

Student Handbook

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Christian Leaders Institute

Greeting from the Dean of Students:

Welcome to Christian Leaders Institute!

You are not here by accident; we believe that God will meet you in this place. I first enrolled in 2019 and graduated with a Bachelor of Divinity, and later earned my Master's degree in Higher Education Leadership, and am now serving as the Dean of Students. My life was forever changed by this ministry, and I am praying your life will be transformed as well, as you grow in your biblical knowledge and Christian leadership skills.

Christian Leaders Institute is dedicated to raising well-trained Christian leaders globally, and we are thrilled to welcome you to this family of believers. As you embark on these studies, we pray that you feel the presence of the Holy Spirit and recognize God's influence in your life. We hope you will be empowered to share the gospel fearlessly and fulfill the great commission to make disciples of all nations.

We are excited to see what God has in store for you, and may you come to know that "With God, all things are possible." (Mark 10:27)

May the Lord bless you richly in all you do at Christian Leaders Institute. Welcome aboard!

In His love,

Jon Dowler
Dean of Students

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Introduction

This Student Handbook provides an overview of student life, institutional expectations, student support services, and key policies at Christian Leaders Institute. More detailed academic, financial, degree, and procedural policies are published in the current [Academic Catalog](#). Students are responsible for reviewing both the Student Handbook and the [Academic Catalog](#), as together they provide the information needed to successfully navigate student life and academic requirements at Christian Leaders Institute.

Institutional Mission

Christian Leaders Institute is an educational ministry that multiplies Christian leaders globally through accessible and high-quality biblical education to serve God with their unique calling and gifts.

Institutional Goals

- 1. Ministry Education** - Equip individuals called by God to grow in faith and serve in ministry — whether volunteer, part-time, or full-time.
- 2. Biblical Foundation** - Strengthen students' biblical knowledge and worldview for Christ-centered living and leadership.
- 3. Accessible Learning** - Remove barriers to ministry preparation through free online correspondence education, thanks to the generosity of mission-driven donors and students.
- 4. Global Multiplication** - Launch equipped Christians into ministry across various cultural contexts for the worldwide advancement of the gospel.
- 5. Relational Mentorship** - Promote the value of mentorship as students grow in their ministry—both during their studies and after — encouraging each to become mentors themselves.
- 6. Credential Pathways** - Strengthen the credibility and confidence of leaders with awards, certificates, diplomas, degrees, and clergy programs.
- 7. Leadership Integrity** - Maintain a team of administrators and staff committed to modeling integrity, driving continuous improvement, and ensuring educational effectiveness.
- 8. Learning Resources** - Offer integrated learning resources to support teaching, learning, and the development of information literacy for effective ministry and Christian growth.

9. Faith-filled Faculty - Engage qualified, experienced, and faith-filled instructors who ensure educational excellence and equip students to live out their callings.

10. Worldwide Christian Community -

Encourage continued Christian discipleship through institutional programs and a global Christian community that inspires growth, ministry, accountability, and fellowship.

Institutional History

Founder Rev. Henry Reyenga Jr. was in New York City on September 11, 2001. Shortly after, he founded Christian Leaders NFP with the mission of raising up reproducible Christian leaders to spread Christianity worldwide. Henry and his wife Pam committed themselves fully to this calling.

In 2006, using emerging internet technologies, Christian Leaders Institute (CLI) began offering free online ministry training through the Moodle platform. In 2007, Jerry Lorenz joined from the University of Chicago as IT developer and played a key role in building Moodle into a robust system for tracking coursework and grades. Dr. David Feddes became Provost in 2008 and continues to serve as a senior pastor at Family of Faith Church in Monee, Illinois.

In 2014, CLI launched the Christian Leaders Alliance under the leadership of Board President Brian DeCook to develop its ordination program, guiding graduates toward ordination within their local churches and communities. On January 1, 2015, CLI introduced its Degree Program, offering Associate and Bachelor of Divinity degrees.

CLI expanded globally with the launch of the French program in 2015, followed by Chinese and Spanish programs in 2016. The Vision Partners donor program was also introduced in 2016, strengthening its generosity-driven model. In 2017, CLI launched the Enterprise Program to equip students with business and vocational skills. In 2018, the Russian and Philosophy programs were introduced, along with the Restorative Justice Program.

In 2019, Christian Leaders College was established as the degree-granting arm of the ministry, alongside the launch of the Life

Coaching Minister program. In 2020, Christian Leaders Ministries began doing business as Christian Leaders College.

By 2021, CLI had enrolled over 300,000 students, with more than 30,000 completing training and over 100 courses available. In 2022, CLI introduced mini-courses for focused learning, updated its licensing and ordination programs, and launched a refreshed logo.

In 2023, the organization transitioned to operate as Christian Leaders Institute, structured around two schools: the Christian Development School (awards, certificates, diplomas) and the Leadership Excellence School (college credit and degrees).

In 2025, CLI updated its mission to clearly reflect its identity as an educational ministry, integrating both non-credit and credit programs alongside the Christian Leaders Alliance for minister multiplication and credentialing. CLI also reached 1 million student accounts created in August of 2025.

Statement of Faith

This Statement of faith was settled on when Christian Leaders Institute began offering classes in 2006. It was reviewed and updated slightly in 2022 under the leadership of Provost Dr. David Feddes. Christian Leaders Ministries' statement of faith has guided the development of the classes and worldview.

The Bible

The Bible is God's inerrant, infallible, reliable Word, the only final authority for faith and life.

(Proverbs 30:5-6; Isaiah 8:20; John 10:35; 2 Timothy 3:16-17; 2

Peter 1:21)

Who is God?

God is Trinity, an eternal, loving unity of three divine Persons: Father, Son, and Holy Spirit.

(Deuteronomy 6:4; Matthew 28:19; John 14:26; 2

Corinthians 13:14)

God Created The World

God created the universe ex nihilo, from nothing, and made all things

very good. (Genesis 1-2; Exodus 20:11; Hebrews 11:3)

God Created Humanity

God created humanity in his image to glorify and enjoy God and to be stewards of creation.

