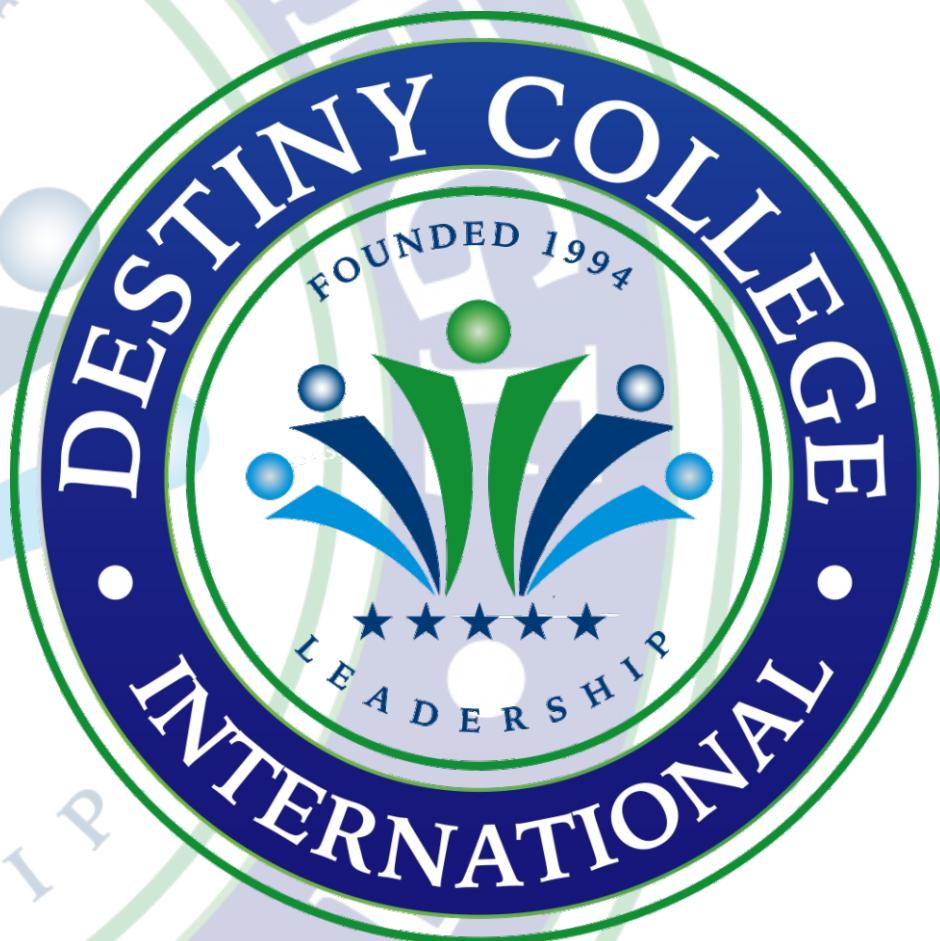


Destiny College International

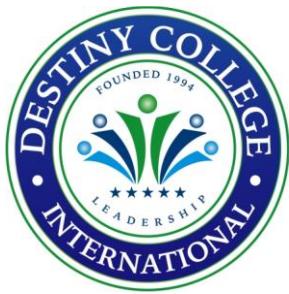
DEVELOPING WORLD-CLASS LEADERS
WHO WILL POSITIVELY TRANSFORM THE WORLD



EXTENSION CAMPUS MANUAL

ACCREDITED SINCE 2006.

Accrediting Commission International,
The World's Largest Christian School Accrediting Association



Destiny College International

DEVELOPING WORLD-CLASS LEADERS
WHO WILL POSITIVELY TRANSFORM THE WORLD

How to Establish An Extension Campus

FREQUENTLY ASKED QUESTIONS

Why Is Starting An Extension Campus A Good Idea?

Starting an Extension Campus of Destiny College International offers many benefits.

