

IMMANUEL INTERNATIONAL INSTITUTE

Certificate in Christian Ministry

Student Handbook

Welcome to Immanuel International Institute

Dear Student

Greetings to you in the name of Jesus Christ. We are excited that the Lord has prompted you to enroll in the Certificate of Christian Ministry Program at Immanuel International Institute. I encourage you to take the time to read this Student Handbook. You will find many of your questions answered as you proceed through this Handbook.

We are confident that you will be challenged academically in your studies. This program is guaranteed to catapult your Biblical knowledge, equip you for ministry, and provide greater confidence than you have ever known. The Third Millennium Training System curriculum is anointed, spirit-filled and scripturally sound, consisting of many power packed courses. This training is your compass for life, preparing you to rightly divide the word of God. *“Go into all the world and preach the gospel to all creation.”* (Mark 16:15)

We pray that your studies in the Certificate of Christian Ministry Program will better equip you to lead and fulfill God’s purpose for your life.

May you be used greatly to advance the kingdom of God!

Sincerely,

Rosalind C. Epps

Rosalind C. Epps
President

Student Handbook Guide

STUDENT LIFESTYLES

Immanuel International Institute is a non-profit Institute representing Jesus Christ. We expect our students to conduct themselves in a manner that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. Our students are expected to demonstrate a teachable spirit, and ability to share love for others, a willingness to live contentedly under authority and a commitment to follow Matthew 18 principles when an issue arises with others. The Immanuel International Institute Statement of Faith expects all students to maintain a lifestyle based on Biblical standards of moral conduct in which Christ has pre-eminence (Colossians 1:18). Students who fail to meet this standard may be placed on probation, suspended or dismissed from the program. Applicants who fail to meet this standard may be denied admission.

CHANGES TO THE STUDENT HANDBOOK

Immanuel International Institute reserves the right to change statements in the Student Handbook concerning but not limited to, policies, academic offerings, tuition and fees. Immanuel International Institute will make every effort to alert current students of any changes. However, it is the student's obligation to review this handbook periodically and be aware of its content. The most recent version of the handbook takes precedence over prior versions.

SUSPENSION, MODIFICATION OR TERMINATION OF THE CCM

Immanuel International Institute has sole and absolute discretion, to suspend, modify or terminate the CCM program at any time. In the event Immanuel International Institute elects to terminate the CCM program, it shall have no obligation or liability to the CCM student or non-student CCM virtual user. Modifications to the CCM curriculum or requirements within a particular class shall apply to CCM students who have not completed the class or classes affected by the modifications or requirements.

STUDENT CONTACT INFORMATION

Student contact information is necessary for the staff and faculty at Immanuel International Institute to communicate with the students. It is the responsibility of every student to ensure that Immanuel International Institute has accurate postal and email address information. Students must advise the Institute if their postal or email address changes. Notifications should be sent to: ellearn@immanuelinternationalassembly.com

ELIBILITY FOR MINISTERIAL LICENSING

Students are eligible for ministry licensing after completion of the program. The student's ministry calling will be identified through an Immanuel International Assembly's council.

ADMISSION

These classes are free to anyone living in the United States and those outside the United States. This is not an academic college where you will receive a degree. Students will receive a Certificate in Christian Ministry upon completion of this program, and will be eligible for ministry licensing through Immanuel International Assembly.

NON-DISCRIMINATION POLICY

Immanuel International Institute does not discriminate on the basis of race, color, sex, handicap, or national or ethnic origin.

ENROLLMENT POLICY AND ADMISSIONS PROCEDURES

To enroll in this program you must complete our online application.

SABBATICALS AND CHANGES IN CCMP CURRICULUM

Individuals who enroll, but do not complete the courses within one year after acceptance, must re-apply. Often students may find the need to take a break in taking courses due to personal or professional matters. Students who fail to complete at least one CCMP course in a one-year period may have their access to the CCMP system suspended. Students whose system access is suspended for this reason should contact III at (email address) to request new access credentials.

If a student returns to complete the CCMP after a break from studies and has not completed the courses in a one-year period, the student may be required to submit an updated application. In addition, the student must comply with the CCMP curriculum and requirements current at the time the student returns to the CCMP.

CREDIT TRANSFERS AND RECOGNITION OF THE CCMP

Immanuel International Institute has no objection to other institutions or organizations accepting academic credits earned in the CCMP for transfer or any other purpose. However, Immanuel International Institute makes no representation that the CCMP

credits are transferrable to any other institution or that the CCMP itself will be recognized by any governmental body, agency, denomination, organization or church.

FEES AND TUITION

Immanuel International Institute does not charge any fees or tuition for participation in the CCMP. However, donations to Immanuel International Institute are welcome. You may make donations through our online process.

COURSE MATERIALS

Multimedia video content for each course is produced and provided by Third Millennium Ministries at no charge. Study guides, content, quizzes, exams and similar materials on the CCMP website have been compiled by Third Millennium Ministries and/or Immanuel International Institute for the CCMP. Immanuel International Institute and Third Millennium Ministries ask that you request permission before making copies of any materials on the CCMP website, other than the reading assignments.

TIME LIMITS, GRADES AND RETAKING EXAMS

Students may take courses in the CCMP at their own pace and there are no academic deadlines for completion for course or the certificate itself. Students must make at least a 75 on each exam in order to pass that particular exam. Exams may be retaken multiple times, although the student must wait at least five days between exam attempts. The first grade of 75 or better which the student earns in the course is the grade which will be recorded and counted for the course, regardless of whether subsequent attempts yield a higher grade. Students must have a 75 or better average in the course to complete the course. Grades and quizzes, study guides and any student exercise are not counted toward the course average. Students may not have any outside assistance in taking exams.

The institute has adopted a four point grading scale as follows:

A	96-100	=	4.0 Training Units
A-	90-95	=	3.5 Training Units
B	85-89	=	3.0 Training Units
B-	80-84	=	2.5 Training

			Units
C	75-79	=	2.0 Training Units
F	Below 75	=	0.0 Training Units

GRADE POINT AVERAGE (GPA)

As stated above, the student must earn at least 75 on each exam to pass that exam and a 75 average for each course to pass that course.

Training units will be computed for each course by multiplying the number of training units designated for a grade, by the number of course hours. For example, the student takes a two-hour course and receives a "B," which equals 3 training units for each hour. Since it was a 2 hour course, this equals 6 training units. The student's GPA is obtained by dividing the total training units by the number of course hours.

WITHDRAWAL POLICY

Students may withdraw from the program at any time. Withdrawal requests should be submitted to ellearn@immanuelinternationalassembly.com.

COMPLETION

Upon completion of all requirements in the CCMP, students will receive a Certificate of Christian Ministry online. The responsibility for meeting the requirements for the CCMP rests with the individual student. If all requirements for the CCMP are not completed, the CCMP will not be awarded.

TRANSCRIPTS

Students are able to obtain a copy of their transcript online.