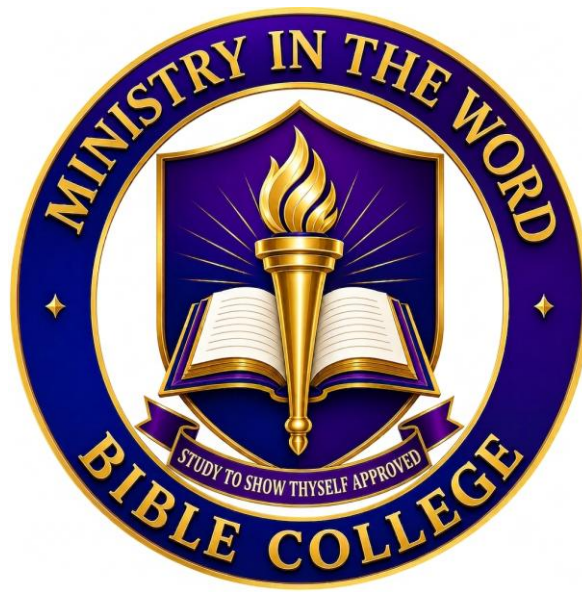




MINISTRY IN THE WORD
BIBLE COLLEGE

STUDENT HANDBOOK

2026-2027 EDITION



HANDBOOK CONTENTS

A guide to learning, participation, academic expectations, and student responsibilities

This handbook explains the College's program structure, student expectations, academic and financial policies, communication procedures, and graduation process. Students should read the handbook carefully before completing enrollment and keep a copy for reference.

Welcome Messages	Chancellor & President; Chairman
1. About the College	Purpose, mission, vision, institutional information and disclosures
2. Statement of Faith	Core Christian beliefs guiding the College
3. Program Overview	Program length, six courses, delivery format and completion requirements
4. Admissions and Enrollment	Application, acceptance, required disclosures and enrollment steps
5. Attendance and Participation	Live classes, independent study, replay access, camera policy and absences
6. Academic Policies	Coursework, examinations, passing grades, course materials and academic integrity
7. Tuition and Financial Policies	Program fees, payment methods, due dates, late fees and refunds
8. Student Conduct and Technology	Conduct, communication, privacy, technology and course-material protections
9. Complaints, Discipline and Appeals	How to raise concerns and request a review
10. Certificates and Graduation	Full-program certificate, ceremony and graduation requirements



A MESSAGE FROM THE CHANCELLOR & PRESIDENT

Dr. Cameisha Byfield, D.Min. | Chancellor & President | Co-Founder



Welcome to Ministry In The Word Bible College!

It is my pleasure to welcome you to a journey of biblical education, spiritual development, and preparation for Kingdom service. We are honored that you have chosen to invest in your growth through the study of God's Word, and we look forward to being part of this important season of your journey.

At Ministry In The Word Bible College, we believe that the study of Scripture should deepen our understanding of God's truth while strengthening our ability to live faithfully and serve effectively. Our commitment is to provide meaningful biblical instruction that encourages spiritual maturity, develops understanding, and equips students to approach ministry with greater knowledge, discernment, and responsibility.

As you begin your studies, I encourage you to remain committed, ask questions, complete your assignments diligently, and approach each course with a teachable spirit. Learning requires discipline, consistency, and a willingness to grow. Do not become discouraged by challenges; instead, allow them to strengthen your determination and deepen your appreciation for the Word of God.

As you pursue the Biblical Studies Program, I encourage you to make the most of this opportunity. Let your time here be more than an educational experience. Allow it to contribute to your spiritual growth, strengthen your foundation in Scripture, and prepare you to serve wherever God leads you.

Thank you for choosing Ministry In The Word Bible College. I pray your experience will be enriching, purposeful, and fruitful as you continue to study, grow, and prepare for Kingdom service. Welcome to the College. May God bless you as you pursue greater understanding of His Word.

In His Service,

Dr. Cameisha Byfield, D.Min.

Chancellor & President | Co-Founder



A MESSAGE FROM THE CHAIRMAN

Bishop Owen Byfield | Chairman | Co-Founder



Welcome to Ministry In The Word Bible College!