(Genesis 1:26-28; Psalm 8; Isaiah 43:7; Revelation 4:11;

Psalm 37:4)

The Fall

Humanity has fallen into sin, and we are totally unable to save ourselves. (Genesis 3; Romans 3:12, 23; Romans 5:12)

Who is Jesus?

Jesus, the promised Messiah of Israel, is fully God and fully man. (Matthew 1:21-23; John 1:1, 14; 20:28; Hebrews 1:1-4, 2:14)

Jesus' Life and Victory

Jesus was born of a virgin, obeyed God perfectly, worked great miracles, died on a cross, rose from the dead, ascended to heaven, and reigns over all things.

(Luke 1:26-35, Hebrews 4:15; John 14:11, Luke 23-24,

Ephesians 1:20-23)

Salvation is a Work of God

God's Salvation is merited only by Jesus' perfect obedience and substitutionary atonement.

(Isaiah 53; Hebrews 7:26-27; 2 Corinthians 5:21; Acts 4:12)

Salvation is Not Our Work

Salvation is entirely God's gift, not our achievement, and is received by faith in Christ, not works.

(John 3:16; Romans 1:16-17; Galatians 2:16-21)

The Holy Spirit was Sent to Earth and Fills Us

The Holy Spirit gives new birth, unites us to Christ, assures us of His love, leads us in His truth, forms us in His character, equips us with His gifts, and empowers us to be His ambassadors.

(John 3:3-8; Acts 1:8; Romans 8; 1 Corinthians 12; Galatians 5:16-26; Ephesians 3:16-21)

The Church

The church is the one body of God's people throughout all generations

and from all nations.

(Romans 12:5; Galatians 3:26-29; Ephesians 1:22-23;
Revelation 7:9)

Angels of God

God's holy angels defend and help God's people.

(Psalm 34:7, 91:11; Matthew 18:10; Hebrews 1:14)

Fallen Angels

Satan and other fallen angels are dangerous but doomed. Christ is victor. (Ephesians 6:10-18; Colossians 2:15; 1 Peter 5:8; Revelation 12:10-12)

Christ Will Return and the Dead Will Be Raised

Christ will return visibly. The dead will be raised. Christ will rule the world and make all things new.

(Matthew 24:30; 1Cor. 15:52, 1 Thessalonians 4:16;
Revelation 21:1-5)

New Heaven and New Earth

God's people will rejoice forever in the new heaven and new earth; God's enemies will suffer forever in hell.

(Daniel 12:2-3; Matthew 25:31-46; Revelation 22:1-5; 2 Thessalonians 1:9)

God Designed Marriage

Sexual intimacy is for marriage only. Marriage is a lifelong union of a man and a woman.

(Genesis 2:22-25; Matthew 5:27-32; Matthew 19:3-9; 1 Corinthians 7:1-11)

God Relates to Families

God's covenant addresses not only individuals but also their families.

(Genesis 17:7; 18:19; Deuteronomy 7:9; Joshua 24:15; Psalm 103:17; Acts 11:14; 16:15,31)

We Are Able to Walk with God

As individuals, as couples, and as families, we need a daily

conversation with God through Bible reading and prayer.
(Psalm 1; Daniel 6:10; Deuteronomy 6:4-9; Ephesians 6:18; 1
Thessalonians 5:17)

We Love Because He Loved Us

God calls us to a holy life of love, as depicted in the Ten
Commandments. (Exodus 20:1-17; Mark 12:30-31; John 14:15;
Romans 13:8-10; 1 Corinthians 13)

We Honor Christ in Everything

God calls us to a worldview and way of life in which we seek to honor
Christ in every area of thought and action.

(Psalm 24:1; Colossians 3:17; 2 Corinthians 10:5)

We Share the Good News

God calls us to spread the gospel to people who don't yet follow
Christ. (Psalm 96:3; Matthew 5:14; Matthew 28:18-20; 1 Peter
3:15)

Accreditation Status

Christian Leaders Institute holds candidate status with the
Association for Biblical Higher Education Commission on
Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822,
407.207.0808). Candidate status is a pre-accreditation status
granted to those institutions that meet the ABHE Conditions of
Eligibility and that possess such qualities as may provide a basis
for achieving accreditation status within five years.

The CLI Network Relationships

Christian Leaders Institute has network relationships with various
college partners as well as content providers. Also, many churches
partner with CLI in giving donations and using the training for their
leaders.

Some of our college partners allow bachelor's degree graduates of
CLI to be considered for admission into their master's degree
programs. Others will transfer credits.

Christian Leaders Institute has formal articulation agreements with
the following institutions, which are listed on the Institute website

with further information about the particulars of each agreement.

- Calvin Theological Seminary
- City Vision University
- Grace Christian University
- Liberty University
- Kairos University
- Northern Seminary
- Northpoint Bible College
- Vision International University
- Western Theological Seminary

Our content providers allow us to use their content in various forms, such as books, video lectures or articles. These content providers include Back to God Hour, Focus on the Family, Peace Fire, Foundation for Economic Education, Dove International, Mission French Africa, Khan Academy, Wiki Books, Multiplication Network, Christian History Institute, Biblical E-learning, Compassionate Christian Counseling, Follow the Rabbi, and others.

Student Life Purpose

To enrich our students lives spiritually, physically, emotionally, intellectually, and socially.

Student Life Goals

1. [Spiritual] For our students to grow in their relationship with Christ and biblical knowledge. We work to advance each of our students' spiritual formation.
2. [Physical] For our students to increase their personal health, family health and help them develop good habits as they serve the Lord.
3. [Intelligence] For our students to further develop their intellectual knowledge and skills both in ministry and general Christian life and skills.
4. [Emotional] For our students' emotional well-being to thrive as they study at CLI and to also support and advise them in their educational journey.
5. [Social] For our students to be connected to a global Christian community and to socially develop a deep, rich community of Christian encouragement and growth.

