

# Faith Christian University Educational Fellowship

*Extension Campus Program of Faith Christian University*

## POLICY AND PROCEDURES MANUAL



*Bringing the Campus to You*

[www.fcu.edu](http://www.fcu.edu)

407-382-9477

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# Faith Christian University

6000 East Colonial Drive Orlando, Florida 32807  
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Chancellor, Dr. H. G. Fredrick, Jr. President, Dr. C. Faith Fredrick

*Dear Friends:*

*Faith Christian University has established a new paradigm in Bible education and ministry training through an extension campus program called Faith Christian University Educational Fellowship.*

*The primary commitment of FCUEF is to serve the local church and its leadership by providing quality Bible education and preparation for ministry in all areas of church and para-church ministries.*

*Faith Christian University is known for a high standard of integrity in academia and administration. As a member of Faith Christian University Educational Fellowship your ministry will benefit from that same standard of excellence. We are literally partnering with you to provide the finest in Bible and Ministry education for your congregates.*

*It is our vision that as an educational fellowship, together, we will achieve a state-of-the-art universal institution that will bring Bible Education and Ministry Preparation to a new level. As a member of the FCUEF, you will step into a new future of Christian education and Ministry training. You host the students; we provide the curriculum and course content. You will oversee the spiritual growth and development of your leadership and congregation; we grant recognition of that growth.*

*I and the entire staff of FCU welcome your affiliation and membership to the **Faith Christian University Educational Fellowship** as a partnership to bring the finest Bible education and Ministry Training to your congregation and community.*

*God bless you and yours as we pursue God's finest and His best,*

*Sincerely,*

Dr. C. Faith Fredrick

## **MEMBERSHIP TO FCUEF INCLUDES**

- *Accreditation* - Faith Christian University holds accreditation with three proven private school accreditation agencies. First, the Transworld Accrediting Commission International (TACI), is based in Riverside, CA and provides FCU with excellence in accreditation standards. Secondly, the Apostolic Council For Educational Accountability (ACEA), under the leadership of Peter Wagner is based in Colorado Springs, CO. ACEA provides the accountability and credibility for Christian education institutions. Finally, the World-Wide Accrediting Commission of Christian Education Institutions (WWAC), located in Richmond, VA has over 100 member schools. FCU excels in spiritual and academic trustworthiness and is pleased to be validated by this fine accrediting agency
- *Partnership in Vision, Focus and Mission.*
- *Support* - FCU staff provides support to all campuses.
- *Lotus Notes Mini* – A fully licensed version of Lotus Notes 7.02 providing limited access to FCU’ student administration modules for easy record keeping.
- *Instruction* – Qualified and proven degreed instructors who have years of ministry experience.
- *Confidence* – Faith Christian University has a reputation of high integrity, efficiency and security regarding all record keeping.

## **ABSENCES**

Class attendance is required. Upon registering for class students must be made aware of that their attendance is expected and that anything other than an emergency is not acceptable. Makeup times are for those with an excused absence and the definition of an Excused Absence is an absence that is a sickness related or a family emergency. Anything else is considered unexcused and may result in a point deduction.

If a student is absent two weeks of a class (excused or unexcused), course credit is disallowed and the student will be required to re-register and repeat the class when offered again.

The integrity of any school rests on a strict policy of attendance and promptness to every class.

## **ACADEMIC PROGRAMS**

An Associate Degree (two-year / 60 credit hour program) is available through the Extension Campus. The first year offers 10 courses (30 credit hours) and provides a strong foundational study. The second year offers courses in two concentrations (1) Bible and Theology and (2) Pastoral Leadership.

Upon completion of the two-year (60 hour) program, students may select which concentration they prefer to receive their Associate Degree.

## **ADVERTISING**

Advertising and marketing your campus can be accomplished in many ways. Find out the best way for your community and church. You may use community publications, classified ads, TV advertising and any other media to get the word out about your school but the best is always 'word of mouth'.

An advertising information packet is provided.

## **ADVERTISING POLICIES**

Each extension campus agrees to make Faith Christian University part of their advertising.

- ◆ Be sure and link the FCU Website to your church web site.
- ◆ Church bulletins, newsletters, mail outs, etc.
- ◆ Public and church announcements
- ◆ Video messages provided by FCU.

