



INTERNATIONAL COLLEGE OF BIBLE THEOLOGY

OFFICE OF THE DEAN

“TO KNOW HIM AND TO MAKE HIM KNOWN”

POLICY ON CORRESPONDENCE COURSE ACTIVITY

Mission:

The mission of International College of Bible Theology is to educate and train men and women to become servant-leaders who will develop others to love Christ, lead the Church, and pursue the fulfillment of the Great Commission. This is accomplished through an integrated process of graduate instruction, supervised ministry experience and personal/spiritual development.

Equal Opportunity:

International College of Bible Theology admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student at the School

General Information:

This policy document is intended to give general information about courses, fees, and regulations governing correspondence study. We reserve the right to change graders, to discontinue courses and change textbooks, and to adjust fees listed in this document or elsewhere as circumstances warrant.

General Overview:

Through the Registrar's Office the ICBT provides the opportunity for qualified individuals to obtain credit through correspondence course study.

Correspondence courses offer a challenging and rewarding opportunity to earn credit for courses without attending an organized class. Students may study at their own rate and at the time and place of their choosing. This service has proven highly beneficial for those who desire to continue their college work in limited situations where classroom attendance is not possible or who are in the need of additional study in the disciplines they teach; and to citizens who wish to broaden their learning.

Correspondence courses are not for everyone. Not everyone has the discipline to maintain a course of study unsupervised. From this viewpoint, the ICBT (Petersburg, Virginia, Region) will arduously screen correspondent applicants to ensure reliability in the course of studies. Unless otherwise agreed upon between the ICBT and the student, failure to complete a correspondence course within the specified time may result in a suspension from future correspondence activity for a period of not less than six months nor more than one year.

Unless otherwise specified in the course announcements each correspondence course carries three semester hours of credit and includes an amount of work similar to that required for a course taken in the normal class setting.

To receive credit by correspondence the student should locate a course that is of interest or fits a need, apply for the course(s), pay tuition, receive and submit completed, self-paced coursework to the ICBT, apply for the final exam, complete exam, and write the appropriate term paper on the topic. The examinations will require an attending proctor. The administration of examinations will follow the appropriate classroom schedule. The appropriate form shall be completed.

Grades:

The Registrar's Office will issue a grade report as soon as the student's grader has assigned a grade.

Transcripts:

Official transcripts must be obtained from the ICBT Registrar. Be sure to include your social security number with your request and indicate that you took the course by correspondence.

Assignments:

Once the student enrollment in a correspondence course is completed, the student receives the course packet that contains all the needed materials including the purchase of the textbook(s) and other specified materials to start working on the course. The enrollment procedure is the same as for regular students except that the word "correspondence" will be added to the Registration Form in ink or typed.

Each course consists of a series of assignments (lessons) that are to be completed and submitted to the Registrar for processing and forwarding to the grader. Graded lessons are returned to this office for processing and then are returned to the student. The requirements are no different than those published in the Handbook.

All lessons for a course must be received before a student is allowed to take the final exam. Students should retain a copy of each lesson assignment to avoid additional work and delay if a lesson assignment is lost in the mail. The Registrar is not responsible for lost mail.

A correspondence course student should not submit more than two lessons per week without written permission from the grader. Best results are obtained when lessons are completed and submitted at regular intervals. Correspondence course graders will grade each lesson as soon as possible. Students who are certain of their progress need not wait until a lesson has been graded before submitting the next lesson.

Quality of Work Submitted for Correspondence Courses:

The written answers to all lessons, tests or examinations, and papers submitted by each student for grading and/or credit in a correspondence course must be his/her own work.

Failure to submit original work and/or to follow the aforementioned rules and regulations may result in disenrollment from the course without credit and refund.

The use of abusive, indecent, profane or vulgar language, which by its very nature is offensive to others, will not be tolerated in any correspondence course work submitted by students. Any such occurrence may be grounds for disenrollment from a correspondence course without credit and refund.

Students in academic good standing may register and begin work on a correspondence course during scheduled trimesters. However, if enrolled in a regular class the student may not drop out of the class to complete the course through correspondence without the approval of the Dean. This practice is discouraged and will normally not be approved.

