

# Smith Christian University Educational Fellowship

*Extension College Program of Smith Christian University*

## **POLICY AND PROCEDURES MANUAL**



*Bringing the Campus to You*

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# INTRODUCTION

Smith Christian University is very excited about the opportunity to assist your church and church body in reaching a platform of excellence in Christian Education. It is the sole desire of Smith Christian University to increase the knowledge in the Body of Christ through Christian Education. This Covenant Agreement is to be considered carefully. After entering into this agreement, your ministry will take on a more serious approach of Christian education. Your ministry and education program will be a direct reflection of Smith Christian University, which is an appointed ministry by God. SCU crosses national and cultural boundary's everyday through education. We hope that you decide to be a bigger part of the body of Christ, through education. We believe that God desires for us to continue to learn throughout our lives.

God expects us to be educated and intelligent; after all he has created us to be the leaders of the earth. This program will assist your congregation in achieving a new level of interest and esteem in the Body of Christ.

In order to begin the affiliation process the following information must be submitted. SCU can work with established churches on a Fast Track Program, allowing the school to move forward within a matter of weeks. This decidedly depends upon the motivation of the church leader and his or her desire to take the next step in growth and excellence.

- ✓ Submit Extension College Application and Covenant Agreement, in its entirety.
- ✓ Submit Extension College Application Fee of \$250.00 *(You may make a payment by credit card (VISA, MasterCard, AmExp, or Discover or a check made payable to Smith Christian University.)*
- ✓ Request Extension College Training Manual - The information disclosed in the manual is confidential and proprietary in nature, and should be treated as such.
- ✓ Designate Staff Positions
- ✓ Faculty Portfolio for each *(See Faculty Approval Process on Page 21)*
  - :: Prospective Teaching Faculty Member
  - :: Prospective Board Members / Administrative Staff
- ✓ Course Information: If you are currently offering classes, please submit current course schedule and course information for approval.
- ✓ Submit Letter of Authorization from Church Board or Board of Directors. *(Pastor must provide a representation letter for authorization to represent the church and church body, in entering into an Extension College Covenant Agreement with Smith Christian University.)*
- ✓ Submit Tentative School Calendar
- ✓ Select & Submit Tentative Installation Date
- ✓ Select Tentative Course and/or Degree Offerings

*(Please contact your Academic Advisor for additional information regarding any item on this page.)*

***Once you are accepted***, we will send you a basic start-up package that will include the following items:

- A request for an Academic Assessment and the submission of a Faculty Portfolio from each faculty member seeking approval to serve as an Adjunct Teaching Faculty Member or Board Member at the Extension College. (*See page 21 for information on the Faculty Approval Process*)
- A letter of acceptance as an official Accredited and Licensed Extension College, to include an official campus wall certificate.
- The Campus Director's Handbook which is updated periodically.
- A list of wholesale book distributors who stock the required textbooks.
- A photocopy master of the Student Handbook and Course Catalog so you can make as many copies as necessary whenever they are needed.
- Your customized access codes (*username and password*), granting you access to the Smith Christian University Intranet for Extension Colleges; also gaining access to the first year's program, including syllabi, outlines, quizzes, final tests and appropriate answer keys.

## **THE AFFILIATE PROGRAM**

1. Your church or ministry will have an extension of Smith Christian University. Your extension college can be named according to your ministry. It works better for all if your college has its own name other than Smith Christian University. (*See page 23 for information on Selecting a Name for your Extension College.*)
2. Smith Christian University will help you set up the classes. You will function under the University's accreditation, licenses, and memberships.
3. We will provide the curriculum. Each approved and licensed Extension College will gain access to the Smith Christian University intranet, gaining equal rights to resources, forms, books, training, courses, and etcetera. Please contact the University concerning ordering and/or receiving the printed curriculum from SCU. If you are an overseas extension, please contact your academic advisor to discuss the best option for receiving the courses of study.
4. Smith Christian University will help in enrolling students, keep all records, affix and issue diplomas, keep permanent transcripts, and take care of all transfers to and from the program from the time of their enrollment and in the future.
5. Your extension and satellite program will teach the courses, grade the work, and do any direct correspondence with the students.
6. Students will be considered graduates from Smith Christian University, also bearing the name of your Extension College on each degree and diploma.
7. The extension college will pay to Smith Christian University the fees that were agreed upon in the agreement contract.
8. The local congregation or ministry where the satellite college is located will have the oversight of the college in their building or community. Smith Christian University will advise you and become a team with your church or ministry.

## ***Brief View of the Program-Program 1***

The satellite college uses our curriculum as set up in the catalog. The above procedures are all the same.

## ***Brief View of the Program- Program 2***

The satellite college chooses their own curriculum with the help of SCU. The above procedures are all the same.

## ***Brief View of the Program- Program 3***

This program is for other ministries who wish to have students who are not in a classroom type setup. We will grade tests, order all books, keep all records, correspond with students, and keep transcripts. To sum it up, we will do all the work. Your local ministry will keep 25% of the tuition collected from students who are connected with your ministry.

## ***Brief View of the Program- Program 4***

### ***Program for the International College Satellites***

This program is for our international colleges only. Please see the office for the tuition rates for our international college satellites. The forms and procedures will be the same as for the other programs.

## ***Why is bringing the SCU program to your community a good idea?***

Of course, since you have this manual in your possession, you have already decided to begin an Affiliate Resource Center and Bible College.

The Biblical mandate for the 5 fold ministry is to equip the saints for the work of service, to mature the Body of Christ until we as the Body of Christ are flowing and functioning together as a unified force of change, as salt and light.

The question of our time is not should we train our leaders, for certainly we must. The real question is how do we properly train the saints of God for effective service, while maintaining our key leaders for the future building of the church both local and universal? What model do we follow to ensure that the purposes of God are fulfilled, that reap the harvest in which we are laboring, and that the Great Commission will be expanded to the nations as Christ commanded? These questions are filled with possible solutions, ranging from the old-line Pentecostal response of “who needs education any way, we have the anointing” to the fundamentalist or liberal theologian’s stance, who often have a form of religion, lacking in the power to transform a community, let alone a nation.