Here are a few:

- A DCI Extension Campus enhances the profile of your church or ministry by offering your community higher education that they may not otherwise have available to them.
- Extension Campus directors and instructors can continue progress toward their personal educational goals through credits earned by teaching.
- Extension Campus directors and instructors have an opportunity to teach and train Christian leaders, thus fulfilling another part of the Great Commission.
- Becoming an Extension Campus allows you to be part of an established, accredited university with a world vision. We've done all the start-up work—now you can provide a quality education for a reasonable cost.
- DCI has established programs with supporting materials 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 the Main Campus providing administrative support for only a portion of the tuition received, the Extension Campus can generate additional ministry income.

What Is Your Accreditation And What Does This Mean For Our Students?

DCI is accredited through the Accrediting Commission International, the world's largest non-governmental school accrediting association. ACI is the accrediting authority for thousands of students in hundreds of schools in nine countries on five continents and operates in 35 states within the USA (including Washington, DC).

Specializing in seminaries and Bible colleges, ACI is an independent accrediting agency that exists to help the religious world obtain accreditation that is not government affiliated. All ACI member schools accept credits from other member schools, if the credits apply to their programs.

DCI has chosen not to seek governmental school accreditation offered by the U.S. Department of Education or a regional accrediting association because we believe we should not allow secular institutions to dictate the qualifications for instructors or the programs for a Spirit-filled ministerial degree.

As a Christian college, DCI offers academic programs that are specifically designed to equip students who feel the call of God on their lives and wish to build a ministerial career or to further their Christian education. It is not necessarily for persons intending to build secular careers, although all biblical learning can be applied to all aspects of life.

This form of ministry accreditation is not recognized by the United States Department of Education, but is recognized by most churches, ministry institutions, and ministry organizations.

When Should We Start & How Many Courses Should We Offer In An Academic Year?

Because of the way the courses and programs are structured, you can establish your Extension Campus and begin a program at any time. A fall start-up matches most academic school years, but many campuses have found a January start-up, corresponding with the calendar year, equally effective. The Main Campus can support either schedule.

You are not limited to teaching only ten courses per year. By starting in January, your campus can offer additional electives each calendar year and still break for the month of December. You set the campus schedule—students simply continue to accumulate credits toward their next degree level.

After your Extension Campus has completed the first ten required courses, you are free to begin the Associates Degree program right away.

How Do We Get Started?

Simply complete the DCI Extension Campus Application package and make a \$250 payment by credit card (VISA or MasterCard) or a check made payable to Destiny College International. Once you are accepted, we will send you a basic start-up package that will include the following items:

- a) A letter of acceptance as an official Extension Campus of Destiny College International.
- b) An official Extension Campus wall certificate.
- c) The Extension Campus Director's Handbook which is updated periodically.
- d) A list of wholesale book distributors who stock the required textbooks.
- e) A digital master of the Student Handbook and Course Catalog so you can make as many copies as necessary whenever they are needed.
- f) A three-ring binder will be sent with masters of all syllabi, outlines, quizzes, final tests, and appropriate answer keys for all courses offered in each one-year program.

What Is Included In The Extension Campus Director's Handbook?

The Extension Campus Director's Handbook standardizes and minimizes instructor training and student orientation and facilitates efficient communication with the Main Campus.

This information includes:

- General administrative procedures.
- Detailed financial information.
- Photocopy masters of all the forms you will be using to communicate with the Main Campus.
- Photocopy masters of the instructor handbooks.

What Should Be The Name Of Our Extension Campus?

Over the years, Destiny College International has built a fine reputation and gained international recognition for excellence in higher education. To take full benefit of our name recognition, you must use "Destiny College International" in the name of your Extension Campus. You may add the name of your city—for example: "Destiny College International, Peninsula Campus" or

Destiny College International

Destiny College International, Bay City, Michigan Campus.” It is also acceptable for you to use your church name—for example: “Destiny College International, Outreach Ministries Campus.” NOTE: ALL Extension Campus names must be approved by DCI’s Main Campus before you begin to advertise.

How Do We Advertise?

Most Extension Campuses begin with a student body compromised of their own church members. Start advertising in your own church through your church bulletin and pulpit announcements. Also available are full-color promotional brochures and flyers.

You may also advertise in all your local and regional print media as well as on radio and television. If you are involved in a ministerial fellowship, be sure to let the other pastors know that you are starting a Christian college. Many pastors will be interested in continuing their own education. Ask if they would allow you to advertise within their congregation—perhaps with flyers.