It is a privilege to welcome you as you embark on this season of learning, growth, and preparation. Choosing to study the Word of God is a meaningful step, and we encourage you to approach this journey with faith, humility, discipline, and a sincere desire to grow.

Biblical education is not simply about gaining information. It is also an opportunity to strengthen your understanding of Scripture, develop spiritual discernment, and become more intentional about how you apply biblical truth to your life and service. As you progress through your studies, remember that knowledge carries responsibility. What you learn should encourage you to walk in greater wisdom, demonstrate godly character, and serve others with integrity.

I encourage you to take your studies seriously, attend your scheduled classes, complete your assignments, and remain engaged throughout your learning experience. Give each course your best effort and be willing to learn, reflect, and grow.

As you study, remain grounded in the Word of God and committed to seeking His guidance. Allow your education to strengthen your foundation, refine your understanding, and prepare you to serve faithfully in the assignment God has entrusted to you.

On behalf of Ministry In The Word Bible College, I welcome you and encourage you to make this experience count. May your time here strengthen your faith, increase your understanding, and equip you for meaningful service in the Kingdom of God.

In His Service,

Bishop Owen Byfield

Chairman | Co-Founder



SECTION 1

ABOUT THE COLLEGE

Our religious purpose, mission, vision, and institutional information

INSTITUTIONAL PURPOSE

Ministry In The Word Bible College exists to provide Christian religious education, biblical instruction, spiritual development, and preparation for ministry and Kingdom service. The College seeks to help students deepen their understanding of Scripture, strengthen their spiritual foundation, develop discernment, and prepare to serve with character and integrity.

MISSION

To equip believers with sound biblical knowledge, spiritual understanding, and practical ministry training so they can grow in their calling, serve effectively, and make a meaningful impact in the Kingdom of God.

VISION

To develop biblically grounded, spiritually mature, and ministry-equipped believers who are prepared to serve God, lead with integrity, and fulfill their Kingdom assignment.

MINISTRY AFFILIATION

Ministry In The Word Bible College operates under the umbrella of Ministry In The Word Outreach International, Inc. The College's curriculum and activities are intended for religious education and preparation for Christian ministry.

INSTRUCTIONAL FORMAT AND FACILITIES

The Biblical Studies Program is delivered online through scheduled live classes and designated course materials. Students need reliable internet access and a suitable device for participation. Instruction is provided online; the College does not represent a separate classroom campus for this program. The College operates as a religious institution and has applied for the annual Letter of Exemption from the Commission for Independent Education under Section 1005.06(1)(f), Florida Statutes, and Rule 6E-5.001, Florida Administrative Code. As of the date of this handbook, that application is pending, and the College's current written status disclosure will be provided in writing before student distribution or enrollment.

PROGRAM CREDENTIAL AND TRANSFERABILITY

The full six-course program awards a Diploma in Biblical Studies to students who meet all published completion requirements. This is a religious ministry credential, not a secular academic degree. The College does not guarantee professional licensure, employment, ministry placement, ordination, academic credit transfer, or recognition by another institution or organization. Each church, denomination, employer, licensing body, or receiving institution makes its own determination. No institutional accreditation is claimed in this handbook.



The college is currently registered in the state of Florida under the umbrella of Ministry In The Word Outreach International, which is a Florida non-profit corporation.



SECTION 2

STATEMENT OF FAITH

The following summary expresses foundational Christian beliefs that guide the religious instruction of Ministry In The Word Bible College. It is a concise student-handbook summary, not a replacement for the complete doctrinal positions of Ministry In The Word Outreach International.

1. THE HOLY SCRIPTURES

We believe the Holy Scriptures are the written Word of God, given by divine inspiration. Scripture is authoritative for faith and practice and provides the foundation for Christian belief, conduct, instruction, and spiritual growth (2 Timothy 3:16–17; Psalm 119:105).

2. THE GODHEAD

We believe in one God, eternally existent as Father, Son, and Holy Spirit. God is sovereign, holy, all-powerful, all-knowing, and worthy of worship, honor, and service (Deuteronomy 6:4; Matthew 28:19; 2 Corinthians 13:14).