From our search of scripture, and in keeping with our philosophy, it appears that the model with the greatest hope of effectiveness is the decentralized educational system, designed to educate and train God’s people within the local community, or the church of the locality.

Starting an affiliate / extension college of Smith Christian University offers many benefits. Here are a few:

- Becoming a local campus enhances the profile of your church or ministry by offering your community higher education that they may not otherwise have available to them.
- Campus Directors and instructors can continue progress toward their personal educational goals through credits earned by teaching.

- Campus Directors and instructors have an opportunity to teach and train Christian leaders, thus fulfilling another part of the Great Commission.
- Becoming a local campus allows you to be a part of an established, accredited university with a world vision. We've done all the startup work—now you can get down to the business of providing a quality education for a reasonable cost.
- SCU has established programs with supporting documentation such as syllabi, outlines, quizzes, tests and answer keys. The texts for the core courses have been selected. All you need to provide is a qualified, anointed teacher. This ensures that your students benefit from a high-quality, established program.
- With SCU providing administrative support for only a portion of the tuition received, the local campuses are able to generate additional ministry income.

## ***Church of the Locality***

What is a 'church of the locality'? Is this the same as the local church? To best answer this important question, it is necessary to seek the wisdom of the master church builder, the Apostle Paul. When Paul wrote letters to the church, whether Corinth or Ephesus, he sent them to the city where the church was established, not to an individual church within the city. Each city had elders, generally raised up and commissioned for service by an Apostle and/or Prophet. The Elders were responsible for the flock under their care. Buildings were hard to come by, so they generally met in homes or in rented facilities (School of Tyrannus). They were called upon to take leadership in the whole city, and were to be in mutual, loving submission to one another. Of course, Paul had problems with his leadership teams in the first century church, if that were not so he would have never had to send a letter! Though an ideal, it is the philosophy of Smith Christian University to assist the Body of Christ in the city to develop a unified purpose, to train leaders for the 21st century.

## ***Decentralized Education***

From the time of Christ through the Acts of the Holy Spirit through the Apostles, training in the Word of God, Christian Character, and for ministry in the gifts and power of God occurred on the move. Jesus taught in the Synagogue, and in the Temple. So did the Apostles. However, the vast majority of the education and training in righteousness and the principles of the Kingdom of God were conducted under a tree, in a rented facility, on a hillside, or as they were walking along the way. In other words, they took the educational program and process to the people. This is the focus of SCU. We have determined, as lead by the Holy Spirit, to take the educational programs to the church in the community. Rather than focus on the building of an edifice with intended glory to a man, our hope is to be stewards of an educational system that invests in God's people wherever they may be. The faculty and staff of Smith Christian University, from Australia to Zimbabwe, from the United States to West Africa, have committed themselves to provide the highest quality educational system, which is readily available for implementation wherever the hungry and thirsty reside. We have focused on gathering, writing and producing the highest quality academic material. Our books, syllabi, study guides and teaching helps are written from a conservative theological position with a strong faith and Charismatic emphasis.

## ***Our Purpose***

The purpose of our educational ministry is to assist the church in the locality, sometimes through a local church and sometimes through a group of churches coming together with a vision, in fulfilling God's call to educate, teach and train Christians from the humblest lay person the most eminent of leaders. We believe it is only through a fully trained laity that, the world will be won to Christ. Only when the church of the 21st century, God's instrument for the establishment and expansion of the Kingdom Of God, embraces its calling to make disciples of the nations, will

the purposes of the Lord be completed. All of Christ' leaders must begin to see as the Lord does, and begin to believe and act with courage until *“the earth is filled with the Knowledge of the Glory of the Lord, as the waters cover the sea”* (Hab. 2:14).

## ***Vocational Emphasis***

Smith Christian University maintains a strong commitment to vocational ministry training within the local context. Smith Christian University's curriculum remains open-ended and adaptable to any immediate cultural context. SCU encourages students studying in Extension Colleges to apply their educational experience to their church environment, denomination, and faith community.

## ***The SCU Program***

Within the rest of this manual contains the necessary information and support to establish an Extension College or School of Ministry which will effectively train your church people and touch your community for the building of the Body of Christ in your community. Please know that your feedback is received seriously, and acted upon judiciously. This manual and the various Educational Fellowship systems are created for the disciplining of the nations, and the blessing of the church of the locality.

# **ACCREDITATION AND APPROVALS**

Smith Christian University has its own independent Board of Trustees and is a non-profit corporation under Internal Revenue Service code of 1986, as amended, section 501(c)(3).

## ***Authorization to Grant Degrees***

Degree programs of study offered by Smith Christian University have been declared exempt from the requirements for licensure under the provisions of the Florida State Board of Independent Colleges and Universities (SBICU) and continues to do so as a registered institution with the Florida Commission for Independent Education (FCIE), with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards. Every other seminary in the State offering legitimate degrees operates under the same statute. Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399.

After examination of our documents and a visit by the State, Smith Christian University was found exempt and permission was granted to begin the degree programs in June of 2006. In accordance with the provision of the Florida Department of Education General Statutes Section 1005.06(1)(f), Smith Christian University offers associate through doctoral degrees in Christian Leadership, Bible & Humanities, Biblical Studies, Christian Clinical Counseling & Psychology, Business Administration & Leadership, Religious Education, Youth Ministry, Christian Education Leadership, Pulpit Communication & Expository Preaching, Christian Political & Cultural Advocacy, Conflict Management, Practical Ministry & Counseling, Theology, Christian Thought & Philosophy, Church & State Studies, Christian Early Childhood Education, Elementary Education, and Secondary Education.

