to the registrar indicating the record he or she wishes to inspect. The time and place of inspection is communicated to the student by the registrar. The student may request that the record be copied and mailed. A fee of 25 cents a page plus postage will be assessed.

The student has a right to request amendment of his or her record that he or she believes is inaccurate. The request sent to the registrar must clearly identify the part they want changed and specify why they believe it is inaccurate or misleading. If INSTE decides not to amend the record as requested, the student is notified of that decision and advised of their right to a hearing.

The student has a right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One such exception is INSTE staff who need to review a record in order to fulfill their professional responsibility. At the time of enrollment, the student authorizes in writing the group leader's access to his or her grades for that course.

Directory Information is information which can be publicly released without needing to seek the student's consent. At INSTE, Directory Information is considered to be, but is not limited to:

name, address, telephone listing, electronic email address, date and place of birth, marital status, preferred language of study, occupation, educational level, church affiliation, program of study, dates of attendance, enrollment status (active, inactive, full-time or part-time), location of study (church's name, city, state or online) and graduation dates. Private or "Non-Directory" information may only be released by the student's written request. Private information is considered to be: courses completed, financial transactions, grades and G.P.A.

The student has a right to "Block" the release any public "Directory Information." The "Block" has to be submitted in writing to INSTE, with the student's personal information, date, signature and any specific type of information that the student chooses to restrict from being released.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures of INSTE to comply with the requirements of FERPA.

The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

### **Civil Rights and Nondiscriminatory Policy**

The Policy of INSTE is to provide equal opportunity for all qualified persons in our educational programs. In full and affirmative compliance with the laws of the United States and all applicable regulations thereto, INSTE does not discriminate on the basis of race, color, national or ethnic origin, age, gender or physical handicap in its admission policy or scholarship programs.

## Meet our Staff



### **Vincent S. McCarty**

*Interim President*

Executive Directive of Open Bible Global Missions

Director INSTE Bible College

BA in Bible and Theology, Open Bible College

Masters in Ministry Leadership Wheaton College IL



### **Ricky Poon**

**Ricky Poon**

*Assistant Dean of Chinese Ministries*

*Assistant Professor of Bible and Theology*

*Regional Director for Asia INSTE*

MDiv Multnomah Biblical Seminary

BS EE in Electrical Engineering University of Washington

Doctor of Ministry (DMin) in Strategic Leadership, Lancaster

Bible College/Capital Seminary & Graduate School (in process)



### **Víctor Colón**

*Assistant Dean of Hispanic Ministries*

*Assistant Professor in Bible and Theology*

BS in Industrial Engineering, University of Puerto Rico

MDiv Church of God Theological Seminary

[vcolon@inste.org](mailto:vcolon@inste.org)



**Gina Reyna**

*Digital Course Designer*

BS in Commerce, Kansas College Mexico  
Associate of Practical Theology, Christ for The Nations Mexico  
BA in Pedagogy, National Autonomous University of Mexico  
Diploma in Distance Education and Instructional Design, UNAM  
MA in Psychology, Technological University of Mexico  
Diploma in Bible and Theology, INSTE  
Doctor Candidate of Ministry (DMin) in Leadership, Midwestern Baptist Theological Seminary (in process)



**Lois McCarty**

*Registrar and Office Manager*

BA in Bible and Theology, Open Bible College



**Mallory Peters**

*Finance Manager*

BA in Accounting from Central College in Pella, IA.



**Cindy Senephansiri**

*Shipping, Production and Communication*

Certificate in Christian Ministry



## Contact Information

INSTE BIBLE COLLEGE  
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Des Moines, IA 50317

Phone: 515-289-9200

Fax: 515-289-9201

Email: [inste@inste.org](mailto:inste@inste.org)

Website: [www.inste.org](http://www.inste.org)

Facebook: [www.facebook.com/inste bible](http://www.facebook.com/inste bible)

Twitter: @INSTE bible

Instagram: @instebible

## Hours of Operation

The office is open from 8:00 am to 4:30 pm (Central Time) Monday through Thursday and 8:00 am to 2:30 pm (Central Time) on Fridays. Calls after hours are routed to voice mail, which are answered on the next business day.

## Holiday Schedule

The office will be closed on the following holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November. (The office is also closed the day after Thanksgiving)
Christmas	December 24 and 25