3. GOD THE FATHER

We believe God the Father, Yahweh, is Creator, Sustainer, and Sovereign over all creation. His character is holy, just, merciful, gracious, loving, and faithful.

4. YESHUA HAMASHIACH (JESUS CHRIST)

We believe in Yeshua Hamashiach, Jesus Christ, the eternal Son of God, who came in the flesh, was born of a virgin, gave Himself for humanity's salvation, died, rose from the dead, ascended, and will return. Salvation and reconciliation with God are found through Him (John 1:1–14; Romans 10:9; Philippians 2:9–11).

5. THE HOLY SPIRIT

We believe in the Holy Spirit, who indwells, teaches, strengthens, fills, and empowers believers for godly living and service. The Holy Spirit distributes spiritual gifts for the edification of the Church and the work of ministry (John 14:26; Acts 1:8; 1 Corinthians 12:4–11).

6. SALVATION

We believe salvation is by the grace of God through faith in Yeshua Hamashiach (Jesus Christ), through His sacrifice and resurrection. Salvation is not earned by human works; it calls the believer to repentance, new life, and faithful discipleship (Ephesians 2:8–10; Romans 10:9–13).

7. SPIRIT-FILLED LIVING

We believe believers are called to walk in the Spirit and pursue a life marked by holiness, obedience, love, self-control, and service. Spiritual growth involves submitting our lives to God and allowing the Holy Spirit to shape our character (Galatians 5:16–25; Ephesians 5:18).



SECTION 2 CONTINUED

STATEMENT OF FAITH

Additional foundational beliefs

8. WATER BAPTISM

We believe water baptism by immersion is a biblical act of obedience and a public expression of faith in the death, burial, and resurrection of Yeshua Hamashiach (Jesus Christ), symbolizing the believer's commitment to walk in newness of life (Matthew 28:19–20; Romans 6:3–5).

9. SPIRITUAL GIFTS AND MINISTRY

We believe the Holy Spirit gives spiritual gifts for the strengthening of believers, the building up of the Church, and the work of ministry. Scripture identifies ministry functions and gifts that serve the body of Christ. These gifts must be exercised responsibly, with love, sound judgment, biblical integrity, and accountability (Romans 12:4–8; 1 Corinthians 12–14; Ephesians 4:11–16).

10. THE LORD'S SUPPER AND THE ORDINANCE OF HUMILITY

We believe in remembering the sacrifice of Yeshua Hamashiach through the Lord's Supper/Passover observance and in the biblical example of washing one another's feet as an expression of humility and service (Luke 22:14–20; 1 Corinthians 11:23–29; John 13:1–17).

11. STEWARDSHIP

We believe that all we have is entrusted to us by God. Believers are called to faithful stewardship of time, abilities, resources, and opportunities, and to give willingly and responsibly in support of God's work and the needs of others (2 Corinthians 9:6–8).

12. MARRIAGE AND FAMILY

The College's religious teaching on marriage and family follows the doctrinal positions of Ministry In The Word Outreach International and its understanding of biblical teaching on marriage, family, covenant, mutual responsibility, and Christian conduct.

LIVING OUT OUR BELIEFS

Students are encouraged to approach Scripture reverently, engage in study with humility, treat others with dignity, and pursue both understanding and application. Students may ask sincere questions about course material; respectful discussion is part of learning. The College's statement of faith describes its religious identity and curriculum, while student conduct expectations are addressed separately in this handbook.



SECTION 3

PROGRAM OVERVIEW

Biblical Studies Program

Ministry In The Word Bible College offers a six-month Biblical Studies Program designed to equip believers with sound biblical knowledge, spiritual understanding, and practical ministry preparation. The full program consists of six required courses.

PROGRAM FEATURE	DETAIL
Program length	Six months
Learning format	Online live classes and designated course materials
Live class schedule	Mondays and Thursdays, 7:30–8:30 p.m. Eastern Time
Courses in the full program	Six courses; all six are required for the full-program credential
Completion requirements	Required coursework, participation and final examination requirements
Full-program credential	Diploma in Biblical Studies

COURSES INCLUDED

1. Deliverance Ministry

Explores the biblical foundation of deliverance ministry, spiritual authority, discernment, and principles for ministering to individuals seeking freedom and restoration.