Student Services Contact Information

Phone: 1-727-353-6400

Student Services Email:

studentservices@christianleaders.net

General Assistance Email:

helpdesk@christianleaders.net Website:

www.christianleadersinstitute.org

Educational platform: www.christianleaders.org

Facebook: <https://www.facebook.com/christianleadersinstitute>

Florida Headquarters:

Christian Leaders Institute
7600 Bryan Dairy Road,
Suite A, Suncoast Plaza
Largo, Florida 33777

Michigan Office:

Christian Leaders Institute
17771 West Spring Lake Road,
Spring Lake, MI 49456

The office is open from 9:00 am to 3:00pm EST, Monday through Friday. Calls after hours are routed to voicemail, which are answered on the next business day. Emails are answered within 2-5 business days.

Christian Leaders Institute observes the following holidays:

- New Year's Day January 1
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day First Monday in September
- Thanksgiving Fourth Thursday and the following Friday in November
- Christmas December 24-31.

Section One

Students Rights and Responsibilities

Student Rights

Nondiscrimination Clause

Christian Leaders Institute does not discriminate based on biological sex, race, disability or national origin. As a religious institution, Christian Leaders Institute reserves the right to make policies and decisions about employees and students on the basis of religious criteria.

Fair Grading

The student has the right to receive equal grading as all other students in quizzes, exams and written assignments.

Appeals/Grievance Policy

Christian Leaders Institute values that the student's experience at CLI results in fruitful and satisfying education. The Institute encourages students to appeal decisions they believe to be improper or file a grievance if they have a complaint regarding someone's actions against them.

Appeals may include issues such as the following:

- Credit transfers
- Expulsion
- Failing grade due to plagiarism
- Quiz questions or course work
- Enrollment
- Grades

Appeals and grievances are addressed in this manner:

1. Regardless of where the person makes the initial contact with

- the staff, the person should be referred to the Help Desk as the point of orientation and direction for the process.
2. General questions, complaints, or appeals should be submitted to the Help Desk at helpdesk@christianleaders.net. The Help Desk will assist in the process for reconciliation.
 3. The requesting student unable to reach resolution in step 2 above submits the completed Grievance form or a written appeal letter to the Student Services Office studentservices@christianleaders.net for processing.
 4. The Student Services Office identifies the appropriate office for reconciliation and submits the completed form or appeal letter to that office, with a copy of the completed form/letter returned to the student with instructions as to the appropriate addressing office.
 5. The student must be contacted by the addressing office within 7 days of receipt explaining the process and timelines.
 6. The issue (appeal or grievance) is examined and an explanation of the point in question is communicated to the student.
 7. The result of an appeal or grievance may be itself appealed once using the same process.

No student will be penalized or singled out based on anything but a violation of established rules.

Quality Education

All students have the right to receive quality education from Christian Leaders Institute. If you have a question or believe you are not receiving quality education, email our Registrar at registrar@christianleaders.net.

Timely Communication

Students have the right to receive a response in a timely manner and of a professional nature within 24 to 48 hours (1-2 business days) from our

Helpdesk Office. Other offices may take up to 5 business days for a response.

Contact Phone Number: 1-727-353-6400

Contact Email: helpdesk@christianleaders.net

Sexual Harassment Policy

CLI is committed to a safe, respectful, Christ-centered learning environment. Sexual harassment is strictly prohibited.

What is sexual harassment? Unwelcome behavior of a sexual nature that makes someone feel uncomfortable, unsafe, or interferes with their learning. This may include:

- Inappropriate comments, jokes, or messages
- Unwanted attention or repeated invitations after being asked to stop
- Sharing explicit content
- Any unwanted physical contact

What should you do? If you experience or witness sexual harassment, report it as soon as possible.

Report to:

- Business Office Manager: Rhonda Sullivan
- Email: rsullivan@christianleaders.net

What happens next? CLI will review the report promptly and take appropriate action. Your privacy will be respected as much as possible.

No Retaliation: You will not be punished for reporting in good faith or participating in a review.

Student Responsibilities

Church Engagement

The student is expected to be engaging with a church and a church

body. Ideally in their local area where they grow in their faith, find Christian leadership support and prioritize their relationship with Christ and fellow believers.

Ministry Formation

The student is responsible for finding a mentor or accountability partner to come alongside them while the student engages in the courses of CLI to develop critical thinking, problem solving, ministry skills, religious identity formation, and spiritual maturity. Students in the degree programs will take part in a Ministry Formation Program to record their ministry-related activities and help them develop experience in their area(s) of ministry. Information about the Ministry Formation Program requirements in the degree programs are contained within each degree program's capstone course.

Spiritual Formation

The student is expected to pursue a relationship with the Lord daily by reading His word and praying, as well as studying and growing their biblical knowledge.

Student Conduct

Students are expected to behave in a Christian manner. They are expected to be living by biblical principles. They are expected to be communicated with and to communicate in a manner worthy of the Gospel of Christ. All students are expected to adhere to high standards of integrity at all times. CLI's primary focus is to develop strong Christian leaders. Therefore, some types of behavior are not allowed, such as cheating, plagiarizing, falsifying information, and abusive, threatening, or harassing language or behavior. Any student found to be in violation of this policy would be subject to discipline, which may range from lowering a grade to expulsion, depending on the circumstances of the case.

Students are expected to treat administrators, staff, faculty, volunteers, and other students with courtesy, respect, and

kindness, as is fitting for servants of the Lord. Obscene, abusive, profane, blasphemous, threatening, and/or harassing language or behavior are prohibited. Such language or behavior is grounds for disciplinary action, which may include academic probation, suspension, or expulsion.

Academic Integrity and Honesty

Christian Leaders Institute expects all students to demonstrate high standards of honesty and integrity in their academic work. Your coursework should reflect your own learning, effort, and understanding.

Student Expectations

Students are expected to:

- Engage with all required course materials (videos, readings, and assignments)
- Complete all quizzes, exams, and written work independently
- Use their own words and thinking in assignments
- Maintain only one student account and keep login information secure
- Provide truthful and accurate information at all times

Failure to actively engage with course materials or submitting work that does not reflect your own effort may result in academic review or discipline.

Use of AI and Technology

CLI recognizes that AI tools (such as ChatGPT, Copilot, etc.) can be helpful when used appropriately—but they must **never replace your own thinking and work**.