## ***Accreditation***

- Smith Christian University is an accredited member of TACI [9085 California Avenue, Riverside, California 92503] having been awarded Reaffirmation of Accreditation status as a Category IV institution by the Accreditation Commission. TACI is a private accrediting association that recognizes our religious educational program. SCU is considered by TACI to have fulfilled the requirements of Associate Member by "developing and maintaining a viable educational program in keeping with the spirit of excellence for all Christian ministerial endeavors," and in doing so, has been granted Accredited Member status. (*The Board*

*of Commissioners at TACI is working diligently toward gaining equal recognition by the U. S. Department of Education through exemption, with the help of TACI Commissioners and other experts in this area.*

- Smith Christian University holds applicant status with the Commission on Accreditation of the Association for Biblical Higher Education. Applicant status is a pre-membership status granted to those institutions that meet the COA-ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within four years. The Association for Biblical Higher Education is recognized by both the Council on Higher Education Accreditation (CHEA) and the U. S. Department of Education.

## ***SCU Memberships & Licenses***

- Smith Christian University is authorized and recognized to operate and to confer academic degrees (Associate of Arts and Science, Bachelor of Arts and Science, Master of Arts and Science, and Doctoral degrees) and to award diplomas (High School Diplomas) by the Florida State Board of Independent Colleges and Universities (SBICU) and continues to do so as a registered institution with the Florida Commission for Independent Education (FCIE).

Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399.

- Smith Christian University International is Registered and Listed with the Florida Department of Education and meets all requirements as a non-public schools, in accordance with State of Florida Statutes, Sec. 229.808. Registered No. 0907 - Tallahassee, Florida.
- Smith Christian University International is a registered member of The National Secondary School List of Educational Testing Services College Board (SAT/ACT Testing Program) - Princeton, New Jersey.
- Smith Christian University International is a registered member of The National Secondary School List of Education Testing Services to offer the Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IELTS). Registered No. 4205.
- The majority of the Smith Christian University faculty are credentialed with doctorate degrees from accredited institutions. Also, each year Smith Christian University pursues comprehensive academic evaluations made by faculty from other accredited institutions. These external examiners who do not teach for Smith assess student learning outcomes in light of the:
  - mission and objectives of the institution
  - academic rigor of course requirements by degree level
  - integrity of student work
  - institutional services
  - faculty development

This external assessment guides Smith in its internal processes of curriculum development, and also determines the targeted quality for its courses and programs.

# EXTENSION COLLEGE OVERVIEW

## *What is an Extension College?*

**DEFINITION OF AFFILIATES:** Each Affiliate Institution is "autonomous", independent and self-governing (within bonds stated herein).

Extension College: A church organization and congregation, agreeing to conduct their religious training program to meet the academic standards of Smith Christian University, for the purpose of accreditation and transfer credit to SCU or any SCU Extension College. Courses and faculty will be approved for transfer of earned unit credit to SCU, for earning a degree; no residency is required.

So why a local church based college? We believe that there is no better place to equip people than in the very place where they serve Christ. Our conviction is that there is no one better to train church members than the successful pastors who are daily engaged in fulfilling the principles of the gospel.

We treat the entire local church environment as part of our campus activity: its worship; its witness; its fellowship; its teaching; its ministry - are all reckoned to be part of the training process of equipping men and women to serve Christ.

Our function is simply to add a theological, academic, component that few churches can provide by themselves while the practical component of training up a ministry can be left in the hands of the local pastor and the ministry team.

Our students do not have to leave their homes or their employment; they remain in their churches; they train "on the job" they are taught by instructors, their own pastors, who are fully active in ministry; they are immediately able to relate what they learn to the spiritual battles that surge around them every day; they can immediately apply the healing balm of Christ to the hurting people they meet.

"How then do you maintain academic quality", someone may ask. Simply by the provision of very high quality text-books, carefully structured lecture notes, and appropriate assignments. This combination enables us to control the theological and scholarly excellence of our syllabus, while local pastors and teachers keep the program spiritually alive, dynamic, and relevant to the needs of the local church.

So our structure may be different - that is, non-traditional - but the curriculum is first-class.

Students who complete the full undergraduate program will have studied at least 40 fine text-books, and completed at least 40 assignments, in the process of which, they will acquire a fine reference library which will assist their ministry into the future. Throughout that period, the students will have been active participants in the life and ministry of their churches.

The local ministry team selects the Extension College leadership, the subjects to be taught in their program, when classes are held and who will teach the courses. Smith Christian University is always available for guidance and advice.

Extension College students are considered Distance Education students of Smith Christian University and as such hold dual enrolments in the local Extension College and with Smith Christian University.

## ***Our Five Values of Ministry Training***

The Smith Christian University affirms the following values for vocational ministry training, adapted from the University's faculty, nationally known authors, lecturers and preachers.

### ***Christ***

All teaching will be centered in Christ — seeking to bring students into a Christ like life and thinking.

### ***Community***

Training will be carried out, and proven in the context of community life (relationships). The student's ministerial vocation will be expressed and worked out in the daily life of his or her various communities: family, church community, society, and the broader community of the world.

### ***Character***

Building strong character will be the goal of all training, not just an accumulation of knowledge. The indwelling life of Christ expressed and worked out, in community will develop godly character.

### ***Calling***

Will be observed, developed, and proven within the immediate context of the community.

### ***Competency***

Competency in a particular area of life and ministry is developed and nurtured in the environment of a loving community. Competency is demonstrated by practical, hands-on training in the immediate context of the local church and community.