2. Prophetic Ministry

Develops a biblical understanding of prophetic ministry, spiritual gifts, prophetic discernment, and the responsible use of the prophetic in ministry.

3. Ministerial Training

Provides practical instruction, biblical understanding, ministerial preparation, prayer and intercession, homiletics, ministerial development, and ethics and protocol for serving in ministry.

4. Hermeneutics

Introduces principles of biblical interpretation and develops the skills needed to understand, interpret, and apply Scripture responsibly.

5. Introduction to Biblical Hebrew

Introduces foundational Biblical Hebrew concepts to support deeper study and understanding of Scripture.

6. Eschatology

Studies biblical teaching concerning the last days, the return of Yeshua Hamashiach, resurrection, judgment, and the fulfillment of prophetic Scripture.



SECTION 4

ADMISSIONS AND ENROLLMENT

The steps from application to confirmed enrollment

ADMISSION REQUIREMENTS

Applicants are expected to meet the following requirements to participate successfully in the online Biblical Studies Program:

- Submit a completed application during the designated application period.
- Have accepted Yeshua Hamashiach (Jesus Christ) as Lord and Savior and be committed to growing in faith and understanding of God's Word.
- Have reliable internet access and a device suitable for participating in live online classes.
- Be able to attend the scheduled live classes on Mondays and Thursdays from 7:30–8:30 p.m. Eastern Time, with the camera turned on as required.
- Provide accurate and complete information during the application and enrollment process.
- Review the Student Handbook and all required written disclosures before finalizing enrollment or paying tuition.
- Agree to follow the College's academic, conduct, technology, and payment policies.

ENROLLMENT PROCESS

1. Submit the online application and respond to any follow-up questions from the College.
2. Receive written notice of acceptance. Submission of an application does not guarantee admission.
3. Receive access to the Student Handbook, tuition and fee schedule, refund policy, and other required disclosures at least one week before enrollment or collection of tuition.
4. Complete the Enrollment Form, select the applicable payment arrangement and payment method, acknowledge the handbook and payment terms, and provide the required signature and date.
5. Receive payment instructions by email according to the selected method. If invoice/card payment is selected, an invoice will be sent by email, and any applicable processing fee will be disclosed before payment is submitted.
6. Pay the applicable registration fee and required tuition amount. Enrollment is finalized after the College receives and verifies the required payment and confirms enrollment.

STUDENT RESPONSIBILITIES AT ENROLLMENT

Students are responsible for reading the handbook, supplying correct contact details, checking email for College communications, keeping a copy of payment records, meeting required deadlines, and asking the College for clarification before agreeing to terms they do not understand.



SECTION 5

ATTENDANCE AND PARTICIPATION

Expectations for live online learning

CLASS SCHEDULE AND PARTICIPATION

The full Biblical Studies Program meets online on Mondays and Thursdays from 7:30–8:30 p.m. Eastern Time. Students are expected to attend punctually, remain for the scheduled class, participate respectfully, and complete any participation requirements communicated by the instructor.

INDEPENDENT STUDY & ASSIGNMENTS

Occasionally, a scheduled class session may be designated for independent study instead of a live class with the instructor. Students may be assigned PDF readings, lesson notes, study guides, Scripture references, or other course materials to review, followed by an assignment or other required coursework. The College will provide instructions explaining what to review, what work to complete, and when it must be submitted. Students are expected to review the materials, complete assigned work independently, and meet the announced deadlines. Students who need clarification may contact the instructor by email or through the College's designated communication method. The College will notify students in advance when a scheduled session is designated for independent study.

CLASS RECORDINGS & REPLAY ACCESS

The College may record live instructional sessions to support learning and provide review opportunities. Students will be informed in advance when a session is to be recorded, and any required consent will be obtained. Authorized recordings may be made available through the Student Portal or another designated method. A replay does not automatically count as live attendance; replay participation may be accepted as make-up participation when approved by the instructor and any required make-up work is completed. Students may not independently record, screen-capture, reproduce, upload, publish, distribute, or share live classes, private class discussions, recordings, or College instructional materials without prior written authorization and any consent required by law. Unauthorized recording or distribution may violate privacy, communications, or copyright law depending on the circumstances and applicable law.

