



D E S T I N Y  
L E A D E R S H I P  
I N S T I T U T E

## **STUDENT HANDBOOK**

2021-2022 ACADEMIC YEAR

## Section 1: Overview

Destiny Leadership Institute currently offers a two-year program that, upon completion, leads to the Diploma in Christian Leadership. Each year is designed to be user-friendly and practical, as well as academically sound. Utilizing the latest Internet technology coupled with time-proven educational delivery systems, DLI cultivates the student's understanding of Scripture, their ministry gifting and personal life vision. By doing so, we assist them in laying firm foundations within their lives upon which they can build their Ministry and Leadership skills.

## Section 2: Admissions/Enrollment

### APPLICATION PROCESS

Destiny Leadership Institute has a three-step application process as outlined in the following:

1. Complete the online [application](#).
2. Receive a welcome email with instructions on setting up your student account. Once your account is set up, you will be able to make tuition payments online.
3. Make tuition arrangements by [setting up payments](#) or contacting the Director of Finance (501.887.9933).
4. Receive instructions on how to login to the online classroom.
5. Order books ([destinyleaders.com/book-list](http://destinyleaders.com/book-list)).

### ENROLLMENT GUIDELINES

#### **Enrollment Status**

- Year 1 Students are considered enrolled in DLI once they have completed their online application and made their tuition arrangements.

- Year 2 Students are considered enrolled in their second year if their account is in good standing, and they have made tuition arrangements for the second year.

### **Enrollment Cycles**

- Students are enrolled in either Year 1 or Year 2. Each year is considered to be two consecutive semesters.
- Students are enrolled in courses based on the respective semester in which they enroll. Students will be enrolled in classes as listed in “Section 4: Course Descriptions”

### **Accepting Transfer Credits**

Since DLI is a two-year program and offers a limited range of courses, we require all students to complete the courses as they are offered and do not accept transfer credit. Most students find it refreshing to go through familiar material, as they are able to pick up on things that they might have missed out on the first time around.

### **Withdrawal Process**

- In order to withdraw, you must fill out a [“Request to Withdraw”](#) form. No refunds are available after 30 days.
- One “Press Pause” is offered to each student. If, for any reason, a student formally withdraws with intent to re-enroll in an upcoming enrollment cycle, the re-enrollment fee of \$200 will be waived as long as their academic and financial account is in good standing.
- If a student fails to complete a course in the first semester of a year, a \$200 make-up fee will be added to the tuition balance, and they will be automatically enrolled in the next semester with the expectation that the student make-up the course the next time it is available, unless they formally withdraw from the program.

### **Termination**

DLI can terminate your enrollment for any of the occurrences below:

- Two failed consecutive courses
- Inactive in the classroom for 30 days

- Personal conduct being out of alignment with the values of Destiny Ministries (See <https://destinyleaders.com/about/>) or for any other conduct unbecoming of a Christian leader

## Section 3: Tuition

### CURRENT RATES & OPTIONS

- Current tuition for the DLI program is \$1,500 per year. Tuition does not include the books required for courses.
- If students pay in full, a 10% discount is applied so that the total is only \$1,350. Otherwise, the balance can be paid in 6 consecutive installments of \$250.
- Married Couples attending DLI at the same time qualify for a “Couples Discount” of \$250 per student. The total will be \$2,500 for both students and will be paid in 10 consecutive installments.

### SCHOLARSHIPS

Because we keep DLI affordable, scholarships are limited and only available at the discretion of the Executive Director or the Director of Education.

### CHURCH SPONSORED STUDENTS

- Churches/Ministries wishing to cover a student's tuition must contact the financial office to make payment arrangements.
- Students will be responsible for tuition until we are contacted by the sponsoring church.

## Section 4: Course Descriptions

Year One Fall Courses:

**Introduction to Bible:** Designed to give a clear, usable understanding of the Bible and to teach basic Bible study methods

**Old Testament Survey:** Provides a basic framework for understanding and interpreting the Old Testament by offering vital historical, geographical, and cultural insights

**Core 1 Internship:** DLI's internship requirement ensures that our students gain practical training in conjunction with their biblical studies.