NOTE: All advertising should state "*an extension campus of Faith Christian University.*"

## **APPLICATION**

Each student will be required to complete an FCU Application Form. The Application is the beginning of all administration for any student. The student has two options to make application:

1. **Paper Applications** can be printed from the Memory Stick / Document Library. Each application should be filled in completely, signed and submitted to the Extension Campus along with application fees. The Extension Campus administrator will then complete the online application via the Memory Stick and forward the monies collected to FCU per the Funds Agreement.

2. **Via the Internet** directly at [www.fcu.edu](http://www.fcu.edu). Fees can be paid via Master card or Visa card. Application will automatically be recorded and the Campus Administrator will be notified. NOTE: Cash payments or checks cannot be made online. Once the Application is received by the FCU Admissions Office it is processed for approval. The Extension Campus will be notified of each completed application.

NOTE: *In order to allow for immediate class registration, all new applicants are given "pending student status" until the application has been officially approved and processed by the FCU Admissions Department.*

#### **ADMISSIONS ELIGIBILITY**

As per collegiate standards, in order for a student to be eligible to receive college credit; he/she must have earned a High School Diploma, GED or equivalent. In the event they have not met this requirement, they can begin their studies with the commitment to complete this requirement within six months in order to qualify for a degree study. This requirement does not apply to Audit Students. Please contact FCU for more information.

#### **ASSESSMENT OF CREDITS**

All students are welcome to apply for an evaluation of previously earned college and Bible School credits. To apply, students must complete a Transcript Request Form (available via the Memory Stick) and follow all instructions.

Upon receipt of the transcript(s) at FCU an assessment will be done by the Assessment Committee and the student will be notified by the Academic Dean regarding the specifics of their program of study and its requirements at Faith Christian University. Assessments are evaluated on an individual basis and careful consideration is given to all credits earned by the student from other institutions of higher learning. Further information is available in the FCU catalog at: [www.fcu.edu](http://www.fcu.edu)

#### **ATMOSPHERE**

Some of the most important ministry is done interacting with the students, and guests. All School Personnel must be ready and waiting for each student. Do not become distracted by one particular student and neglect a new student or guest. It is important that students feel that they are wanted, respected and valued.

#### **ATTENDANCE RECORDS**

Attendance to all classes is a requirement. Faithfulness and commitment to every aspect of each class is part of the academic and training experience.

The first week of class a blank sign in sheet (available via the Memory Stick) should be printed, and all students sign in. Once registration is closed (following the first class) an *Attendance Sheet* listing all registered students should be created using the Memory

Stick. This sheet is to be placed in the classroom and students are to check off upon entrance to each class.

### **CLASSES**

Classes are accessed via the Internet connection. Full technical support is provided.

*Under no circumstances are classes to be downloaded and/or duplicated for use in any form at anytime or offered for sale.*

### **CLASS FORMAT**

Classes are provided via the internet. Each Extension Campus determines the best meeting time for their course sessions. The teaching format is as follows:

Class Session One (45 minutes)  
Break (10-15 minutes)  
Class Session Two (45 minutes)  
Break (10-15 minutes)  
Class Session Three (45 minutes)

### **CLASS SCHEDULE**

The Extension Campus will be given access to one class per term with a beginning date and a closing date. Each campus may schedule classes at anytime - day or evening. The designated class must be completed within the time frame required by FCU. A schedule of classes is provided in the Document Library via the Memory Stick. When regularly scheduled classes occur on a holiday, it is the responsibility of the campus administrator to select an alternate date that same week for students to attend the class.

*All campuses must adhere to the schedule provided by the main campus office. If an emergency arises notify the main campus at once to insure technical support is available.*

### **CLASSROOM EQUIPMENT**

The following equipment is required:

- ◆ Classroom facilities equipped with chairs and tables
- ◆ High Speed Internet Connection
- ◆ Television (recommendation: for best transmission do no use more than a 50" TV.)
- ◆ Computer

### **COMPENSATION PLAN TO EXTENSION CAMPUS**

Each campus maintaining an enrollment of 5+ students will be given a 30% return of all tuition payments. *Due to the expenses incurred by FCU for every campus it is not financially feasible to give compensation to a campus with less than 5 students. If the campus is in a process of development and growth FCU will assist and aid in any way possible until enrollment reaches the required number.*

Upon receipt of payments from the Extension Campus to FCU, a check in the amount of 30% of each tuition payment will be dispersed to the Extension Campus maintaining an enrollment of 5+ students within 20 days.