CAMERA POLICY

Students must keep their cameras turned on during live online classes to support participation and engagement. If a student has a technical, privacy, disability-related, or other circumstance that makes camera use difficult, the student should contact the instructor before class whenever possible so the concern can be reviewed. An exception must be approved by the College.

ABSENCES AND TARDINESS

- Notify the instructor or College administration as soon as reasonably possible when an absence or late arrival is expected.
- Ask the instructor about missed material, assignments, or any authorized make-up work. Students remain responsible for course requirements even when absent.



- Repeated absences, persistent lateness, or failure to participate may lead to a student progress review and a written plan for improvement.
- A pattern of nonattendance may jeopardize satisfactory course completion. The College will communicate with the student before taking an administrative action, unless an urgent situation requires otherwise.



SECTION 6

ACADEMIC POLICIES

Coursework, examinations, evaluation and completion

COURSEWORK AND ASSIGNMENTS

Each course may include reading, written assignments, class exercises, discussion, presentations, or other work assigned by the instructor. Assignment instructions will identify the expected work and due date. Students should submit their own work by the stated deadline and contact the instructor before a due date if a legitimate difficulty may prevent timely completion.

EXAMINATIONS

Students must complete required course assessments and the program's final examination. The instructor will communicate the format, scope, timing, and rules for assessments. Requests to reschedule an assessment must be made as early as possible and are subject to approval. Unauthorized assistance, sharing answers, or misrepresenting assessment work is prohibited.

LATE ASSIGNMENTS & EXTENSIONS

Students are expected to submit assignments by the announced deadlines. Students who need additional time should request an extension before the deadline whenever possible and explain the circumstances. Late work may be accepted at the instructor's discretion. Any approved extension must be confirmed by the College. Repeated late submissions may affect course progress and completion.

COURSE MATERIALS & REQUIRED RESOURCES

The College provides course instruction and designated learning materials to support students throughout their studies. Materials may include lesson notes, study guides, Scripture references, worksheets, assignments, and other instructional resources prepared or authorized by the College. Course materials will be made available digitally through the Student Portal or another method designated by the College. Students are encouraged to take their own notes during live classes, review the materials provided, and complete coursework independently. No textbook purchase is required unless the College identifies a specific textbook as required and provides the relevant information before the student is required to purchase it. Recommended reading is optional unless expressly identified as required. Students are responsible for maintaining reliable internet access and an appropriate device.

PASSING GRADES & COURSE COMPLETION

A minimum grade of 70% is required to pass each course and the final examination. Students must complete all required coursework, assignments, and assessments for each course. If a student does not achieve the minimum passing grade, the instructor may provide one opportunity for reassessment, additional coursework, or other appropriate remedial work. If the student still does not meet the required standard, the student must contact the College to discuss next steps. Any further coursework or reassessment is determined by the College and communicated in writing. Students must complete all six courses, all required coursework, and the final examination with at least 70% to qualify for the



Diploma in Biblical Studies and participation in the formal graduation ceremony, subject to applicable graduation registration and administrative requirements.

ACADEMIC INTEGRITY

Students must submit work that accurately represents their own learning. Plagiarism, copying another student's work, unauthorized collaboration, fabricated citations, cheating, or falsifying records are academic-integrity violations. When outside sources are used, students must identify them according to the instructor's directions.

PROHIBITED USE OF ARTIFICIAL INTELLIGENCE (AI)

Ministry In The Word Bible College prohibits the use of artificial intelligence (AI) tools to generate, answer, rewrite, paraphrase, or complete classwork, assignments, quizzes, examinations, or final examinations submitted for academic evaluation. The curriculum, live instruction, lesson notes, study guides, Scripture references, and designated course materials are designed to provide students with the instruction and resources needed to study, complete coursework, and prepare for assessments. Students are expected to review the materials, take personal notes, complete their work independently, and demonstrate their own understanding. Students who need clarification should contact the instructor. A violation may result in review of the work, reassessment or additional work, or other appropriate disciplinary action.