Year One Spring Courses:

**Servant Leadership:** Offers a look at Jesus' life and ministry in its historical and theological context, while focusing on Him as the ultimate servant leader

**Christian Foundations I:** Introduces the field of theology and provides a workable knowledge of the following important Christian doctrines: the Bible, God, man, and sin

**New Testament Survey:** Provides a basic framework for understanding and interpreting the New Testament by offering vital historical, geographical, and cultural insights

**Core 1 Internship:** DLI's internship requirement ensures that our students gain practical training in conjunction with their biblical studies.

Year Two Fall Courses:

**Ministry Ethics:** Focuses on the ethical and moral conduct of ministers, with a special emphasis on how to handle money, relationships, and church responsibility in a proper manner

**Effective Christian Living:** Challenges students to experience the fullness of a life lived in fellowship with a loving and personal God and gives insight on knowing and doing the will of God in life and in ministry

**Core 2 Internship:** DLI's internship requirement ensures that our students gain practical training in conjunction with their biblical studies.

Year Two Spring Courses:

**Intro to Christian Ministry:** Helps students identify and implement values, vision, mission, and strategy in their ministry contexts

**Ministry Skills:** Introduces two vital ministry skills: communication and care - Helps students develop and deliver clear, powerful sermons and lessons and overviews principles of pastoral care and counseling

**Christian Foundations II:** Introduces the field of theology and provides a workable knowledge of the following important Christian doctrines: Christ, Salvation, The Holy Spirit, The Church, and Last Things

**Core 2 Internship:** DLI's internship requirement ensures that our students gain practical training in conjunction with their biblical studies.

## Section 5: Online Classroom & Platforms

### ONLINE CLASSROOM

**Canvas LMS:** DLI uses Canvas LMS as our online classroom. Canvas is a course management system that supports online learning and teaching. It allows professors to post grades, information, and assignments online. It is being used by universities and colleges all over the world. Students can access our classroom at [destinyleaders.instructure.com](http://destinyleaders.instructure.com).

### OTHER PLATFORMS

**My Profile/CCB:** DLI uses the Church Community Builder database to keep track of student records and association with DLI and Destiny Ministries. We refer to this as "My Profile." Students will be given instructions on how to access and update this information upon enrollment. Tuition payments will be processed and accessed through this account. Students are responsible for making sure Destiny has their current information. Account can be accessed at [destinyleaders.com/myprofile](http://destinyleaders.com/myprofile).

**Zoom:** Students will need to have a free [zoom.us](http://zoom.us) account. Accounts can be created at <http://zoom.us>. Students will need to download the Zoom Client for Meetings plugin to their personal computer. You can do so at <http://zoom.us/downloads>. There is also a smart phone app available.

## Section 6: The DLI Team

**DLI Founder-** Dr. Phil Brassfield

**DLI Director-** Pastor Landon Galloway

**DLI Admissions & Finance Administrator-** Amy Dew

**DLI Administrative Assistant-** Bekah Harrah

**DLI Instructors:** Our instructors are experts in their fields with graduate degrees that curate content and guide students. DLI Instructors are all members of the Destiny family.

**Teaching Assistants** are DLI graduates that will help grade your work and interact with you in the course discussion forums. They are assigned to a particular class.

## Section 7: Financial Policies

**Refunds:** Tuition is fully refundable within the first 30 days of the semester. In order to withdraw, you must fill out a “Request to Withdraw” form. No refunds are available after 30 days.

**Failed Payments:** If you enroll in the payment plan for tuition and fail to make a payment, you must contact the office at 501-887-9933 within 7 days to make the payment. A \$25 administrative fee will be charged. After 7 days, access to the online classroom will be suspended. You will still be responsible for any assignments missed during your suspension.

**Retake Fee:** A grade of “C” or higher is required in each course to obtain a certificate from DLI, and to transfer for credit to Southeastern University. If you make below a “C,” you may retake the course/courses in the summer for a fee of \$200.

**Re-Enrolling:** If you withdraw and wish to re-enroll, a \$200 fee will be added to your balance.

**Inactive/Failing Status:** We will not stop your flex payment unless you fill out a withdrawal form. Refunds will not be given. The withdrawal form can be found at [destinyleaders.com/students](https://destinyleaders.com/students).