## ***The SCU Curriculum***

### ***What is taught?***

Over the years we have developed a strong bible-based curriculum that is:

- Conservative in Doctrine
- Charismatic in Practice
- Evangelistic in Emphasis
- Loving in Fellowship
- Restorative in Purpose
- Bold in Faith

# RESPONSIBILITIES

## ***Smith Christian University Provides:***

- The structure and curriculum for the educational program; text books, study guide, syllabus, course outline, examinations and other materials for each subject, as well as a path to higher levels of study.
- All Academic Transcripts, Printed Degrees and Awards.
- An academic advisor to assist you in developing your program upon request.
- Transfer of Units for University Level Credit (i.e., Liberty, ORU, and UCLA).
- Affiliation with an established, accredited and approved university (degree granting institution) with a world vision. *We've done all the startup work – now you can get down to the business of providing a quality education for a reasonable cost. You'll be offering accredited degree programs at your college.*
- Administrative Direction / Legal Knowledge and Advise.
- Student Transcript and Archive Record keeping (10 year minimum, as required by law).
- Affiliation with the International Association of Christian Clinical Counselors Ordination and Certification for Christian Clinical Counselors and Religious Psychologists.
- Windows based School Administration Program with Technical Support.
- A personal website address for your school on the (smithuniversity.org) web server.
- Access to the Smith Christian University Intranet for Extension Colleges.

## ***Extension College Certificates & Official Letter of Acceptance***

Each Extension College receives an Affiliate Certificate / License to be displayed in the Church Office or teaching area. Each center will also receive a letter of acceptance as an official campus.

## ***Student Records***

Smith Christian University keeps and maintains all student records; this not only releases the Extension College of the need to keep its own records but also allows students to transfer between programs, colleges and study options without penalty according to their study need.

## ***Academic Awards***

We do the marking and track student records and only Smith Christian University can issue awards. This centralized system allows for a recognized uniformity of standards, so a SCU Student on one country is the same as a SCU Student in any other country and all earn the same awards at the same level.

## ***Academic Advisor***

While every Extension College is treated as an independent college reflecting the needs of the local ministry, SCU Staff are always ready to provide input and advice on request. We do not impose a system but rather stand to complement the local ministry.

## ***The Extension College Provides:***

### ***Teaching team (See page 21 for Faculty Approval Process)***

Instructors must have a minimum of a Bachelor's Degree in a ministerial or theological discipline. (Transfer credits for liberal arts programs are awarded at 50%.) In the case of certain Bible Institute graduates (for example: Rhema Bible Training Center), you may teach for course credit for the final year of your Bachelor's Degree. The following example of credit accumulation would apply:

- 2 years at an approved / accredited college or training center = 60 Credits
- 3-5 years of full-time ministry = 30 Credits  
*(as determined by SCU's ministry life experience evaluation)*
- 1 year teaching on a Campus = 30 Credits

***Total Bachalaureate requirements = 120 Credits***

The curriculum provided and most courses by Smith Christian University is self-contained and designed for self-study, making the material ideal for Extension Colleges to facilitate students using traditional classroom or seminar methods.

### ***Classroom facilities***

Courses can be facilitated within a semester, or through a monthly seminar. See your SCU Academic Advisor for additional information on class formats.

### ***Student Records***

While Extension College students are considered distance education students of Smith Christian University as such we maintain complete records of the student's details and results. However we encourage each Extension College to maintain their own records for their own purposes. Copies of the student records from the SCU administration office are available to the Extension College.

### ***Extension College Staff***

Qualifications for facilitators and other positions in the school are determined by both SCU and the local Extension College. The number of staff, their titles and role will be determined by both the size of the college and the local Extension College itself.

### ***Provide Documentation to Smith Christian University***

The Extension College must forward to SCU all documentation relating to a student and their studies such as Application Forms, Change of name/address, assessments, subject orders, and advance standing applications.

As much as it is possible, communications on behalf of the students or student body are conducted between the Extension College and Smith Christian University.

While students may inquire of the University they are encouraged to do so through their Extension College.

## ***Student Body***

There are three kinds of students in an Extension College:

1. Full Time Student receives their text book and assignments and their records are maintained in the Student Data base and they will earn credits towards an award. Typically, such a student will complete a subject each month and earn an award each year.
2. Casual Student receives their text book and assignments and their records are maintained in the Student Data base and they will earn credits towards there award. They may complete such subjects as they wish to. It will take much longer to complete an award but recognition is given to their studies. They must complete at least 1 subject each 2 years to maintain their enrolment.
3. Audit Student receives only a text book. No credits are granted as they do not complete assessments. Audit students do not need to complete a SCU Enrolment form.

# **HOW TO START AN EXTENSION COLLEGE**

## ***Becoming an Extension College***

Ensure that you are comfortable with the philosophy of Smith Christian University and that you are able to work in mutual co-operation with SCU.

Make sure that you have the minimum number of students to enroll into your Extension College.

Complete the application form and send it with the required start-up fees to Smith Christian University, unless we have notified you otherwise. Overseas extensions, please contact us regarding your fees.

## ***Student Enrolment***

All students, full-time or casual, in an Extension College must complete an official Enrolment Form, along with proof of high school graduation or GED (if they are entering a degree program).

After each registration, the Extension College is to forward the following items to Smith Christian University:

1. A copy of each student's enrolment forms and fee (\$50.00) to Smith Christian University for entry into the data base along with any applications and evidences to support a student claim for advanced standing. The Student ID Number issued by the Extension College should accompany the application.
2. If a student is transferring credit from previous colleges, a full, original, sealed transcript from each institute will be required.
3. List of students in each degree.
4. Payment Sheet.

The Extension College is to keep a student file for each student, keeping a copy of all submitted documents.

## ***Student Acceptance Letters***

After each student is accepted, the Extension College will issue an acceptance letter. The acceptance letter is to be forwarded to the student as an initial welcome to the College. The acceptance letter will include the Student ID Number. The Smith Christian University will assign a block of student numbers for the Extension College to use. The Extension College will be able to access a sample letter in the Extension College's administrative forms database.

## ***Course Books & Curriculum***

If we are printing your books for you (*Cost is \$15.00 per book plus shipping; this may vary with larger books.*), using the Order Forms provided, the Extension College should order their subject 2 weeks prior to the commencement of teaching. Care should be taken to ensure that correct names and the correct order forms are used for each student. The student names will be checked against our database to confirm enrolment.