INCOMPLETE WORK AND PROGRESS

Students who are unable to complete required work should contact the instructor before the course or program end date. Any extension or incomplete status must be approved in writing and include a clear deadline. The College may review a student's progress and advise the student about missing work, academic difficulty, or next steps.

ACADEMIC APPEALS

A student who believes an academic evaluation or course decision was made in error should first contact the instructor with the specific concern and supporting information. If the concern is not resolved, the student may submit a written appeal under the complaints and appeals process in Section 9.

STUDENT SUPPORT & ACADEMIC ASSISTANCE

Students are encouraged to seek clarification when they have questions about course content, assignments, examinations, or program requirements. Students may contact the instructor or the College through designated communication channels. Students should review course notes, study guides, Scripture references, and other materials provided before requesting assistance. Students remain responsible for attending classes, reviewing materials, completing assignments, preparing for examinations, and meeting course requirements.



SECTION 7

TUITION AND FINANCIAL POLICIES

Published program costs and payment expectations

PROGRAM TUITION

COST ITEM	AMOUNT / DESCRIPTION
Six-month Biblical Studies Program	\$1,050 total tuition; includes all six courses, required coursework, the final examination, and designated course materials provided by the College. Internet access and student devices are the student's responsibility.
General applicant registration fee	\$50, due after acceptance and before enrollment is finalized
Ministry In The Word member registration fee	\$75, due after acceptance and before enrollment is finalized
Graduation participation fee	\$125 for students participating in the graduation ceremony
Ceremony and hospitality fee	Additional \$25 for venue-related expenses, event setup, and light refreshments; total graduation fees are \$125
Card processing fee	Invoice/card payments may be subject to an applicable processing fee. The amount will be disclosed before payment is submitted.
Certificate delivery if not attending graduation (digital)	\$25
Certificate delivery if not attending graduation (mailed)	\$50

TUITION PAYMENT PLANS

PAYMENT OPTION	PAYMENT AMOUNT
Pay in full	\$1,050
Three-month plan	3 payments of \$350
Six-month plan	6 payments of \$175
Ministry In The Word member arrangement	Eligible members receive individualized enrollment and payment instructions by email. Details are communicated directly to those members.

The published tuition payment plan is selected during enrollment. Students should not assume that the payment plan selection itself constitutes payment. Enrollment is finalized only after the applicable registration fee and required tuition payment have been received and verified.



PAYMENT METHODS

Payment methods may include Zelle, Cash App, or secure invoice/card payment. Instructions for the selected method are provided by email. Personal account details are not published in this handbook. Students should retain receipts and contact the College promptly if a payment does not appear to have been credited.



SECTION 7 CONTINUED

PAYMENT, WITHDRAWAL AND REFUNDS

Read this section carefully before enrollment

STUDENT TECHNOLOGY AND OTHER COSTS

Students are responsible for their own internet service and suitable device. Digital course materials provided by the College are included in program tuition. No textbook purchase is required unless a specific textbook is designated as required and the cost is communicated before purchase. Any other required cost, including an applicable invoice/card processing fee or any required graduation regalia cost, will be disclosed to students before they are required to pay it.

MONTHLY DUE DATES AND LATE FEES

Tuition installments are due on the first day of each month. A \$25 late fee applies to a payment that remains unpaid more than three calendar days after its due date. If an installment remains unpaid on the fifth day of the month, the student's participation in scheduled classes may be temporarily suspended until the outstanding balance, including any applicable late fee, is paid. Students may resume participation once the account is brought current.

If a student anticipates difficulty making a scheduled payment, the student should contact the College before the due date. Any payment arrangement or extension is effective only when confirmed in writing by the College. A conversation or request alone does not change the due date or waive an applicable fee.

WITHDRAWAL PROCEDURE

A student who wishes to withdraw must submit written notice to the College at mitwbiblecollege@gmail.com. The notice should include the student's full name, program, and intended withdrawal date. The College will acknowledge the request and confirm the effective withdrawal date in writing. If a student stops participating without submitting notice, the College will determine the withdrawal date from available participation and administrative records in accordance with applicable requirements. Simply ceasing attendance does not ensure that the withdrawal has been processed.

