



Student Manual for Extension Schools

January 2019

WELCOME

The J.S.P welcomes you to our Extension School program. In this program, students will come into contact with other students, many times of diverse backgrounds, to interact with Christian instructors, staff, and administrators. The J.S.P provides an environment that encourages academic achievement, spiritual development, and high morals.

We want to help each student develop good methods of study, and to see the value in knowing God's word. To provide an atmosphere that enhances intellectual and spiritual growth. Many lasting friendships will develop as one attends these classes.

INTRODUCTION

Our main purpose is *to equip the saints for the work of ministry and the building up of the church. Ephesians 4:12.*

If we are unwilling to obtain better training and better ways to organize our own personal Bible study, then we will be no more effective in our service to God than the farmer who has no knowledge of farming.

The goals and aim of the Extension School:

- To provide opportunities for in-depth Bible study in local churches.
- Providing the possibility of greater spiritual growth for any Christian who is "hungering and thirsting after righteousness" and a greater biblical knowledge.
- Providing the means for increased fruitfulness of the ministries within a local church
- To provide a solid foundation of biblical knowledge to safe-guard and maintain the doctrinal integrity of local churches for future generations.
- To train and equip today's Bible teachers, parents and others with tools needed to address the 21st century problems and opportunities for both young and old.
- To strengthen the leadership today and lay the foundation for tomorrow's leadership.

- To lay the foundation for future preachers. As the pulpit goes so go the churches. To provide a way for anyone wishing to receive a Degree from the J.S.P without attending resident classes.

We know there is a need that is evident. We also know that there is no one way that will serve and satisfy everyone. Any way proposed must satisfy a number of various problems that are presented in maturing the saints under a variety of circumstances.

With the limited number of qualified teachers available for in-depth Bible teaching it is important that they be used as efficiently as possible. An ideal program must be capable of, and aimed at, teaching a large number of students at one time. It must be capable of motivating these same people to further Bible study and training in the use of the accumulated knowledge attained through their study.

Any growth in Christian living must be natural and for the most part self-motivated. When a person is given Bible training, he is either;

1. Already a strong and active Christian seeking to better equip himself for further Christian service,
2. One who is inactive because of his lack of knowledge and confidence in his ability to use the Word effectively. Any approach to in-depth Bible study must meet the needs of both these circumstances.

On the other hand, no approach will be, or is expected to be, successful among those who have no desire to improve their knowledge, ability, or are completely indifferent to their growth and involvement.

The diversity in educational achievement among Bible students must be dealt with in a very creative fashion. We have to be able to teach a diversity of people simultaneously in the same class situation from those with a third-grade education to those with a university level education. This can be done because educational background has very little effect on one's ability to learn the truths of God's Word, yet every class must keep all students meaningfully involved.

The body of Christ is composed of people from various tribes, tongues and nations. Any program that tries to force all students into a single culture mold will be self-defeating. Thus any program must be adaptable to all sections of the world. In this area of service we are admittedly weak. However, the Extension School concept of the J.S.P is presented as one of the best-known methods of teaching in-depth Bible lessons to a vast number of people.

SCHOOL OVERSIGHT:

- The local congregation where the Satellite School is located will have oversight of the school in their building and community.
- The JSP has the primary responsibility for the content, quality and availability of the teaching resources, Study Guides and books produced. The JSP instructor (s) will grade all papers and exams required in the credit courses. Where the JSP is not involved in the day-to-day operation of the extension school, students must comply with the admission and academic guidelines of the J.S.P in order to take the courses for credit toward a diploma in Biblical Studies.

LEVELS OF STUDY:

LEVEL I: AUDIT

The student interested in studying the Bible without earning any formal certification, can simply audit the courses. This student will not be required to take any exams, memorize any Scriptures, or write any papers.

Any test papers, memorization, or any other work done by the Audit student will not be graded by the JSP

The Audit student will be required to:

1. Purchase course materials.

2. Participate in the class discussions. (This will provide valuable reinforcement needed for long term retention).

LEVEL II: DIPLOMA IN BIBLICAL STUDIES

The student interested in more in-depth study and training is encouraged to enroll in this program.

1. Upon completion of the courses, students will be included in the graduation program and invited to come to our main campus to go through the graduation exercises of the current resident school graduating class.
2. A graduation fee of \$50.US will be required for the all graduating students.
3. Graduation exercises are held in April. Contact J.S.P for more information concerning graduation.