The two week lead time will ensure that the material will be available to the Extension College in time and allows enough sufficient time to resolve problems should they arise. It is the responsibility of the Extension College to confirm with Smith Christian University that the order has been received.

## **Receiving the books**

Check that the title and quantity of the books is as ordered and that the books are in good condition. Advise SCU immediately of any discrepancy or problems with the materials received.

Issue the books and assessment material along with any promotional material to the student body as soon as possible. Fees should be paid before study material is given to the student. A “no money no book” policy is strongly recommended.

The Extension College has ordered the material and is responsible for payment, not the student. The student is responsible to the Extension College not Smith Christian University.

## ***Teach the material***

As an Extension College you decide how you will teach the material. Each subject should take one month to complete. Options typically used are once per week lecture style, once per month weekend seminar or a mentoring process. SCU leaves the detail of teaching method to the local Extension College.

## ***Submitting Assessments***

The Extension College should photocopy the assessment sheets and send them to Smith Christian University for assessment in bulk with a Cover Sheet which is used to confirm the number of assessments sent and the student names. If results are lost in the mail then the extension college will have a copy to re-submit. Alternatively the results can be faxed to 954-603-8831 or they can be emailed to [exams@smithuniversity.org](mailto:exams@smithuniversity.org) with an Assessment Cover Sheet.

It is the responsibility of the Extension College to confirm that assessments have been received by Smith Christian University. Late students will need to make arrangements with the Extension College regarding submission.

Upon receipt the assessments will be registered and marked as soon as possible, details are entered into the data base and the students' record is updated. Smith Christian University treats assessments as a high priority.

## ***Experiential Credit***

Students, after completing the enrollment application, submitting the \$50.00 non-refundable application fee and being accepted into the degree program, may apply to receive Experiential Credit towards their program. The Extension College is to collect all required documentation from the student for the prior learning evaluation. All collected documents should be forwarded to Smith Christian University by postal mail, fax or electronic mail at:

Post Office Box 16482  
Plantation, Florida 33318  
954-603-8831 (fax)  
info@smithuniversity.org

Upon the receipt of the documentation for the ministry and life experience evaluation, Smith Christian University will immediately review the data. An official letter will then be forwarded to the Extension College with the approved amount of credit for ministry and life experience, also indicating the number of courses the student will be required to take. The Extension College is to keep a copy on file, giving the original copy to the student.

**Bachelor degrees** tend to deal with general studies. Therefore, Life Experience credits applied to undergraduate degrees may come from any and all life learning experiences.

**Graduate-level degrees** involve *specialized training*, so any Life Experience credits applied to graduate degrees must be from actual training in the specialized area which relates to the degree title being awarded. This means *actual training seminars and courses attended, and books read, not just the fact that you worked in the area*. Life experience credit will not be allowed in any Doctoral level program.

Each student applying to receive experiential credit should submit the following:

1. Jobs (with titles) that they've held. Length of time that they have held them. Average hours per week involved in the job. Total estimated number of hours spent. Job responsibilities included... Skills and lessons learned... (these steps should be completed for EACH job or ministry the student has performed.)

Two examples are below:

- **Sunday School teacher of teenagers at Calvary Church (1996-1998)**  
Estimated hours involved – 3 hours per week – 300 hours  
Lessons learned: how to hold a class' attention; how to impart life change; conflict resolution skills; covered the book of Acts in-depth; covered dating and marriage in-depth.
- **Receptionist in office for three years at Harpers, Inc. (1997-2000)**  
Estimated hours involved – 40 hours per week – 6000 hours  
Lessons learned: typing; computer skills with Microsoft Word, Access and PowerPoint; filing; telephone conversation skills; management of two other employees.

2. Conferences that the student has attended... titles ... hours involved... lessons learned.
3. Conferences that the student has led... titles... hours involved... lessons learned.
4. Sermons that the student has preached... titles.

5. Books that the student has read... listed by title and author with number of pages.
6. Other ministry activities that the student has been involved in... description of them, length of time and lessons learned; other activities that the student has been involved in... description of them, length of time and lessons learned.

Each student is to provide third-party documentation whenever possible to verify the above activities. This could include newspaper articles, church bulletins, certificates, etc. The student is also to provide two character endorsements from those under whom they have worked. *If you have further questions, contact your Academic Advisor at 866-667-8133 or send an email to [info@smithuniversity.org](mailto:info@smithuniversity.org).*

### ***Filing System***

The Extension College is to keep a file for each student. The Student ID Numbers that SCU will issue are to be used in the filing system. The following items are to be filed: applications, ministry experience credit letter, application acceptance letter, transcripts, etcetera, plus any future information or correspondence. Smith Christian University keeps a copy of all correspondence with students for future references. It is recommended that each Extension College does the same.

### ***Degrees & Academic Transcripts***

Upon the successful completion of 30 credit hours by the student, Smith Christian University will advise the Extension College of those students who are ready to graduate and will need to re-enroll to continue their studies to the next level.

An award and the academic transcript are prepared for the students and will be issued in co-operation with the Extension College preferences.

### ***Course Completion and Credit Accumulation***

As students work through the course, they accumulate credit hours leading to the award or degree levels. They will graduate with the appropriate award or degree as they complete it. This process of credit accumulation allows a student to graduate in an award or degree on the basis of Credit Hours rather than subjects completed thus releasing the student and the Extension College of a satisfying a fixed Curriculum while at the same time ensuring a high standard of biblical, academic, theological balance that produces a sound minister of the word of God, well equipped for the calling before them. See the section on Credit hours for more information.

### ***Each Extension College Must:***

- Send an Extension College Graduation List to Smith Christian University at least 8 weeks before the scheduled graduation this allows time to deal with any anomalies that may have occurred.
- Ensure that the Smith Christian University has original transcripts on file from students who have transfer credits from another college.