How Much Time Should An Extension Campus Allow Between Advertising And Start-Up?

We recommend allowing at least two months after receiving DCI approval and the Extension Campus Start-up Package before the first class. This gives students time to plan financially and time for the Extension Campus to develop the program, advertise, recruit instructors, order books, and process student applications.

How Do We Enroll Students?

- Have each student complete a student application and submit it along with.
- Proof of high school graduation or GED (if they are entering a degree program).
- \$25 application fee.
- Payment or deposit for the first course.

If a student is transferring credit from previous colleges, universities, or institutes of ministry, a full, original, sealed transcript from each institution is required.

If a student is applying for ministry life experience credit, a complete Application for Ministry Life Experience Credit is required. Ministry Life Credit is handled by the Main Campus only. Note: Each pastor/ minister can receive a maximum of 30 life credit hours at a cost of \$15 per credit hour. This fee is paid to the Main Campus with no financial splits between Main Campus and Extension Campus.

The Extension Campus director will then:

- Complete the Application Summary Report.
- Make a copy of the first page of each student’s application.
- Enclose a check for the total tuition and fees to be paid.
- Send the above to the Main Campus on the day following the first class.

Now your students are officially enrolled.

Individual student files must be sent to the Main Campus after all required documentation is obtained and the file is ready for formal review and approval. These procedures are explained in more detail in the *Extension Campus Director's Handbook*.

How Many Courses Must We Offer In An Academic Year?

Extension Campuses must commit to offer at least six courses per academic year, one at a time.

Rather than have students carry a course load of five different subjects through the entire semester, they simply take one subject at a time. This method accomplishes two things:

- Each student can concentrate on one subject at a time.
- Students may enroll at the beginning of any new course, not just at the beginning of the semester. In this way, you may increase student enrollment throughout the year.

What Are The Course Requirements?

Each 3-credit-hour course meets once for 2-3 clock-hours per week. Over a period of four weeks, the required 12 clock-hours of class time are accumulated. You should allow for at least two 10-minute breaks during each 3-hour class session.

Most campuses meet at night to accommodate student work schedules. However, some Extension Campuses have also added day classes.

What Program Of Study Should We Offer First?

All students should be enrolled in an initial 30-credit-hour Ministry Certificate program (see student manual). This program of classes is designed to solidly establish each student in certain foundational Bible truths. This assures that if a student enrolls for only one program, he or she has received a foundation on which to build a solid Christian life.

What Is A Ministry Practicum?

A ministry practicum is simply volunteer ministry in any area of church work during the 9-month duration of the program. Students are required to give an average of two hours per week (or a minimum of 72 hours) of volunteer service to a local church or an acceptable substitute within the student's major.

Examples of acceptable substitute work include: a properly supervised mission field trip, participating in a support group, etc. A ministry practicum form must be completed by the student and signed by the supervisor. The ministry practicum counts for 3 credit hours of the program. Pastors in your community will especially like the fact that members of their churches who become students on your campus will actually become more involved and faithful to their local church or outreach ministry. This program also helps to dispel the notion that you would use your educational program to proselytize their members into your church.

How Often Is Student Achievement Recognized?

Destiny College International awards a diploma or a degree at the completion of each 30 credit hours of undergraduate course work except for the first 30 credit hours after obtaining an

Associate's degree. Students transferring college credit or life experience credit to DCI will enter the program at the level commensurate with their cumulative totals.

CERTIFICATES AND DEGREES AWARDED

Credit Hours Completed	Certificate Awarded
30	Ministry Certificate
60	Associates' Degree
90	
120	Bachelor's Degree
165	Master's of Christian Leadership Degree
Master's of Coaching Degree	
195	First-Level Doctoral Degree
240	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 participate in writing assignments.)

How May I Continue My Education While Managing An Extension Campus?

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 written by doctoral candidates can qualify as dissertations.

NOTE: Dissertation subject and approach must be pre-approved by the Main Campus.

What Support Is Provided By The Main Campus?