## **COURSE FILES**

It is advisable to make a hard copy file for each class. This serves as a backup for your reference. It should contain all printed materials of each class including the syllabus, exams, answer keys, grading report form, etc. These files are for the Administrator's use only and should be kept highly confidential.

## **COURSE SYLLABUS**

A Course Syllabus is available via the Memory Stick for each class. It provides course descriptions, objectives, schedule and requirements. The Course Syllabus is to be handed out to each student the first night of class.

The Campus Administrator and all school personnel should be familiar with each Course Syllabus, course requirements and time line. All campuses are required to adhere to the Course Syllabus with no deviation.

## **CURRICULUM**

The curriculum is designed to give a strong foundation and knowledge of God's Word and to prepare men and women for Kingdom ministry. A course schedule is provided in the Document Library for printing. However, classes may be updated and changed and a new schedule will be made available. If you have any questions, feel free to contact the FCU administrative office.

## **DISCRIMINATION POLICY**

Anyone, regardless of race, age or background, can attend the program.

## **DRESS CODE**

Each student should reflect the intent of the Extension Campus program and be modest and well groomed.

## **EXAMS**

A total of 60 questions, divided into weeks 1, 2, and 3 of 20 questions each) will be required for each class. The questions are taken from the lecture and the textbook. (Required reading) Each exam is open book and they are to be completed individually and answers are not to be shared. They are to be returned the following week at the start of class. Please note: *All exams are to be returned the following week and must be collected within 15 minutes of the start of class—after that, the work is considered late.*

Students must complete all class assignments during the time frame indicated on the Course Syllabus. There are to be no exceptions other than medical emergencies.

## **EXTENSION CAMPUS PERSONNEL**

*Depending on the size of the school, more or fewer staff might be required.*

### **Extension Campus Administrator**

1. Act as a liaison between FCU and the Extension Campus.
2. Administrate the onsite application process.
3. Oversee all registrations and tuition payments.
4. Inventory textbooks and supplies to students.
5. Prepare (download and copy) and distribute all course materials.
6. Coordinate orientation.
7. Oversee that all grading is completed and records kept.
8. Give oversight and follow all policies and guidelines.
9. Oversee the facilitation of all classes. Including:
  - Classroom setup
  - Open and close of the class time
  - Coordinate breaks

### **Campus Secretary**

To assist the Campus Administrator in implementing and facilitating applications, registrations, course materials and requirements for the class.

### **Class Monitor**

To make sure the class is accessed via the Internet connection.

NOTE: The class **MUST** be accessed on-line a minimum of one hour prior to actual viewing.

### **Class Grader**

The class grader must be a non-student, committed to excellence and total confidentiality, which will be responsible to grade all tests, exams, papers, etc.

*Training for all Staff is extremely important. The success of your campus is dependent on your Staff having the knowledge and ability to facility all aspects of the campus. All Extension Campuses must commit to all training sessions provided by FCU and conducted via the Internet. Classes will not commence until proper training for all staff and technical requirements have been met.*

*Training will not be held for only one person, but for all those participating at a staff level. These individuals are required to complete the training sessions regardless of job responsibility. Everybody needs to know how to do everything as a 'backup.' A schedule of training sessions will be agreed upon by all parties and the necessary arrangements will be made to fulfill this commitment.*

### **FUNDS DISBURSEMENT AGREEMENT**

The extension campus will be invoiced within 10 days following the first class and upon receipt payment is due. This includes all funds collected through check or cash (tuition, textbooks, workbooks, etc.). **(Credit card payments go directly to FCU)**

NOTE: All funds collected via check and/or cash, are to be go through the extension campus account and a check reflecting the total should be made out and mailed to FCU @ 6000 East Colonial Drive, Orlando, Florida 32807.