Four weeks prior to the issuing of certificates and degrees, Smith Christian University will issue a final list of all graduates. Students who are not on the list cannot graduate. All outstanding fees must be paid before Smith Christian University will permit graduation.

## ***Graduation***

Each year Smith Christian University conducts a Graduation service and all extension colleges of SCU are encouraged to attend. Graduation Ceremonies are a wonderful opportunity for each Extension College to have an opportunity to show the community the progress of the Extension College from year to year. The Graduation celebration is a public expression of unity and fosters a powerful respect for one another and for Smith Christian University.

As a distance education program this is not always possible and each Extension College is encouraged to organize a graduation service if they are unable to attend the SCU Commencement Ceremony. In an event as such, SCU will attend your graduation service and commence a private ceremony at the Extension College.

All diplomas and degrees will be issued by Smith Christian University, sealed with the official seal of the University. The diplomas will be issued in the name of Smith Christian University, also prepared with the name of the Extension College.

Any certificates, diplomas or transcripts issued that have not been issued by the main office and sealed with the official seal of Smith Christian University are not considered valid. All transcripts as well as diplomas and certificates, will be issued by the main campus and administrative offices of Smith Christian University. Official copies of transcripts will be forwarded to the Extension Colleges and Students.

## ***Suggested Procedures for Each Term***

### ***Leadership Meeting***

At the beginning of each academic year, the leadership should meet to outline the courses for the coming year.

### ***Advertising***

Design a flyer, letter and/or brochure to describe the Extension College and courses that will be facilitated. If you wish to use the SCU logo you must submit your flyer for approval prior to printing and distribution. (*See page 22 for Advertising Policies.*)

### ***Some marketing tools include:***

1. Direct mail
2. Word of mouth
3. Church bulletins
4. Local newspapers

In addition to printed materials, it is very effective to “show case” the school on a Sunday morning at a local church.

A representative from the Extension College may be able to speak briefly to the congregation and be available after service to answer questions and provide a sign-up sheet.

## ***Course Cycles***

Most Extension Colleges offer ten subjects per year in a monthly seminar format or on a weekly lecture format. Courses are typically offered in a rotating cycle whereby a student may start studies at any point in the cycle.

Because the program is credit hour based the program is very flexible. Students do not have to meet the requirements of a set curriculum, instead they earn credit hours. Each subject is worth 3 credits each award level requires 30 credits.

Extension Colleges have found this process to be effective, manageable and flexible rolling admission cycle.

## ***Extension College Staff***

The most important asset of any school is its staff. These are the people who influence the students through example and instruction. The staff of an Extension College should be individuals who are competent in their areas of instruction and responsible leaders of good character.

While it is preferable that lecturers and staff hold some form of formal qualifications to undertake their task, Smith Christian University places no formal demand on the qualifications. Many Extension Colleges are too small to impose such demands and could disqualify some from operating. We take the view that only the local ministry understands its mandate from God and it is our heart to stand alongside and support the local ministry as long as we are in mutual agreement. All decisions regarding the qualification of lecturers are decided by the submitted faculty portfolio to SCU, as well as the local ministry team and extension college's staff.

We offer the following as a guide but leave the decisions of the appointment of staff to the Extension College.

Typical positions may be:

- Director, is usually the Senior minister of the church or ministry team
- Principal, often the Director but in larger churches or ministries is responsible for the oversight of the college
- Registrar, the primary Smith Christian University contact person and is usually responsible for ordering study materials, correspondence, finances, etc.
- Teacher(s), typically their responsibility is to teach the material to the students. We encourage teachers to present the salient hours to the students rather than to teach the book after all the students have already obtained their book.

## ***Spiritual Qualifications of All Staff***

### *1 Timothy 3 and Titus 1*

- Have a good reputation within and without
- Be mature in character, growing in the grace and knowledge of our Lord

### *James 3:1-2*

- Be willing to assume the moral responsibility of teaching God's people
- Be willing to guard yourself against speaking "improper" things and causing others to stumble

***For teachers:***

*Ephesians 4:11-12*

- Recognize God’s call on your life as a teacher
- Teach in such a manner as to equip the people of God for the work of service in His kingdom
- Be recognized by the local ministry team as a capable teacher for the student body.

***Bookkeeping Procedures***

1. Always write a receipt for all payments from students that you receive. Mark on the receipt whether the payment is cash, or check. Please contact the university for more information.
2. Keep a student pay sheet in a record book detailing all payments: date paid, what they were paid for.
3. Do a record sheet to record payments sent to Smith Christian University. Mail a copy of the payment form with all payments. Smith Christian University will give you a receipt of payments made.
4. As a policy for us and for the good of each Extension College, all fees must be paid up front. There will be no credit given. This is a policy for the Satellite Colleges in accepting payments from students, and for Smith Christian University accepting payments from the Extension Colleges.
5. Please note that Smith Christian University or any of its divisions will be held responsible for any debts occurred by any Extension College.

## **APPOINTING YOUR TEACHING FACULTIES**

Smith Christian University requires all Teaching Faculty members be approved prior to advising and instructing students. The Extension College Administrator and/or Dean will be responsible to adhere to university standards for determination of title designation and minimum faculty requirements.

A \$50.00 Faculty Fee is required for each faculty evaluation.

***Minimum Faculty Requirements***

1. Professor/Department Head: Doctoral Degree or SCU Board of Director Approval qualified to teach any course in their major or related major through a Doctoral level.
2. Associate Professor: Masters Degree or Doctoral candidate or SCU Board of Director Approval, qualified to teach undergraduate and graduate courses up to and including a Masters level.
3. Instructor: Bachelors Degree or specially approved for professional experience.

## ***Faculty Approval Process***

Each Faculty Member seeking approval to serve as Adjunct Teaching Faculty Member or Extension College Board Member at an approved SCU Extension College must submit a Faculty Portfolio. The Faculty Portfolio shall be submitted, prior to teaching any course.