## COUPLES DISCOUNT

- Married Couples attending DLI at the same time qualify for a “Couples Discount” of \$250 per student. The total will be \$2,500 for both students and will be paid in 10 consecutive installments of \$250.
- If one party decides to withdraw or becomes inactive, the tuition paid cannot be transferred to the spouse’s tuition. The tuition for the remaining student will then become the non-discounted rate of \$1,500 per year.

## CHURCH SPONSORED STUDENTS

- Churches sponsoring students need to complete the form located at [destinyleaders.com/sponsored](https://destinyleaders.com/sponsored), and make payment arrangements on behalf of the student(s). Students will be responsible for providing the form link to the sponsoring pastor/leader or a delegated representative.
- Tuition is non-transferable after 30 days.
- Students will be responsible for any re-enrollment or retake fees if necessary.

## Section 8: Communication Policies

As an online institution, we realize the importance of communication. We want you to know that even though we may not see each other face-to-face, our team is always available to help you. While we engage in personal email communication between students, staff and instructions, we will also send system-wide emails to students that will include important information. Please make sure you add the following email to your address book to prevent our communication from ending up in your ‘spam’ or ‘junk’ folder: [admin@destinyleaders.com](mailto:admin@destinyleaders.com).



### Who should you contact?

1. For issues regarding a particular course, contact the instructor or the classroom administrator.
2. For admissions/financial issues, please contact Amy Dew ([amy@destinyleaders.com](mailto:amy@destinyleaders.com)).
3. For technical support issues, please contact Bekah Harrah. ([bekah@destinyleaders.com](mailto:bekah@destinyleaders.com)).

### How should you contact them?

1. You may call the office at **501-887-9933** during regular operating hours, Tuesday-Friday 9-4.
2. The most efficient way to reach our staff is through email. We will do our best to return every email within 24 hours.
3. Please remember that we receive a large volume of inquiries, so we need a little time to process requests.

## Section 9: Classroom Policies

All courses involve a range of assignments broken up into two-week units. Students are expected to put forth honest effort and to always try their best. Therefore, plagiarism, cheating, forum posts with no substantial responses, etc. will not be tolerated.

### GRADING

- Students can expect to receive grades within two weeks of the end of each unit. If you submit something at the end of Unit 1, you should have everything graded by the end of Unit 2.
- On quizzes and exams, the system automatically grades objective questions (such as multiple choice and True/False). Written responses have to be graded by an instructor or teaching assistant. Therefore, your score may appear low until it has been officially graded.
- If you fail to successfully complete a course (C or higher), then you will take that course in the summer for a fee of \$200. If you fail to complete a course in the first semester of a year, you will be automatically enrolled in the next semester with the

expectation that the course will be made up in the summer unless you formally withdraw from the program.

### **Late Grade Policy**

1. Each unit's work must be completed by the end of the two-week unit. Late work will be penalized 10 points per week late. If an assignment is not turned in by Sunday, you have until Sunday of the next week to complete the assignment with a 10-point penalty.
2. Emergency situations that require extensions should be documented and will be evaluated on a case-by-case basis.
3. DLI is not responsible for technological issues. E-mails get lost, websites temporarily go down, and instructors are not always available on demand. Therefore, do not wait until the last moment to complete your work.

### **Grade Scale**

A: 90-100%  
B: 80-89%  
C: 70-79%  
D: 60-69%  
F: 0-59%

### **Inactive Policy**

Students who have not turned in any assignment during a two-week unit will be contacted with a warning by their instructor or teaching assistant. If a student remains inactive for two consecutive units, they will be removed from the classroom. Students who are removed from the classroom and still do not formally withdraw will still be financially responsible for their tuition.

### **CHURCH SPONSORED STUDENTS**

- Students who are sponsored (either in part or in full) by their churches are held to higher degrees of accountability out of honor for the sponsoring church.
- Lead pastors and/or someone they appoint will have access to student grades and will receive notification when students are: (a.) inactive in the classroom for two weeks and/or (b.) more than two weeks behind on completing assignments.

## Section 10: Attendance Policies

**Weekly Requirements:** Regular and punctual attendance is required. DLI's attendance policy requires that students be present every week in the online classroom. Attendance is established by punctual submission of one weekly graded assignment. For each DLI course, one of the following graded assignments must be submitted to satisfy weekly attendance requirements:

- a substantial discussion post
- a completed quiz or exam
- a written assignment.