CANCELLATION PERIOD

Students may cancel their enrollment agreement or contract within three (3) working days after signing, subject to applicable law.

The student should submit written cancellation to mitwbiblecollege@gmail.com. During the applicable cancellation period, the College will cancel the student's obligations and issue refunds as required by law.



REFUND POLICY

After the applicable cancellation period, earned tuition is calculated by multiplying the published program tuition (\$1,050) by the proportion of the scheduled six-month program period elapsed on the effective withdrawal date, using the College's published program start and end dates. Unearned tuition is the total program tuition minus earned tuition. To calculate a possible tuition refund, compare tuition received with tuition earned: payments above earned tuition are refundable; if payments are below earned tuition, an outstanding amount may remain due as permitted by the enrollment agreement and applicable law. The same formula applies to pay-in-full, three-payment, and six-payment plans. The College will not treat all or substantially all tuition as earned after only minimal participation.

The effective withdrawal date is generally the date the College receives the written withdrawal request. If a student stops participating without notice, the College will determine the date from participation and administrative records consistent with applicable requirements. The registration fee is \$50 for general applicants and \$75 for eligible Ministry In The Word members. During the cancellation period, registration fees will be refunded as required by law. After that period, the College will retain 50% of the applicable registration fee and refund the remaining 50%, subject to applicable law. Any refund owed will be issued within thirty (30) days after the College determines that the student has withdrawn, as required by applicable rules.

Scheduled Program Time Elapsed	Estimated Tuition Earned	Potential Tuition Refund if \$1,050 Paid in Full
Before instruction begins	\$0	Up to \$1,050, subject to cancellation rules
1 month of 6 (about 17%)	\$175	\$875
3 months of 6 (50%)	\$525	\$525
5 months of 6 (about 83%)	\$875	\$175
6 months completed	\$1,050	\$0

These figures are examples only and assume a uniform six-month schedule and full payment of the \$1,050 tuition. The actual calculation is based on the published program dates and effective withdrawal date. Installment-plan refunds compare tuition paid with tuition earned; registration fees are calculated separately.



SECTION 8

STUDENT CONDUCT, COMMUNICATION AND TECHNOLOGY

A respectful and responsible learning environment

RESPECTFUL CONDUCT

Students are expected to treat instructors, administrators, and fellow students with dignity, courtesy, and respect. Discrimination, harassment, threats, bullying, persistent disruption, dishonesty, or conduct that prevents others from learning is not acceptable. Differences in interpretation or questions about course content should be raised respectfully.

RELIGIOUS AND MINISTRY CONTEXT

The College is a Christian religious education institution. Students are expected to engage respectfully with the Bible, the College's statement of faith, course content, and ministry-related discussions. Enrollment does not authorize a student to represent the College or Ministry In The Word Outreach International without written permission.

OFFICIAL COMMUNICATION

Email is the College's primary method of official communication. Important notices, class updates, assignment instructions, payment instructions, enrollment information, and other administrative messages may be sent by email. Students are responsible for keeping their email address current and checking messages regularly.

- Keep the email address provided to the College current.
- Check email regularly for class notices, assignments, payment instructions, and administrative updates; respond when required.
- Use mitwbiblecollege@gmail.com for formal written requests and general administrative matters, and communicate respectfully in all College interactions.

COURSE MATERIALS, COPYRIGHT & PRIVACY

Course materials and meeting links may be used only for educational purposes. Students must not copy, sell, upload, distribute, or share College PDFs, lesson notes, assignments, or recordings with unauthorized people or public websites without written permission. Unauthorized reproduction or sharing may violate copyright law or privacy protections. Students must protect account credentials and respect classmates' privacy.

ACCESSIBILITY AND PARTICIPATION CONCERNS

Students who need help with class access, technology, or participation should contact the College as early as possible. The College will consider the circumstances and communicate any approved arrangements.



CONFIDENTIALITY AND STUDENT RECORDS

The College maintains application, contact, academic, enrollment, and financial records for administration and program-completion purposes. Access is limited to authorized personnel who need the information for College operations. To request records, transcripts, or official documents, students must submit the applicable College request form and provide valid identification acceptable to the College before release. Requests made by another person require appropriate student authorization and identity verification. Students must not disclose another student's personal or academic information without authorization.