The Faculty Portfolio should include the following documents:

- ✓ Cover Letter
- ✓ Certificates of Achievement
- ✓ Area of Expertise
- ✓ Professional Resume
- ✓ Recommendation Letter
- ✓ Teaching Credits Application  
*(if applicable)*
- ✓ Transcripts *(All Institutions)*
- ✓ Adjunct Faculty Release Form

Each approved teaching faculty member will receive a university Adjunct Faculty Certificate. Adjunct Faculty Members may teach at any approved SCU Extension College or Subsidiaries. Only approved faculty may apply for a faculty scholarship applicable to an assessment program.

## **RECOGNIZING STUDENT ACHIEVEMENT**

The Smith Christian University Program awards a diploma or a degree at the completion of each 30 credit-hours of undergraduate course work. Students transferring college credit or life experience credit to SCU will enter the program at the level commensurate with their cumulative totals.

### ***Academic Status Level Based on Completed Hours***

<b><i>Credit Hours</i></b>	<b><i>Academic Status</i></b>
0 to 30	Freshman Year
31 to 60	Sophomore Year
61 to 90	Junior Year
91 to 120	Senior Year

### ***Diplomas or Degrees Awarded***

<b><i>Credit Hours Completed</i></b>	<b><i>Certificate Awarded</i></b>
30 Credit Hours	Diploma
60 Credit Hours	Associate's Degree
90 Credit Hours	Advanced Diploma
120 Credit Hours	Bachelor's Degree
156 Credit Hours	Master's Degree
201 Credit Hours	First-Level Doctoral Degree
246 Credit Hours	Ph.D.

Audit students who attend all class sessions and complete all reading assignments will be awarded a certificate upon the completion of each annual program. (Audit students are not required to take exams or write papers.)

# ADVERTISING POLICIES

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

**NOTE: All advertising should state “*An extension campus of Smith Christian University.*”**

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

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.*

## TEACHING CREDITS

***How may I continue my education while running a local campus?***

A Lecturer who is also a student may claim teaching credits provided that they teach the full subject, teaching credits can be claimed at a rate of 2 credits per subject taught on top of the study credits.

By simply teaching courses, you and your staff may continually accumulate credit for continuing education. The study and preparation in teaching undergraduate courses is commensurate to graduate-level course work and will meet the course requirements, even through the doctoral level. In addition to teaching classes that satisfy your course work requirements, a dissertation (150 pages, typewritten, double-spaced) must be submitted for each doctoral degree. Under certain circumstances, books that have been published by doctoral candidates can qualify as dissertations. NOTE: Dissertation subject and approach must be pre-approved by SCU.

## THE COURSE APPROVAL PROCESS

***If you currently offer classes, please submit course catalog or list of offerings with this agreement.***

To maintain the university standard of excellence all courses offered must be evaluated and approved for university credit. Each course is evaluated based upon the Course Syllabus, Outline, Quizzes, Final Exam and Textbook. Courses will be evaluated as submitted during the affiliation of four or six years selected in this agreement.

***The following is required for Course Evaluation:*** Course material is not returned.

1. Course Syllabus for each course.
2. Copy of tests required, including answers. (Multiple choice, true false, essay answers).
3. Copy of textbook for each course and workbook required.
4. Copy of cassette lectures, Videotapes, if used.

5. Course Evaluation Fee of \$100.00

***Curriculum Evaluation will include:***

1. Determination of unit credit allowable for approved course.
2. Determination of course numbering and department classification (*i.e., Bible Theology, Education*). Department Classification & Course Number must be completed prior to offering.
3. Evaluation of Course Syllabus
4. Evaluation of Selected Textbook
5. Evaluation of Tests

SCU will issue a course number for each course submitted. The approved course number must be reflected on any correspondence or roster, pertaining to the course. *SCU standard formula for one semester unit of credit is representative or equivalent to 15 hours of classroom instruction. Extension Colleges are expected to continually review the curriculum, update and develop new and enhanced curriculum and class offering.*

## **SELECTING A NAME FOR YOUR EXTENSION COLLEGE**

When selecting a name please consider your church name, location, also considering the length of the name. A shorter name is usually more appropriate. Please do not use university in the title.

Acceptable names would be:

Anywhere Bible Institute  
Anywhere School of Ministry

Anywhere Theological Seminary  
Anywhere Bible College

Example: Lighthouse Bible Institute  
Word of Faith Bible College

## **TERMINATION OF COVENANT AGREEMENT**

The Extension College may terminate by meeting their course fee obligation and outstanding unit fees, registration fees, by paying in full and by submitting a list of all enrolled students with grades and fees for all courses. Termination does not relieve the Affiliate center of any fees or obligations accumulated previously to final termination.

**Upon Termination by either party, the following rules will apply:**

1. No further SCU credits will be given to students for courses taken under the Extension College
2. The Accreditation and Extension College Certificate must be returned to SCU within thirty days of receipt of the Notice of Termination.
3. All Original and copies of all software supplied by SCU will be forwarded to SCU immediately. The software program is protected by copyright.
4. All Accounts will be paid in full within 30 Days of Termination.

# ADVANCED STANDING OPTIONS

## ***How do you earn Credit Hours***

Subject: 3 credits. Each subject with Smith Christian University has the same value; by successfully completing a subject a student earns 3 credit hours. Most students earn their award by successfully completing any 10 subjects.

## ***Optional Additional Essay Credit Hours***

Essay: 1 credit hour per subject may be earned by writing an optional essay. This option is additional to the regular assessment and cannot be used as a replacement of the assessment.

## ***Student Study Guide Credit Hours***

Study Guide: 2 additional credit hours per subject may be earned by completing an optional Student Study Guide. This option is additional to the regular assessment and cannot be used as a replacement of the assessment.