Compensation to Extension Campus: *see Compensation Plan*

***FCU does not extend credit of any kind, and encourages Extension Campuses to adopt***

***the same policy. The Extension Campus is responsible to assure all payments are made, in full, to FCU regardless of any credit extended, promotional incentives or scholarships initiated by the Extension Campus.***

#### **GRADING**

1. All exams, papers, etc. are to be graded by a mature Christian who is not a student in the course. Instructions regarding proper grading of exams and reflection papers are available via the Memory Stick.
2. Answer Keys and Instructions for Grading are available via the Memory Stick and must be kept HIGHLY CONFIDENTIAL.
3. Once registration is closed, create the Grading Spreadsheet by selecting the class name from the Campus Main Menu, then select the Grading Matrix button and then select the ***Create Undergraduate Grade Spreadsheet*** button. The student information will be filled in. Enter grades only (numerical values 0 – 100). Save this form in your Class Folder and update it throughout the course as grades are received. NOTE: The grading form is pre-formatted and must not be altered in any way. USE THIS FORM FOR DATA ENTRY ONLY.
4. After the course is completed, save the form and email it back to the FCU registrar as an attachment once all grades are entered. The FCU registrar will record the grades in the database and compute the final grade for each student.
5. Once recorded by FCU, the registrar will notify the extension campus administrator that a class grade sheet can be generated for posting. Students will identify their grade by their ID Number.

#### **GRADUATION**

Each campus is welcome to conduct their own graduation ceremony. In addition, FCU holds Graduation Services in the Orlando area. FCUEF students, who have completed all program requirements, may participate, in full regalia, in that service. You may contact the FCU administration office for more information.

#### **VISITOR RECEPTION**

The *Visitor Reception* is a great way to introduce prospective students to the Extension Campus. Potential guests are invited to attend one 45 minute session free of charge. Provide a greeter to welcome prospective students, and gather contact information. At the break someone from the staff should interview them and answer questions regarding the prospect of becoming a student. *Instructions and information about the Visitor Reception is in your Document Library Marketing folder.*

NOTE: No guest is allowed to attend more than one session. Adhering to the guidelines provided will enhance the program and will eliminate abuse.

#### **ISSUANCE OF DEGREES**

Faith Christian University will be responsible for all aspects of the issuance of college credits and degree programs.

The following degrees are awarded upon the completion of the required credits:

4/20/2008

30 Credits = 10 courses = Diploma of Bible and Theology

60 credits = 20 courses = Associate of Bible and Theology or Pastoral Leadership

For those states that do not allow for independent institutions to award degrees the following will be implemented: *Those credits earned through FCUEF from such states, will be assessed and transferred to FCU as any other credits earned from any other institution, i.e. State Colleges & Universities, including non-accredited schools such as: Rhema Bible Training Center, Christ for the Nations, World Harvest Bible College and other qualifying institutions.*

#### **LATE WORK / MAKEUP WORK**

All course work is due as required on the Course Syllabus. Only those students with an Excused Absence can make up work – all other make up work may receive a point deduction. *Administrators and pastors are advised to establish a makeup policy for the lectures.*

#### **ORIENTATION**

All first time students are required to attend an Orientation. This should be completed by the third week of classes. The Orientation video can be accessed at the *Learning Space* on FCU.edu and may be viewed at a time determined by the Extension Campus Administrator (Open house, during the break, prior to the start of class, etc.). Please hand out the Student Handbook at this time and discuss your Campus policies with the students.

#### **REFUND POLICY**

A student has three (3) business days to request, in writing, a refund of application and registration fees providing they have not attended the first class. Please contact FCU for information as to this process.

ONCE CLASS HAS BEEN ATTENDED refunds are not given, but a prorated credit may be available. If there is an extenuating circumstance and/or dire emergency, please contact FCU.

#### **REGISTRATION PROCEDURE**

All registrations are processed via the Memory Stick. Students can pay using Visa, MasterCard, cash and checks. All students are required to register and pay the designated tuition before entrance to class is permitted.

Cash and check funds received by the Extension Campus should be handled according to the Funds Agreement.

NOTE: A step-by-step explanation of the registration process is available in the Document Library via the Memory Stick.