The Main Campus provides each Extension Campus with:

- A PDF file of promotional brochures.
- An Extension Campus Director's Handbook (with periodic updates).
- Course syllabi, outlines, quizzes, tests and appropriate answer keys for all the core programs.
- An academic assessment of each student upon receipt of the student's file and transcripts.
- A listing in the Campus Locations page in the DCI Website at <http://www.destinycollegeonline.com/> and a link to your church Website.

The Main Campus also:

- Maintains a master file on each student.
- Sends one official transcript to each student at the completion of each degree program.
- Releases official student transcripts to other educational institutions (upon written request of the student).
- Upon request, provides a speaker for your graduation exercise.

What Are The Administrative Duties Of An Extension Campus Director?

The Extension Campus director is responsible for:

- Recruiting students.
- Collecting applications and all associated paperwork
- Collecting fees.
- Remitting funds to the Main Campus on a timely basis.
- Sending originals of all student forms to the Main Campus.
- Recruiting instructors.
- Ordering all textbooks.
- Ensuring that all class sessions are taped and copies made available to students who were absent during that session.
- Maintaining master copies of all class tapes for possible random check from Main Campus or our accrediting commission.
- Completing and sending attendance and final grade reports to the Main Campus.
- Certifying graduation information with the Main Campus.
- Checking his or her email account regularly to ensure prompt communication with the Main Campus.

Who Is A Qualified Instructor?

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 percent.) In the case of certain Bible institute graduates (for example: Rhema Bible Training Center), a person may teach for course credit for the final year of his or her Bachelor's degree.

The following example of credit accumulation would apply:

- 2 years at Rhema Bible Training Center = 60 Credits.
- 3-5 years of full-time ministry = 30 Credits.
(as determined by DCI's ministry life experience evaluation).
- 1 year teaching at an Extension Campus = 30 Credits.
- Total Baccalaureate requirements = 120 Credits.

What Are Some Instructor Duties?

The instructor is responsible to:

- Read assigned book and the entire course text from the Main Campus before teaching each course.
- Verify that course materials (syllabi, outlines, tests and quizzes) are current and ready to distribute to students.
- Teach all classes.
- Grade all tests, quizzes, and research papers.
- Take attendance and record grades.
- Tape record all classes.

What About Ordering Books?

The Main Campus provides a list of wholesale book distributors who stock the required textbooks. Each Extension Campus orders books directly from the appropriate distributor. Most qualified churches have already established accounts with some distributors, but if you have not, it is quite simple to open most accounts.

How Much Does Each Student Have To Pay?

How much a student pays depends on his or her level of study.

- \$150 per 3 Credit Hours – Undergraduate.
- \$165 per 3 Credit Hours – Graduate.

Do Students Have To Pay The Annual Fee All At Once?

No. Students can make multiple payments.

How Are The Tuition And Other Fees Distributed Between Extension Campuses And The Main Campus?

Extension Campus programs operate on a percentage division of the tuition proceeds. All other miscellaneous fees (application, graduation, ministry life credits, and etc.) cover the costs of administration and are paid 100 percent to the DCI Main Campus. For a detailed breakdown, please see the “Financials” section of this publication.

What About Collecting And Disbursing Funds?

Each month, students must make their tuition payment to the Extension Campus prior to the start of each course. The total amount of payments from students is then sent to the Main Campus. The Main Campus will send a check to the Extension Campus reflecting 60 percent of the total. Forms will be provided for this financial reporting.

Like any other ministry or church, we budget and have expenses. We are dependent on prompt payment and expect our Extension Campus directors to practice excellence in meeting this obligation.

What If A Student Cannot Pay For A Particular Course?

Students must pay for each course before attending the next course. If a student cannot pay, they are not disqualified from continuing their education, though they might not complete the number of courses required to graduate in the next graduation exercise. There is no provision for partial payment.

If the student is allowed to attend classes without paying, the normal per-student tuition payment must still be made to DCI by the Extension Campus.

What About Offering Tuition Discounts & Scholarships?

Discounts offered by Extension Campuses will be allowed at their discretion, but all discounts are deducted from the Extension Campus' proceeds. Discounts are customarily offered only to full-time ministers or husbands and wives attending together.