Frequently Asked Question

1. "Are your courses transferable?" The only answer we can give is: All colleges, universities, and other schools of higher learning will accept credit(s) from other institutes of higher learning. Yet, no institute offers any course that the others have to accept or transfer to their institute. Any course(s) a student would like to transfer must be submitted to that institution for their approval. You need to have your transcript sent to the institute you are considering and let them evaluate your courses. They will let you know if any of your courses will transfer to, or be accepted by, their institute. (This applies only to courses taken and completed for credit in the Bachelor of Biblical Studies program. You need to personally check with the university or college you are considering).

METHODS OF STUDY:

- A. Lectures using the required textbooks, PowerPoint slides and Study Guides. The courses are taught by present and past instructors of the JSP

- B. Group Discussion- The class Administrator will guide the class in a discussion or review of the material covered on the text book. This discussion period is intended to clarify and reinforce the teaching points.
- C. Written Assignments. The credit courses will require some degree of written assignments, ranging from completing the workbook, writing one or more research papers, reading and evaluating the textbook(s). All required papers are sent to JSP for grading.
- D. Memorization. Any course(s) taken for credit will require some degree of Bible verse memorization.
- E. Required Scripture(s), memory verses, may be either quoted to the test Administrator or written out.
- F. All assignments must be completed and turned in to receive a passing grade.
- G. Evaluation (Testing).- Short "pop" quizzes may be given at the beginning of each class covering the previous week's presentation. These are not requirements of JSP but may be given at the discretion of the class Administrator. Required written exams (2 or 3 per course) are sent to the JSP for grading and awarding of formal credit when appropriate.

ENROLLMENT / APPLICATIONS:

The Application Form.

1. All students, in all levels of study, must fill out one of these. (All blanks must be filled in).
2. These are confidential. J.S.P does not share these with anyone.
3. These are filed in your personal file at the JSP and only authorized personnel have access to these files.
4. There is a one-time Application Fee of \$10.US. (Non-refundable)

ORDERING:

1. All materials, for use in the extension, will be ordered through the local School by the Administrator or his aide.
2. The Administrator will also order replacement books and Study Guides as needed.

FEES, MATERIALS & REFUNDS

1. All students enrolling in the Diploma of Biblical Studies will have a \$10. U.S printing fee per course per semester.
2. Administrative fee- \$50. U.S. per semester.
3. There is a one-time Application Fee of \$10 U.S. (Non-refundable)
4. Each student is responsible for his/her own materials.
5. Deposit vouchers must be presented at the beginning of each trimester.

Student Refund Policy:

1. Books or Study Guides that are written in or have the appearance of being used are not returnable.
2. Products must be returned within (15) days of receipt and are subject to a 20% restocking charge.

REGULATIONS:

1. Courses taken through the extension program toward a degree have the same value as those taken in the resident school and may be applied toward a degree obtained through residency. Subject to approval by school administration.
2. Students who enroll on an "audit" basis will receive the same instruction as those who enroll for credit.
3. Audit students will not have to do the assignments, memory work, or take exams.
4. Tests will be graded and returned as soon as possible.
5. Successful completion of any course requires a great deal of self-discipline on the part of the student.
6. All materials of the JSP are not to be reproduced, copied or stored on any electronic devices without the written consent of the JSP.

GRADING:

A minimum passing grade is 70%. Anything below that level is treated as a failure. The grade recorded for a course has two parts: Test Average and Composite Final Grade. The student must have a passing grade of 70% or better on each test and composite average of 70% or better in order to pass the course. Only number or percentage grades (not letter grades) are recorded as the permanent grade.

If a student fails a course, he must take a different course and complete it before he will be allowed to re-take the failed course again. In order to receive a passing grade in any course all work must be completed, even if it is late. A student may not elect to finish some work and not other requirements, and still receive a passing grade.

LATE WORK:

A student cannot receive credit for any course without completing all work, assigned that course, as outlined in the front of each Study Guide. A student is to turn in every assignment(s) when they are required. The administrator will collect all work when due and record it in his records. Work due at the time of the final test is to be turned in and sent to the JSP with the final test. Work not completed and sent in with the final will be considered late and is due in our office within four weeks of completion of the final exam to avoid receiving a failing grade.