NOTE: *Encourage the leaders of your church to be the first to enroll in the program. This will increase their ministry skills and knowledge as they serve in your church. Remind them that they can earn an Associate Degree in Pastoral Leadership.*

## **STUDENT CODE OF CONDUCT**

Students are expected to display a lifestyle that would bring glory to the Lord at all times. Please contact the FCU administration offices if you have any questions in this area.

## **TEXTBOOKS, WORKBOOKS, ETC.**

The required textbooks for all courses are available from FCU and listed on the *Course Schedule* in the Document Library. There are to be no substitutions or replacements and the correct edition is required as exam questions come from textbooks. Students are encouraged to mark in their textbooks and use these books as a foundation for a personal library.

Pre-registration should be encouraged to determine the quantity of textbooks needed.

Order a few extra books for those who will register the first night of class. Remember, unused textbooks can be returned to FCU at no expense to your campus.

### **To Order Books**

- 1) Be prepared to place your textbook order no later than 2 weeks from the date of the first class of a term.
- 2) Orders are placed accessing the order from through the Memory Stick.
- 3) Click the "Product Request Form" button in the Campus Main Menu.
- 4) Fill in the requested information and submit.
- 5) You will receive an automatic confirmation email.  
NOTE: *Your order is not complete until you receive this confirmation.*
- 6) Your order will be shipped with a return address label enclosed.
- 7) Once registration is closed, you may return unused textbooks via **media mail** rate.
- 8) Send email notification of the postage fee to [rev.theresa@fcu.edu](mailto:rev.theresa@fcu.edu) for reimbursement.

## **TUITION AND FEE SCHEDULE**

### **DEGREE STUDENTS**

Tuition cost for each course is \$200.00.

Tuition must be paid in advance prior to entering the first class.

Students are not allowed entrance to class without full payment.

### **AUDIT STUDENTS**

Audit students (those not seeking college credits) are charged a fee of \$100 per course, paid in advance prior to entering the first class.

Students are not allowed entrance to class without full payment.

Audit students do not receive grades or credits and do not participate in tests or other assignments.

*In an effort to maintain the highest standards of excellence throughout this program, Faith Christian University Educational Fellowship reserves the right to make changes to this manual when new information is to required and deemed necessary.*

## FCUEF PARTNERSHIP STANDARDS

*The faculty and administrative staff of Faith Christian University welcome you to the **Faith Christian University Educational Fellowship**. We hold the greatest confidence that our partnership with you will add value to your ministry and to your overall vision.*

*Please review the following guidelines regarding the standards inherent in the relationship that your ministry will have with **Faith Christian University**. Please sign and detach from the handbook and forward to: Dr. Ronald K. Smith, Academic Dean, Faith Christian University, 6000 East Colonial Dr., Orlando, Florida 32807. A second copy has been provided for your reference to this agreement. Thank you.*

We agree to:

- ▶ read and adhere to all the policies set forth in the Extension Campus Policy and Procedures Manual.
- ▶ conduct all classes according to FCUEF policies and procedures.
- ▶ maintain the integrity of the exam process and hold student grades in confidentiality
- ▶ relate all school print and media advertising to the partnership and affiliation that you have with Faith Christian University
- ▶ limit accessibility to lectures to currently registered students. The viewing of lectures or the distribution of course materials for any reason to anyone else is strictly prohibited.
- ▶ maintain financial accountability and keep current and accurate records

**Pastor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrators Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**- SIGN AND RETURN THIS FORM TO F C U -**

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Orlando, Florida 32807

# FCUEF PARTNERSHIP STANDARDS

*The faculty and administrative staff of Faith Christian University welcome you to the **Faith Christian University Educational Fellowship**. We hold the greatest confidence that our partnership with you will add value to your ministry and to your overall vision.*

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We agree to:

- ▶ Adhere to all the policies set forth in the FCUEF handbook.
- ▶ Conduct all classes according to FCUEF policies and procedures.
- ▶ Maintain the integrity of the exam process and hold student grades in confidentiality.
- ▶ Relate all school print and media advertising to the partnership and affiliation that you have with Faith Christian University.
- ▶ Limit accessibility to lectures to currently registered students. The viewing of lectures or the distribution of course materials for any reason to anyone else is strictly prohibited.
- ▶ Maintain financial accountability and keep current and accurate records.

- This Copy Is For Your Records -

## **CONTACT INFORMATION**

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