### Absences

1. Absences are neither excused nor unexcused. Attendance is recorded weekly.
2. If a student is absent for two consecutive units, the student will receive an administrative withdrawal from the course without the possibility of a refund.
3. Technical difficulty is not an acceptable reason for absenteeism.
4. An email or a "checking-in" response in the discussion forum does not satisfy the weekly attendance requirement.
5. Students will be notified via email regarding their absentee status.

## Section 11: Student Conduct Policies

DLI can make the decision to terminate the enrollment of any student for conduct unbecoming a Christian leader or in conflict with the values of Destiny.

### Destiny Leaders Family Values

- **Relationships:** Our relationship with God and one another is our most powerful motivation. We believe that the Kingdom of God is best reflected in the context of a family or relationship. Therefore, we are committed to developing real relationships with real people and a real God. And 'real' is a key term. These kinds of relationships we value above projects and programs. We value individuals

above agendas and believe that only in proper covenant relationship with others can we maximize our potential and seize our opportunities for the Kingdom.

- **Worship:** We believe that, as humans, worship is our highest and most noble expression of purpose. We place a high value on worshipping God and believe that as a group we are strengthened as we worship together. Therefore, we plan opportunities to worship together.
- **Integrity:** If we are to sustain real relationships with real people, we believe that integrity is an absolute must. People who do not value integrity will find Destiny uncomfortable. We value a Christian's word and trust their motives to first be Christ-o-centric before they are me-o-centric. This core value allows us to be whole people who work as a team with a redemptive purpose. This commitment includes sincerity with God, honesty with people and in finance, and a lifestyle of responsibility, accountability and repentance.
- **Excellence:** Excellence is a commitment to do our very best every time. Therefore, we see ourselves as forever students – always seeking to learn and improve our abilities and skills. Our goal is to function at increasingly higher levels of effectiveness. This requires a pursuit of wisdom, knowledge and understanding, as well as spiritual authenticity and fervency. We seek to create a culture where we are constantly being challenged with new ideas and insight, where a competitive spirit is resisted, but competence is encouraged and expected.
- **Generosity:** As a Covenant Family, we affirm the concept of first fruits giving and believe that every field with the potential to harvest has a responsibility to sow, be it an individual or institution. Therefore we practice tithing at every level of the Kingdom. It is a concept that is one of the core values of the Scripture in both the Old and New Testaments. We believe that in creating a culture of generosity and obedience to tithe, we acknowledge God as first in our lives and ministries and as the only source of our blessing and provision.
- **Education:** We are lifelong learners. We are stimulated and challenged by new experiences and ideas that move the Kingdom and our lives forward. Therefore, we value and place great emphasis on the educational process. While Jesus Christ is certainly our Savior, we also have great appreciation for Jesus as the Master Teacher and Guide, and we seek to follow His example with His disciples as they learned and then transmitted that knowledge to others. We are committed

to providing a wide range of educational and developmental opportunities for leaders at all experience and responsibility levels.

- **Leadership:** Our view of leadership is best understood through service to others. We lead by serving, but we also recognize that serving creates influence. We, therefore, seek to equip those who serve to be efficient and effective in their pursuit and performance of leadership responsibilities. We seek to encourage influencers to develop the core biblical concepts and intelligence to serve with excellence and humility.

## Section 12: Internship

Students are expected to serve while they study. This requires active attendance and engagement in a local church. Students should serve 1-3 hours per week while enrolled in DLI. Internship will be evaluated by your participation in webinars, discussion forums, self-evaluation forms, and evaluation forms from your leader/mentor.

## Section 13: Completion of DLI

### Graduation

Upon successful completion of Year 1 and Year 2, students will be eligible to graduate. Graduation occurs during the Destiny Gathering Conference. In order to be eligible for graduation, students should have a grade of at least “C” for all courses and no outstanding balance owed to DLI.

### Licensure/Ordination

After completing Year 1, students are eligible to apply for licensure with pastoral/oversight recommendation. After completing Year 2 and holding a license with Destiny for one year, students are eligible for ordination, with pastoral/oversight approval. Both licensure and ordination are optional for DLI students, and an application must be submitted for consideration. *Successful completion of DLI does not guarantee licensure/ordination; it simply makes one eligible to apply.*