SECTION 9

COMPLAINTS, DISCIPLINE AND APPEALS

A clear process for resolving concerns

WRITTEN COMPLAINTS

Students who have a concern or complaint regarding instruction, treatment, or their educational experience should submit the concern in writing to mitwbiblecollege@gmail.com. The written complaint should include the student's name, course or program, a clear description of the concern, relevant dates, and the resolution being requested. A student may submit a written complaint directly without first raising the concern informally when the matter is serious or an informal conversation is not appropriate.

COLLEGE REVIEW, PRIVATE MEETING & RESPONSE

1. The College will review the written complaint and, when appropriate, arrange a private meeting with the student and relevant personnel to discuss the concern and work toward a resolution.
2. The College may request additional information, review relevant records, and consider the circumstances before responding. Complaint discussions and related information will be handled respectfully and privately to the extent reasonably possible.
3. The College will make reasonable efforts to provide a written response or update within ten (10) business days where practicable. Complex matters may require additional time, and the student will be informed if additional time is needed.

APPEAL PROCEDURE

If a student believes the matter remains unresolved after the College's response, the student may submit a written appeal requesting further review. The appeal should identify the decision being questioned, explain the reason for the appeal, and include any additional information relevant to the concern. The College will review the request and communicate its decision or next steps in writing.

DISCIPLINARY ACTION

Depending on the nature and seriousness of the violation, disciplinary action may include: (1) a verbal or written warning for a first violation; (2) a written warning, corrective measures, or other appropriate action for repeated violations; or (3) suspension or dismissal for serious or continued misconduct. The College may take immediate action when serious misconduct warrants it. When practicable, the student will be informed of the concern and given an opportunity to respond before a final decision. Significant actions will be documented and communicated in writing. A student may appeal a disciplinary decision through the College's complaint and appeal procedure. Financial adjustments following withdrawal or dismissal are governed by the refund policy and applicable law.

NO RETALIATION FOR GOOD-FAITH COMPLAINTS

The College prohibits retaliation against a student for raising a concern in good faith or participating in a complaint review. Knowingly false statements, threats, harassment, or misuse of the complaint procedure may be addressed under the student conduct policy.



SECTION 10

CERTIFICATES AND GRADUATION

Full-program completion, the graduation ceremony, and required fees

FULL BIBLICAL STUDIES PROGRAM COMPLETION

Students who complete all six courses, fulfill all required coursework, and pass the final examination with a minimum grade of 70% will be eligible to receive the Diploma in Biblical Studies and participate in the formal Biblical Studies Program graduation. Students must also complete graduation registration and meet announced deadlines and applicable administrative requirements.

GRADUATION CEREMONY

The College plans to hold an annual graduation ceremony in Florida each October. The specific location, date, schedule, registration deadline, and arrangements will be announced to eligible graduates by email as the ceremony approaches. The location may vary based on venue and participation needs.

GRADUATION FEES

FEE	AMOUNT	PURPOSE
Graduation participation fee	\$100	Participation in the graduation ceremony and recognition of achievement
Ceremony and hospitality fee	\$25	Helps cover venue-related expenses, event setup, and light refreshments
Total graduation fees	\$125	Applies to students participating in the ceremony

Graduation registration and payment instructions will be provided to eligible students. Graduation regalia, including cap, gown, stole, and tassel, will be addressed separately, and any additional required regalia cost will be disclosed before students are required to purchase it.

CERTIFICATE DELIVERY AND RECORDS

The College will maintain a record of course completion and certificates issued. Certificate delivery arrangements, including digital or mailed copies where available, will be communicated to students. Students should ensure that their name and contact information are accurate before certificates are prepared. Fees, if any, for optional mailing or replacement copies must be disclosed in advance.

EXTERNAL RECOGNITION

The College's full-program religious credential is intended for religious education, personal spiritual development, and ministry-related purposes. The acceptance, recognition, or transferability of this credential by other schools, churches, denominations, employers, or organizations is determined by their respective policies and requirements. Ministry in the Word Bible College does not control the policies or decisions of external institutions.