Special circumstances will need to be addressed on an individual basis. (i.e. Death in the family, company business out of town)

A number grade of 89, a "B" will be the highest grade awarded for any late work. As stated above in grading, if work is not completed by the established deadline the grade will be changed from an "I" (incomplete) to "F" (failure) on the student's permanent record. In case of a failure, the student will be required to repeat the course, but he must take a different course and complete it before he will be allowed to re-take the failed course. Late work, except for legitimate reasons, reflects a lack of discipline.

TESTING:

Tests are to be taken on the day the Extension School has assigned. If a student is unable to be in class at the test time this needs to be cleared with the administrator beforehand. If a student is absent for legitimate reasons (excused), the test may be made up. There are reasons why one may not be able to take the test at the appointed time. (Death in family, out of town business trip, etc.) The student must arrange with the Administrator to take the test within a week if at all possible. The make-up test will be at the test administrator's convenience and within a reasonable time period.

Retaking a failed test is a privilege granted to students. As in the resident school, the highest grade that is allowed on a retake is 70.

Testing regulations:

1. The administrator must be in the classroom during the test. The administrator will not leave the students alone while the test is in the possession of the student nor will he assist any student(s) in any way to arrive at the answer(s).
2. The student is to write his memory verses on a separate sheet of paper during the test time and turn these in with the test (mid-term or final). This is not open Bible test.
3. The administrator will grade the written memory work, mark errors in red, and note the Bible version used (He may choose to allow the students to correct their own memory work only after they have finished their test and turned their test in).
4. If memory work is quoted, the administrator will identify the number of verses completed that was due with the test being administered on the Administrator Check List.
5. All fees must be paid before the test will be graded and fees are not refundable after the 1st test has been taken.
6. Make sure your name is on all your papers being sent in.
7. Final test will not be graded until all the required work is completed and sent in to the JSP.

TRANSCRIPTS FROM THE JSP:

A student may have an official transcript of his academic history at the JSP Extension School sent to another institution. The first transcript is free, after that, for each one there is a \$10.00 fee for this service. The student may have a one-time free transcript at graduation for his/her personal file.

WITHHOLDING INFORMATION:

When a student has unmet financial obligations, violations of non-academic regulations at the local Extension School, or JSP, The JSP may withhold grade reports, transcripts, certificates, or other information about the student until said obligations are paid.

DRESS AND SPEECH CODE:

Remember, this is a Christian School. Christian conduct is expected at all times. Therefore, clothing that is immodest will not be allowed. This includes wearing extra short shorts, halter tops, tight or revealing clothing, shirts or blouses that fail to cover the midriff or shirts that have offensive writings or slogans or are otherwise not holding with Christian values. Speech will be of a Christian nature (that is, not conflicting with Biblical teaching) at all times.

DISCIPLINE:

As a Christian school we hold to a different set of moral values. Students who have chosen to attend this school have certain responsibilities. As in any educational institution order must be maintained to keep the educational process from disruption. Students are expected to behave in ways that meet certain standards of decency and which protects the rights of others. Students should recognize the special standards of behavior which are normally expected of committed Christians and should be prepared to comply with those standards. While we cannot force anyone's behavior against their will, students can expect irregular conduct to result in the schools right of discipline. This may include probation, suspension, or dismissal in cases where the student's behavior clearly shows he should not be kept in this environment.

BENEFITS OF ATTENDING AN EXTENSION SCHOOL:

1. It is for the common good of the body.
2. It will strengthen the body both internally and numerically.
3. The saints gain maturity.
4. It is an excellent outreach tool.
5. People learn better in a group setting by motivating and helping each other.

CONCLUSION

We, at the Jamaica school of Preaching & Biblical Studies Extension School Department, believe that this method of study fills a great need in maturing the church today. It is not the only way or not necessarily the best way, but it is a great way to have an in-depth study of God's word. This video series has provided an exciting door for the Lord's church to reach out to the world. The door is wide open and we accept the challenge with enthusiasm and optimism. We commend it to you and pray that your lives will be immersed in God's service.

COURSES OFFERED:

Year One

1. How We Got the Bible
2. Old Testament Survey
3. Public Speaking
4. Christian Evidences
5. Personal Evangelism
6. History of the Church of Christ

Year Two

1. New Testament survey.
2. Introduction to Greek
3. Denominational Doctrine
4. Introduction to Counselling

5. Acts of the Apostles
6. Church Management and Leadership
7. World Religions
8. A study of Revelation
9. Christian Music