General Principles

- **Your work must be your own**

- **AI is a tool, not a substitute for learning**
- **All sources must be properly cited**
- CLI may use systems to detect non-human activity or unusual patterns

Prohibited Use of AI

The following uses of AI are not allowed:

- Writing essays or assignments for you
- Completing quizzes, tests, or exams
- Generating answers instead of studying course material
- Submitting AI-generated content as your own work

Using AI in these ways is considered **cheating or plagiarism**.

Acceptable Use of AI

AI may be used in limited ways to support learning:

- Brainstorming ideas or understanding concepts
- Assisting with research (like a search tool)
- Light proofreading or grammar checking

If AI is used for research, it must be **properly cited when required**.

If you are unsure whether AI use is allowed, you should ask before using it.

Cheating Policy

Cheating includes any attempt to gain an unfair academic advantage.

Examples include:

- Using AI or outside help to answer quiz or exam questions
- Accessing quiz answers before taking the quiz
- Sharing quiz questions or answers with others
- Using multiple accounts to preview assessments

Students may study together, but:

- Quizzes must be completed individually
- Answers may not be shared

Plagiarism Policy

Plagiarism is presenting someone else's work as your own.

Examples include:

- Copying content from the internet, books, or AI without citation
- Submitting work written by another person or tool
- Paraphrasing content without giving credit
- Using excessive quoted or paraphrased material (more than 30%)

Plagiarism is considered both **academic dishonesty** and a **violation of Christian integrity**.

Monitoring and Detection

CLI tracks student activity, including:

- Time spent in course materials
- Quiz behavior and patterns
- Writing patterns

Unusual activity may result in an academic integrity review.

Consequences of Violations

Students are responsible for all work they submit.

Violations of this policy may result in:

- Failing an assignment or course
- Academic probation
- Suspension or expulsion
- Revocation of certificates, diplomas, or degrees

Appeals

Students may appeal disciplinary decisions by contacting:

- registrar@christianleaders.net

Final decisions will be made after review.

Final Note

CLI's goal is not just academic success, but to develop **honest, trustworthy Christian leaders**. Integrity in your studies is essential to your calling and future ministry.

Section Two

Students' Education

Academic Calendar

CLI classes operate online 365 days a year. Students are able to sign up for classes at any time that is convenient for them. Once the student enrolls, they are given 180 days to complete the course. Some students take the entire time and some students finish with plenty of time to spare. This policy is conducive to students who are working full-time, raising a family, or who have other obligations as well. CLI's main goal is to serve the students and give them the opportunity to gain ministry training and education. CLI's 180-day enrollment period allows students to work at their own pace.

CLI uses a three term (semester) pattern with the Winter semester lasting from January 1-April 30, the Summer semester lasting from May 1-August 31, and the Fall semester lasting from September 1-December 31. Students may enroll in a course any day of the year

and that enrollment lasts for six months (180 days). When a student completes all the coursework and assignments/quizzes within a course, the student receives a final grade for the course that is recorded under the semester in which the student completed the course.

Calculation of Credit Hours

Calculation of credit hours and academic credit policies are published in the [Academic Catalog](#). Students should refer to the current [Academic Catalog](#) for complete information regarding credit requirements and academic program expectations.

Units Versus Credits

Information regarding units, credits, and their application to academic programs is published in the [Academic Catalog](#).

Satisfactory Academic Progress

Christian Leaders Institute is committed to helping students make satisfactory academic progress toward their educational goals.

Information regarding satisfactory academic progress, academic standing, academic warning, academic probation, academic remediation, academic dismissal, course inactivity, and degree program inactivity is published in the current [Academic Catalog](#).

Students are responsible for reviewing the [Academic Catalog](#) and maintaining satisfactory academic progress throughout their studies. Questions regarding academic standing may be directed to Student Services or the Registrar's Office at registrar@christianleaders.net.

Degree Graduation Requirements

Students seeking an associate or bachelor's degree must satisfy all degree requirements published in the current [Academic Catalog](#), including academic, ministry formation, financial, and graduation requirements.

Mentor/Accountability Partner and Program Advisor

As you study through any of the programs, it is highly recommended that you find a local mentor to advise you. We also have dedicated staff to advise you. You can request advice anytime from helpdesk@christianleaders.net. Students in the degree programs are required to have a mentor/accountability partner as part of the ministry formation.

Withdrawal from the Institution Policy

If a student did not receive a grade in at least one course, their account will not be saved in CLI's database.

If a student has an account with CLI and wishes to be removed as a student, they will need to request removal of their active student status by emailing the Registrar at registrar@christianleaders.net or calling the office at (727) 353-6400. Please note that academic transcript records are permanent records, so CLI must maintain those records under the attached student account even if a student withdraws from the institution.

Inactivity Policy (Degree Programs)

Students enrolled in a degree program who are inactive at the institution (have not enrolled in or accessed an enrolled course) for one year (52 weeks) will be unenrolled from the degree program and its capstone. They may request re-enrollment into a degree program when they are ready to actively pursue their studies again, but they will need to complete re-admission to the Institute's Leadership Excellence School and will be students under the current catalog with its available degree programs and requirements.

Re-Admission to the Institute

Students who are no longer Institute students in the Leadership Excellence School due to inactivity may request re-admission to the Institute's Leadership Excellence School through completion of the Leadership Excellence School Re-Admission class. The Leadership Excellence School Re-Admission course will require payment of a re-admission application fee, updating the student's profile and confirming through a quiz, reaffirming agreement with the Statement of Faith*, [links to view the catalog and student handbook](#), and submission of one recommendation.

*Anyone who does not agree fully with the Statement of Faith may be considered for re-admission only after identifying the area of disagreement, discussing it with the Office of Student Services, and committing not to contradict the Statement of Faith when interacting with other CLI students.

Upon re-admission to the Institute in the Leadership Excellence School, the student may request enrollment in a degree program and be admitted under the new catalog.

Expulsion Policy

CLI reserves the right to expel a student for the following reasons: evidence of violation of the terms and conditions, violation of academic integrity and honesty, violation of the cheating, plagiarism, or course failure policy, or violation of the code of conduct and student expectations policies. The administration will investigate the allegations first and then notify the student. If the accusations are proven to be true, the student may be expelled from CLI. The student will be notified of his/her disciplinary action or expulsion by an email from the Registrar's Office.