It is recommended that first time correspondence course students enroll in only one course at a time. Students who desire to enroll in two correspondence courses at the same time may petition the Registrar for permission to do so.

A student on suspension from any college or university will not be allowed to enroll in a correspondence course. A student who has received a D or F in a course may not repeat that course by a correspondence course unless written permission is obtained from the Dean. Such permission may be granted only under very restricted circumstances.

POLICIES AND PROCEDURES

Entrance requirements are the same for correspondence courses as for any other ICBT course. Students must be eligible for admission to resident work before they are eligible to enroll in a correspondence course. However, enrollment in a correspondence course does not grant nor imply regular admission to the ICBT. Enrollment may be completed in person, by mail, or through the Internet.

A \$25.00 nonrefundable administrative fee per course taken via correspondence will be assessed in addition to announced fees for a total of \$124.00 per course.

To obtain a degree from the ICBT, a student must complete at least 25 percent of the degree credit hours in residence. Semester credit hours earned in a correspondence course(s) are not considered "resident classroom instruction" hours and may not be used in determining academic honors: cum laude, magna cum laude, summa cum laude, the Dean's List, and the President's Honor Roll. However, the semester credit hours and grade points earned for correspondence courses are included in the calculation of the overall ICBT grade point average. An exception to this rule may be granted by the Dean under unusual circumstances.

Students desiring to obtain a degree from the ICBT should ensure that correspondence courses are carefully integrated with overall degree requirements. It is recommended that each student interested in completing a degree obtain a degree plan through the Dean's Office.

"Closed" Courses:

When the required text for a course becomes obsolete, a more current edition must be used and the course must be revised. Sometimes courses need to be closed temporarily for a minor revision. *Enrollment applications for a "Closed" course will be returned to the student*; the enrollment application may be used to request another course of the student's choice.

Enrollment Period:

A student has a maximum of 3 months (one trimester) from the date of enrollment to complete a correspondence course. A correspondence course may not be completed in fewer than 60 days from the date of enrollment. Correspondence work must be completed within a time frame that coincides with the conventional trimester calendar format.

Submitting Lessons:

Lessons are the heart of the course. Before you submit your completed lesson, we recommend that you make and keep a copy of each lesson so that you retain a record of your work. Occasionally, lessons are lost or damaged before they reach us. Your best protection against delays and extra work is to take this safeguard. Develop a reasonable schedule of work so that you do not find yourself in a time crunch.

Transfer to Another Correspondence Course:

A transfer is permitted when a satisfactory reason is offered and approved. A transfer will normally not be approved after two or more lessons have been submitted for grading. Only one transfer per student will be considered. In the event a transfer is granted, the student's original enrollment date will remain in effect. The transfer fee is \$20.00, plus \$3.00 per lesson submitted for grading.

Dropping a Correspondence Course:

A student may drop a correspondence course anytime before the final examination without academic penalty, and the course will not appear on the official transcript. If the student opens the final examination envelope, however, he or she may no longer drop the course and a grade will be assigned. Grades become a permanent part of the student's ICBT record. All fees are then non-refundable unless approved by the Dean. In this event, the Refund Policy stated in this document will apply.

Extension of Enrollment Period:

A student may request a one-time extension (3 months). The course will be extended from the original enrollment date. The extension fee is \$15.00.

Postage and Handling Fee:

Students desiring return of their courses via the U.S. Postal Service or other mailing entity must supply an appropriate envelope and sufficient postage. No other handling fee will be charged after meeting this condition.

Replacement of Lessons and Materials:

A fee for the replacement of a correspondence course lesson is \$1.00 per lesson not to exceed the official fee for the replacement of all the lessons in a course. Should the entire syllabus need replacing an administrative fee of \$15.00 will be charged.

Refund Policy:

In the event a refund is granted, the following policy will apply:

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| <i>before the enrollment is complete</i> | <i>100 percent</i> |
| <i>1 week or less</i> | <i>80 percent</i> |
| <i>between 1 and 2 weeks</i> | <i>60 percent</i> |
| <i>between 2 and 3 weeks</i> | <i>40 percent</i> |
| <i>between 3 and 4 weeks</i> | <i>20 percent</i> |
| <i>after 4 weeks a refund will not be made.</i> | |