## ***Academic Credits***

If you have completed or are undertaking formal studies and you would like to transfer to *Smith Christian University* then request the Academic Transfer application form. Note: Due to the variety of standards between institutions we cannot guarantee that all awards will be accepted for the same value however we treat all such requests with equal integrity.

## ***Life (Ministry Skills) Experience:***

We recognize the value of ministry experience as a valid means of prior learning and contributing towards legitimate credits towards your Award.

It is difficult in this space to present a formula for Life Experience Credits as the mix of experience, Expertise and the ministries of each individual vary greatly; however, in general you are eligible to apply if:

1. If you have been involved in any form of full-time recognized ministry for a period two years. or
2. If you have served the local church in a legitimate office or offices continually for five years; or
3. If or if you can show a combination of both then you are eligible to apply for Life Experience Credits.

You will be required to submit a CV of your experience. Once assessed, you will be advised of the number of Life Skills credits that may be offered to you. The Life Experience Credits may then be purchased and applied to any part of your course in lieu of studies, however they can only be applied once and they cannot be claimed with *Smith Christian University* if they have been claimed in another college. To apply for Life Experience, simply request the application form and we will send it to you, complete and return to us for assessment.

## ***Recognized Prior Learning (RPL)***

Recognized Prior Learning is required when a student can provide evidence that that are competent in a unit of study even though they do not have formal academic qualifications. It is similar to Life (Ministry) Skills but is more specific in nature.

## ***Disclaimer***

Smith Christian University will not be responsible for any debts that are incurred by the Extension Colleges in any way. Extension Colleges are not given permission in any way to set up charge accounts or any type of expense account in the name of Smith Christian University. Extension Colleges are responsible for their own expenses.

Smith Christian University will not be legally held responsible for any litigation, etcetera, occurred by the Extension College programs.

# **FINANCIAL INFORMATION**

## ***Affiliation Installation Fee Requirements***

	<b>Paid to "SCU"</b>
<b>Application Fee</b> <i>(due at the time of submission)</i>	<u>\$250.00</u>
<b>SCU Affiliation &amp; Accreditation Fee</b>	<u>\$750.00</u>
<b>Renewal Fee</b>	Annual: <u>\$400.00</u>
<b>Registration Fees</b>	Annual Per Student: <u>\$50.00</u>
<b>Tuition per Credit Hour</b> \$32.50	40% Undergraduate Administrative Fee: <u>\$13.00</u> per credit hour
<b>Tuition per Credit Hour</b> \$100.00	40% Graduate Administration Fee: <u>\$40.00</u> per credit hour
<b>Teaching Faculty Approval Fee</b>	<u>\$50.00</u>

## ***Accreditation / Installation Visit – Travel Cost***

***Required only if Accreditation and Installation Visit is required by the Board (2 staff members required)***

- Installation Visits are completed on a weekend. SCU staff will arrive on a Thursday, Staff Training Friday, Saturday Installation & Affiliate Kick-Off, Sunday Departure
- Airfare Round Trip – Ft. Lauderdale – Hollywood International Airport to Destination
- Lodging Accommodations (2 rooms) – Restaurant in hotel
- Food – 2 meals per day
- Car Rental – if necessary
- Honorarium – Speaker / President

## ***Computer & Software Requirements***

*Computer Software Licensing Fee of \$100.00 is required at each approved location or site of Course offerings.*

SCU requires all Extension Colleges to have the following:

- Church Location for Training Classes
- Computer with Windows 98 or higher
- Scanner \* optional
- Internet Capabilities
- Email Address required
- Web Site\* optional

## ***Funds Disbursement Agreement***

Many educational programs operate on a 50%–50% division of the tuition proceeds. Smith Christian University operates on a 60%–40% division of tuition, with the local campuses retaining the larger portion. All other miscellaneous fees (application, graduation, etc.) cover the costs of administration and are paid 100% to SCU. For a detailed breakdown, please see the Affiliate Extension College Covenant Agreement Packet.

## ***Payment of Fees***

The Extension College is responsible for collecting fees from the students. Smith Christian University will not receive fees directly from the students of an Extension College.

The Extension College is responsible for the payment of all invoices from Smith Christian University to the Extension College.

The Extension College is responsible for the payment of all of its own bills and charges. Smith Christian University is not responsible for any costs incurred by the Extension College.

Each month, students must make their tuition payment to the local campus prior to the start of each course. The per student share due to SCU must be submitted within 7 days of the start of each new course. Forms will be provided for this reporting. This process is explained in more detail in the Campus Director's Handbook. Like any other ministry or church, we budget and have expenses. We are dependent on prompt payment and expect our campus directors to practice excellence in meeting this obligation.

## ***Per Unit Payment***

This program is very basic in the accounting process; there is no negotiation or revision of cost, during the program. When selecting the per unit program, The Church / Extension College, agrees to enroll all attending students with Smith Christian University. The Extension College agrees to submit an application & registration fee of \$50.00 for each student, a per unit fee of \$10.00 per undergraduate unit to SCU for each undergraduate unit completed. The Extension College agrees to pay a per unit fee of \$40.00 for each graduate credit completed by a registered student.

The Extension College is required to collect and forward registration and graduation fees.

All fees must be submitted to Smith Christian University within 30 days of accepting the funds, whether it is for registration, unit fees, or other related costs.

## ***Legal Status and Bonding by Affiliation***

Smith Christian University Board of Directors and the organization and church entering into this agreement understand, accept and agree upon all the terms and conditions set forth in this covenant agreement/contract, for the specific purpose of affiliation with Smith Christian University. It is the mutual desire of both parties to establish a university affiliate training center at the following non-profit religious exempt organization or church.

The Extension College is authorized to operate as an approved SCU Extension College, provided the Extension College adheres to all regulations set forth by the university in this covenant agreement. The Extension College agrees to pay an Application and Registration Fee of \$50.00, a \$10.00 per unit undergraduate credit and \$40.00 per unit graduate credit and a \$100.00 graduation fee for each student.