Cheating and Plagiarism Policies

Cheating Policy

What is Cheating?

Cheating is finding out the content of quizzes before taking the quiz. Cheating is also finding out the answers or filling in the answers using an AI or generative tool in place of studying or learning.

Cheating is prohibited at Christian Leaders Institute.

Students must NOT:

- Discuss quiz questions and answers with other students
- Use a different CLI account to view quiz questions or answers in advance
- Use AI or generative tools to find answers instead of studying the materials
- Use AI or generative tools to complete quizzes

These are all forms of cheating.

May Family Members or Study Groups Learn Together?

Yes, students may discuss videos and articles together.

However:

- Students must not take quizzes together
- Students must not share quiz questions or answers

Each student must earn their own grade independently.

May Students Search Course Materials During a Quiz?

Yes, students may search course materials if:

- The quiz is open-note
- The student has first attempted to answer questions based on their own learning

This should be used to:

- Support learning
- Confirm understanding

Students should NOT:

- Use search tools to complete quizzes without studying the material first

How is Cheating Detected?

CLI computer systems track student activity.

This data is analyzed for:

- Unusual quiz behavior
- Suspicious patterns

Any concerns are reported to the Registrar for review.

What is the Penalty for Cheating?

Any student found guilty of cheating:

- Will fail the class
- May be suspended or expelled, depending on severity
- May have certificates, awards, or diplomas revoked

Cheating is considered a serious violation of integrity and Christian leadership standards.

Can I Appeal a Decision?

Yes.

If a student believes the decision is incorrect:

- Submit a written appeal to: registrar@christianleaders.net

The Registrar will forward the appeal to the Provost.

After review, a final decision will be made regarding the student's status.

Plagiarism Policy

What is Plagiarism?

Plagiarism is using someone else's words or ideas without identifying the source, giving the impression that the work is your own.

Using AI-generated content without proper acknowledgment may also be considered plagiarism.

Examples of Plagiarism

- Submitting work written by someone else (including AI tools) as your own
- Copying and pasting content from the internet without citation
- Using text from books or articles without quotation marks or credit
- Paraphrasing content without citing the source
- Using more than 30% quoted or paraphrased content, even if cited

Why is Plagiarism a Problem?

Plagiarism is:

- A form of stealing
- A form of dishonesty
- A violation of Christian values
- A violation of academic standards

How Does CLI Respond to Plagiarism?

1. Any plagiarized assignment will receive a failing grade
2. The grader will report the incident to the Registrar
3. If plagiarism is minor and unintentional, a rewrite may be allowed
4. If plagiarism is significant or intentional:
 - The student will fail the assignment and possibly the course
 - Scholarships may be revoked

Repeated Offenses

If plagiarism occurs again:

- The student may lose all scholarships
- The student may be expelled

Repeated plagiarism indicates a lack of integrity required for Christian leadership.

Post-Completion Violations

If plagiarism is discovered after course or program completion:

- Course credit may be revoked
- Certificates, diplomas, or degrees may be withdrawn

Transfer of Credits to CLI

General Information on Transferring of Credits

Christian Leaders Institute does offer all required courses for each program available, but if a student has taken any of these course credits at another college, they can have the official transcript sent to Christian Leaders Institute for review. Christian Leaders Institute will accept traditional or non-traditional accreditation courses if the Registrar can verify that the college is a provider of quality higher education. Courses must have a grade of C- or higher to be eligible for transfer. CLI will potentially accept up to 60 credit hours toward

the requirements of a bachelor degree.

Students seeking transfer credit should follow the transfer procedures published in the current [Academic Catalog](#) and contact the Registrar's Office at registrar@christianleaders.net for assistance.

Policy for considering the source institution

The source institution must be evaluated to confirm that the institution's academic credit represents an appropriate rigor of education. The confirmation process is achieved primarily through accreditation recognition. However, a secondary process used by the administration of CLI to confirm academic quality is titled "Institutionally Known Institution" and is established by the administration of CLI as described below.

Accreditation of the Sending Institution

CLI accepts credit from institutions that are accredited by agencies recognized by CHEA (Council on Higher Education Accreditation) or USDE (United States Department of Education).

Institutionally Known Institution

CLI accepts credit from institutions of which the administration or faculty of CLI have personal knowledge of the quality of the source institution, gained through review of the source institution's published information as well as satisfactory performance of students who have transferred from the source institution to CLI.

Transfer of credits from CLI to other institutions

The receiving institution determines the transfer of academic credits to any institution. The student who plans to transfer CLI credits is advised to check with the receiving institution.

In order to request an official transcript, students must pay a transcript processing fee calculated based on the number of credit hours completed or if a degree has been completed at CLI's Leadership Excellence School. Once the student has completed paying the processing fee and filling out the Transcript Release

Form, the student may send the completed form to registrar@christianleaders.net. CLI will then process and release the student's official transcript. For more information about the transcript processing fee's tiered pricing, please email registrar@christianleaders.net to request that information.

Validating Credits Earned at Unaccredited Institutions

In order for CLI to properly validate credits earned by students at unaccredited institutions, the following verification steps must be fulfilled:

1. The institution must demonstrate that achievements were earned through comprehensive examinations.
2. The institution must provide syllabi, faculty credentials, grading standards, and other relevant learning resources for review by CLI.
3. The student must demonstrate successful completion of at least 15 credits of study at CLI.

Information regarding the evaluation and validation of academic credit from non-traditional or unaccredited sources is published in the [Academic Catalog](#).

FERPA information

Christian Leaders Institute is committed to protecting the confidentiality of student records in accordance with the Family Education Rights and Privacy Act (FERPA). This Act provides rights to students to have control over their own educational, student behavior, and student financial records. This privacy includes provisions for the educational institution to provide public student information as defined in this information. Documents submitted to the Institute by the student or other authorized person or agency for the purpose of admission to the college become the property of Christian Leaders Institute and cannot be released (originals or copies) to another party unless provided for in this information.

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

To Review Records. The student has the right to inspect and review the student's education records within 5-7 business days of the day the Institute receives a written request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar confirms the request is appropriate and makes arrangements for access and notifies the student of the time and place where the records may be inspected.