An Extension Campus desiring to scholarship the tuition for one or more of its students may do so for any amount of money up to the total amount of the Extension Campus' proceeds at the campus director's discretion. Any campus desiring to grant a full scholarship may certainly do so, but is still required to pay the stated per-student fee due the Main Campus.

What About The Graduation Ceremony?

The Main Campus will assist in ordering high-quality caps, gowns, and hoods to Extension Campuses just prior to the graduation date you set.

May We Participate In The Graduation Ceremony At The Main Campus?

Yes. We invite you to attend the annual Main Campus graduation ceremony. This is especially meaningful if you are to receive a degree yourself for your own continuing education. We generally like to have our Extension Campus directors as platform guests.

What Qualifications Must Be Met To Establish An Extension Campus With DCI?

To operate as an Extension Campus of Destiny College International, the following is required to meet the standards:

- Invite Dr. Johnson to visit your church to develop a relationship with him.
- If in the U.S., you must be a 501(c) 3 tax exempt church.
- Your church must have adequate space to house the College classes.
- Your Campus Director must be certified by Destiny College International.
- All faculty must be qualified by Destiny College International.

- Either the host pastor or campus director must be able to be contacted by phone during Destiny College International's hours of operation.
- The campus director must have access to the Internet and an email address.
- Complete the Extension Campus application form.

What Government Requirements Must Be Met To Start An Extension Campus Of A Degree-Granting College?

These vary from state to state and country to country.

EXTENSION CAMPUS APPLICATION

Church Name:			
Mailing Address:			
City:		State:	
Zip Code:		Country:	
Office Phone:		Office Fax:	
Church Web Url:			
College Launch Date:			

LEADERSHIP INFORMATION

Pastor's Name:

Email Address:

Mobile Phone:

Home Phone:

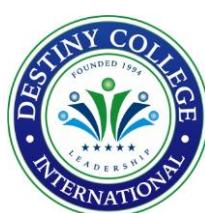
AGREEMENT AND SIGNATURE

By my signature on the bottom, I signify that:

- I have read and concur with the Destiny College Statement of Faith.
- I agree to abide by the procedural guidelines of the college.
- The Extension Campus Application Fee \$250.00 (US).
- I understand there are no refunds after payment is made.

Authorized Signature:

Date:



MAIL TO:
DESTINY COLLEGE INTERNATIONAL

P.O. Box 15001, Spring Hill, FL 34604.

TELEPHONE: 352-597-8775.

MAIL: admin@destinycollegeonline.com.

www.DestinyCollegeOnline.com

METHOD OF PAYMENT

METHOD OF PAYMENT				
<input type="checkbox"/> CHECK (<i>Please make checks payable to Destiny College International</i>)				
Credit Card Type:	VISA	MASTERCARD	DISCOVER	AMERICAN EXPRESS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Credit Card: _____ Exp. Date: _____

FULL PAYMENT OPTION:

- I authorize my card to be charged for the Extension Campus Application Fee of \$250.00 (US).

Authorized Signature: _____ Date: _____

ITEMS CHECKLIST

Please attach the following and mail to address below:

- Completed, signed Enrollment Application Form.
- If paying by check, a check made payable to Destiny College International.
- A portrait photograph of the pastor.
- A portrait photograph of the director (if other than pastor).
- A photograph of the church facility where classes will be held.



MAIL TO:
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P.O. Box 15001, Spring Hill, FL 34604.

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MAIL: admin@destinycollegeonline.com.
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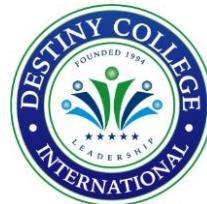
MINISTRY LIFE CREDIT FORM

Name:			
Church Name:			
Home Address:		City:	
State:		Zip Code:	
Home Phone:		Mobile Phone:	
Church Phone:		Church Fax:	
Email:			

EDUCATIONAL GOALS:

- What are your educational goals for the future?

• What would you like Destiny College International to do for you to reach these goals?





Keith Johnson, PhD
Chancellor

Dr. Vivian Rodgers
President
Excellence International Ministries

HEADQUARTERS

P.O. Box 15001

Spring Hill, FL 34604

Telephone: 352-597-8775

Mail: admin@destinycollegeonline.com

Website: www.DestinyCollegeOnline.com