To Amend Records. The student has the right to request, by written request, an amendment to his or her own educational records that the student believes are inaccurate. This personal record amending takes place by clearly identifying the part of the record viewed as inaccurate and specifying why it is inaccurate. The Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

To Require Approval of Review by Others. The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Christian Leaders Institute to comply with the requirements of FERPA. The name and office that administers FERPA, Family Compliance Policy Office, US Department of Education, 400 Maryland Ave, SW, Washington DC, 20202-4605

Prior Consent to Share. FERPA requires that Christian Leaders Institute, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from the student's education records.

Every student has the right to file a written request with the college (Office of the Registrar) to restrict the listing of directory information in the electronic address directory. If a student does not want the

Institute to disclose directory information from the student's education records without the student's prior written consent, the student must notify the Institute annually, in writing, within the first week of taking classes:

Office of the Registrar

Christian Leaders Institute

17771 West Spring Lake Road

Spring Lake, MI 49456

Disclosure to Parents. The college may disclose educational records to the parents of a dependent student, as defined in Title 26 USC 152 of the Internal Revenue Code. Proof of dependency must be on record with the Institute or provided to the office responsible for maintaining records prior to disclosure of the records. Students may also sign an Authorization to Disclose Education Records to Parents and/or other third parties to release grades and other necessary information such as full-time enrollment status when required by insurance agencies, scholarship providers, etc.

Institutional Rights under FERPA

To review need to know information. The Act permits disclosure without consent to school officials with legitimate educational interests --- a "need to know" context. A school official is a person employed by the Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

To submit student information to governmental agencies and accreditors as required by law. Christian Leaders Institute will also disclose the above information without consent to government

agencies and accreditors as necessary to the administration of Title IV Financial Aid, Veterans Benefits, and/or compliance with government or accreditation reporting requirements.

To Publish Directory Information. The Institute may disclose appropriately designated "directory information" without written consent, unless the student has advised the Institute to the contrary in accordance with Institute procedures. The primary purpose of directory information is to allow the Institute to include this type of information from the student's education records in certain institutional publications. Examples include the annual yearbook, Dean's List or other recognition lists, graduation programs, and directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released, and it can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Christian Leaders Institute considers the following information to be directory information which can be released without the written consent of the student: name; photo; home, local, and e-mail address; home and local phone number; voice mailbox; class year; enrollment status; participation in officially recognized activities

Student Transcripts

Information regarding transcript requests, transcript processing, and applicable fees is published in the [Academic Catalog](#).

Graduation Requirements

To receive an award, certificate, diploma, or degree from Christian Leaders Institute, the student must receive a passing grade in all required courses (see Grading Scale). In order to receive an official degree from Christian Leaders Institute, the student must receive a passing grade in all courses (see Grading Scale) and pay all fees, as well as complete the accompanying Capstone course. Certificates, diplomas, and degrees are granted throughout the year

as students complete their credentials. All graduates are listed on the Christian Leaders Institute website.

Available Credentials Panel

Information regarding available awards, certificates, diplomas, degrees, and ministerial credentials is available through the student dashboard in the Available Credentials panel and published in the current [Academic Catalog](#).

ADA Announcement

ADA Announcement CLI wants to support students in succeeding at their studies. If a student has a disability as defined under the Americans with Disabilities Act, the student may request reasonable accommodations (CLI provides a time extension on the quizzes to help assist students needing reasonable accommodations). Here are the steps to receive reasonable accommodations from CLI:

1. Take this information to an appropriate professional in the area of the perceived disability or health issue. An appropriate professional is one who holds credentials in the specific area of the disability or health concern.
2. The Professional's Role: a. Evaluate the student regarding claims of disability. b. Establish diagnoses regarding any student disability as defined by the American Disabilities Act. Disabilities outside of the law may be noted and clearly stated, but not as a disability recognized in the ADA law. c. Provide on official letterhead a list of the disabilities of the student. Provide a list of accommodations that the disability(ies) disability (ies). Please provide adequate information and the degree to which the accommodation is required to address the disability. 30
3. Bring the professional's evaluation to the Student Services Office by emailing studentservices@christianleaders.net. Please note that the evaluation must include a diagnosis and accommodations the professional believes are appropriate for the student.

Section Three

Financial Information

Generosity-Driven Model

CLI is a not-for-profit ministry, supported wholly by a generosity-driven model. The donations given and fees paid by its students, as well as voluntary contributions of individuals and churches, support CLI. We are committed to cost-effective discipleship and leadership. As a 501 (c) (3) tax-exempt organization, CLI is qualified to receive tax-deductible gifts.

Course Tuition

CLI does not charge tuition. As part of CLI's mission to provide accessible and high-quality education, CLI does not charge tuition for any of its courses so that the education is available to anyone without cost.

Christian Development School Admission Cost

There are no fees or cost for admission to the Christian Development School. Once students successfully complete at least one CLI course or mini-course after setting up their study account, they are admitted to the Christian Development School.

Leadership Excellence School Admission Cost

Students may choose to pursue admission to the Leadership Excellence School and be eligible to receive college credit for coursework at CLI by paying a \$75.00 application fee and by enrolling in, meeting the admissions criteria, and completing the Leadership Excellence School Admissions class (0 credits).

Upon successfully completing the Leadership Excellence School Admissions, students may pursue enrollment into a degree program by following the steps in the Degree Program Orientation part of the

Admissions class and will then also set up their degree program educational services fee (see “Cost of the Degree Program” at the bottom of this page for more details on that fee).

Official Award of Course Completion, Awards, Certificates, Diplomas or Alliance Minister/Clergy Credentials

Students may seek credentials offered under the Institute’s Christian Development School, such as awards, certificates, and diplomas. Students who completed Alliance-required training for officiant/minister/clergy credentials may seek official credential documentation as well. Students may also want a specific award of course completion showing they completed a specific course.

If a student seeks to obtain official documentation of their credentials, they are available for purchase. Verification of class completion and preparation of each award, certificate, diploma, and minister/clergy credentials takes specific staff effort.

Official Mini-Course Completion Award: \$35

Official Award of Course Completion: \$50

Official Award: \$65

Official Certificate: \$100

Official Diploma: \$125

Official Certificate or Diploma Case Only: \$15

Official Licensed or Ordained Minister Credential: \$80

Official Christian Leaders Alliance (CLA) Letter of Good Standing: \$50

Licensed/Ordained Minister ID: \$50

Licensed Christian Wedding Officiant Clergy Kit: \$125

Essential Clergy Kit: \$150

Plus Clergy Kit: \$250

Premium Clergy Kit: \$350

CLA Specialization Credential: \$50

Digital downloads may be available for many of these items. There is also no shipping cost for digital downloads.

CLI reserves the right to change the price of its official awards, certificates, diplomas, or minister credentials/kits at any time. Please check the price of the item in the online store before purchasing.

Student ID

Students are not required to have a student ID, but they are available to purchase for Christian Leaders Institute students.

Official Student ID card: \$40

Cost of the Degree Program

Upon successful completion of the Leadership Excellence School Admissions: Part One, students may choose to pursue enrollment in a specific degree program in Part Two of that class.

Students are able to take all the classes for free, but there is an educational services fee that goes toward support services, course development, staff effort, verification, maintenance, and library services.

With the free-tuition scholarship, the degree program costs for a student:

Educational Services Fee for an Associate degree program: \$2,000 (payment plans, pay-in-full discount, and institutional grants available).

Educational Services Fee for a Bachelor degree program: \$4,000 if no prior Associate Degree earned at CLI; \$2,000 if student previously earned an Associate Degree at CLI (payment plans, pay-in-full discount, and institutional grants available).

Degree Program Payment Plans

Monthly payment plans for the degree programs are available. Once the payments for the Degree Program Educational Services Fee have been paid in full, payments will cease.

A student is unable to be enrolled in a degree program until the first payment toward the educational services fee has been received. All fees must be paid before a student may complete a degree program.

Global Mission Fund

The Global Mission Fund has been set up with the mission to continue

bringing free online ministry training worldwide and to support the credential fees and degree program educational services fees for students and graduates in less affluent nations.

The Global Mission Fund allows students who complete the training at Christian Leaders Institute to receive their official certificates and diplomas at a much lower cost. This program gives an institutional grant toward the degree program educational services fee to allow students to obtain their degree at an amount more reasonable for their nation's economy.

Nations are divided into three different tiers, with Tier 1 receiving the most aid. Please refer to Christian Leaders Institute's website for a full breakdown of the tiers:

<https://www.christianleadersinstitute.org/global-mission-fund/>

Institutional Grants

There are a variety of grants offered at Christian Leaders Institute. Students may apply for a grant toward the cost of one degree program educational services fee.

These grants can be applied for in the Leadership Excellence School Admissions Class. In the Leadership Excellence School Admissions, students are guided through the process that includes application, acceptance, and enrollment into a degree program with an applicable grant.

These grants are given based on need. The following grant amount is available for those who meet eligibility (information about eligibility for the Degree Program grants can be found in the Leadership Excellence School Admissions course):

Degree Program Grant (Tier 4) - \$500 discounted for an Associate Degree and \$1,000 discounted for a Bachelor Degree (if no previous Associate Degree completed at CLI; if completed an Associate Degree at CLI first, it is \$500 discounted).

Tier Nations 1-3 Grants – these amounts vary by Tier. See Global Mission Fund for more information.

“Here I Am Fund” and “Send Me Scholarship” Program

If students do not have the resources for our low educational services fees and even monthly payments, or a grant would not sufficiently help, Christian Leaders Institute offers an opportunity through the “Here I Am Fund,” which is a fund dedicated to bringing in the funds to give the “Send Me Scholarship” to students who meet the criteria to receive the scholarship.

Students must meet the following criteria to enroll in the Send Me Scholarship Program’s course:

1. Completed at least 15 units/credits of college-level coursework at Christian Leaders Institute. This shows Christian Leaders Institute and potential sponsors that these students would most likely be able to successfully complete a degree.
2. Maintained a GPA of 2.5 or higher. Students are also advised to complete the "Basic Writing (2 credits)" course first. Students must complete an application letter that will potentially be given to a review committee and/or potential sponsors.

Enrollment in this Send Me Scholarship Program does not guarantee that the student will be able to receive a scholarship.

The enrollment period for this program is one year (365 days). If a student is not able to satisfactorily complete the assignments within the course or CLI is not able to match the student to a scholarship within the year period, the student will be automatically unenrolled and will need to prayerfully consider re-entering into the Send Me Scholarship Program course again.

Cost of Official Transcript Requests and Processing

Students who need an official transcript must have successfully completed the Institute Verification Course (CDS students) or the Leadership Excellence School Admissions.

The cost for verification or admissions application is \$75.00.

The cost for requesting a transcript is based on whether a student has completed a degree at CLI or not:

CLI degree program graduates: \$30.00 Transcript Processing Fee
All other students: \$75.00 Transcript Processing Fee

Payment of Fees

All payments must be made by credit/debit card or check. Students will not receive official awards, certificates, diplomas, or degrees until full payment for that award, certificate, diploma, or degree program is received.

Multipliers Program

Student Multipliers (students choosing to give toward the mission and ministry of Christian Leaders Institute) make a huge impact in keeping the CLI courses free and helping provide access to higher education worldwide.

Student givers help make possible fulfilling CLI's mission. Students may learn more about that program at:

<https://www.christianleadersinstitute.org/give/>

Refund Policy

CLI's degree program educational services fees are non-refundable.

The Leadership Excellence School Admissions Fee is refundable for the first 30 days after payment or until the student has completed the Admissions class, whichever comes first. Students who complete the Leadership Excellence School Admissions and are accepted into the Leadership Excellence School may not receive a refund of the application fee.

The Institute Verification course's verification fee is nonrefundable. Transcript Processing Fees are nonrefundable.

Orders of an award, certificate, diploma, or minister credential (credential or kit) may be refunded if the order has not yet been mailed to the student.

After an order is mailed out, students may request a refund, but it is considered nonrefundable at that point and is up to the discretion of the Financial Director of Christian Leaders Institute as to whether a refund will be issued.

If a student receives an incorrect order or an order with a mistake, he or she may request a replacement certificate, diploma, clergy credential, or missing/defective kit item at no additional cost.

Merchandise is refundable before the order has been shipped. Once shipped, the merchandise is considered nonrefundable, but if the student does not receive the order or if it arrives damaged (pictures must be provided showing damage), CLI will re-send the merchandise with the student only paying the cost for shipping the replacement.

Exchanges, if a clothing item does not fit, may be requested by emailing orders@christianleaders.net. CLI will provide a return label to the student after being emailed, but the student will need to pay the shipping cost of the replacement item.

Donations are a gift and are tax-deductible due to Christian Leaders Institute's 501(c)(3) status. Donations are considered nonrefundable.

If a donor believes that an exceptional circumstance exists that merits a request for a refund of a donation that was made within the last three months, the Business Manager should be emailed with that request in writing. A committee will review that request and the Business Manager will notify the donor of the committee's decision.

Section Four

Online Classroom Information

Online Classroom information is designed to inform the student of the course rules and guidelines that all students and faculty must know and understand.

Inactivity Policy (Courses)

Christian Leaders Institute allows students to study at their own pace. If unable to finish a course in the 180 days allotted, the student

may request an extension. CLI will give up to two weeks of extension, but if more time is needed, the student will need to repeat the course.

Students inactive in the course for five weeks (have not accessed the course) are encouraged to engage within the course. Students without any activity in the course for seven weeks will be encouraged to resume activity.

Institutional Form and Style

Formal papers are assigned throughout the student's experiences at the Institute. Formal papers require students to use form and style. Information regarding the form and style is available from the Registrar's Office. It is also provided in courses that require a written paper.

Late Submissions

Read the above Inactivity Policy.

Grading Scale

A (93–100%)

A- (90–92%)

B+ (87-89%)

B (83-86%)

B- (80-82%)

C+ (77-79%)

C (73-76%)

C- (70-72%)

D+ (67-69%)

D (63-66%)

D- (60-62%)

F (0-59%)

Course Accessibility

Since CLI's courses are all offered online, students are able to access the courses 365 days a year at any time.

Learning Resources Access

CLI maintains a digital library with access to learning resources in the areas of theology, ministry, business, and general studies to support student learning and research. All students have 24/7 access to these materials via their online portal. Tutorials and librarian assistance are available to support research and writing when requested.

Course Enrollment Period

Students may enroll in courses throughout the year. Each course enrollment remains active for 180 days from the date of enrollment.

Information regarding course enrollment periods, enrollment expiration, reenrollment, and related academic policies is published in the current [Academic Catalog](#).

For grade-related concerns, students should contact:

- registrar@christianleaders.net

Time Extensions for a Course Enrollment Period

Students who are unable to complete a course within the standard 180-day enrollment period may be eligible to request a time extension.

Information regarding time extension eligibility, requirements, limitations, and procedures is published in the current [Academic Catalog](#).

Course Completion

Students are expected to complete all required coursework, quizzes, examinations, and assignments before the course enrollment period expires.

Information regarding course completion requirements and related academic policies is published in the current [Academic Catalog](#).

Course Enrollment Limit Policy

Students may enroll in a maximum of 18 credit hours of uncompleted courses at one time. Additional Information regarding course enrollment limits, exceptions, and related academic policies is published in the current [Academic Catalog](#).

Course Dropping and Withdrawal Policy

Students may drop or withdraw from courses. Course Dropping and Withdrawal policies are published in the current [Academic Catalog](#).

Previewing a Course

A CLI student may review a course's content, the course overview, the course's goals, and assignments without being enrolled in the course. He or she may not preview quizzes, however.

Course Languages

All courses are available in English. Students may check with CLI regarding availability in other languages.

Tests and Exams

Evaluation is integrated throughout each course.

- Courses typically contain 12–14 sections
- Each section includes a quiz to assess understanding
- Course objectives guide learning outcomes

Reexaminations

Certain courses may permit students to retake quizzes or examinations in accordance with institutional academic policies.

Information regarding reexamination eligibility, limitations, and procedures is published in the current [Academic Catalog](#).

CLI Policy for Retaking a Failed Class

Christian Leaders Institute permits students to retake courses in accordance with institutional academic policies. Students may be eligible to retake failed courses and, where permitted, successfully completed courses.

Information regarding course retake eligibility, requirements, limitations, procedures, and any applicable fees is published in the current [Academic Catalog](#).

To request an update to the grade in a retaken course, you must contact the registrar at the following email address:
registrar@christianleaders.net

Granting Credentials

If a student completes all the required courses for an Award, Certificate, or Diploma offered at the Christian Leaders Institute in the Christian Development School, the credential will be granted to the student as completed and will become available for the student to order as an official credential.

If a student completes all the required courses, credits, and the capstone course for a degree offered at the Christian Leaders Institute in the Leadership Excellence School, the student will be issued that degree credential. A student will then be able to order that degree credential as an official degree diploma.

If a student completes all the required courses and the corresponding commended minister status class or licensed minister class, or ordained minister class for a specific commended, licensed, or ordained minister role offered through the Christian Leaders Institute and Christian Leaders Alliance, the student will be able to earn that credential. The student will then be able to order that commended, licensed, or ordained role credential.

Questions about ordering a credential may be directed to CLI's Order Fulfillment Department at orders@christianleaders.net.

Copyright and Usage of CLI Materials

CLI owns or has permission to use all of its class materials. They may not be duplicated without the expressed consent of CLI. CLI does not require the purchase of any additional text material. All required readings for the courses are available online.

Statement of Academic Freedom

The Institute upholds academic freedom within the framework of the biblical foundation, mission, goals, and philosophy of the Christian Leaders Institute. The Board of Trustees supports academic freedom by encouraging the faculty to explore and present positions other than those explicitly held by the Institute itself, and thus enable students to understand and evaluate such positions. In exercising academic freedom, the faculty is responsible for affirming and supporting all tenets of the Institute's Statement of Faith. 39 It is the policy of the Board of Trustees that any alleged breach of academic freedom or responsibility be reviewed by a committee of the faculty as appointed by the Provost.