



CFI ONLINE

STUDENT HANDBOOK

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CFI ONLINE is a new initiative from Christian Faith Institute. This online learning hub provides brand new material. We are in the process of launching CFI Online; please be patient, more content is on the way.

1.1 Location and Contact Details

Christian Faith Institute is located in Bukuru, Jos – South Local Government Area of Plateau State. P.O. Box 458, Bukuru, Jos Road, 930254, Jos, Plateau State, Nigeria. Tel: 0807 7616 806, 0803 9498 613, 0709 4120 118. Email Address: info@cfaithministries.org, Ministry website: www.cfaithministries.org

1.2 History

CFI was established in 2007. We have adequate student facilities with classes, hostels, a library, study rooms, student computers and sports facilities. CFI online was established in 2016 in order to meet the growing demand for students studying part time or at a distance from the college in Jos. CFI Online offers brand new material written specially for our online site.

1.3 Mission Statement

CFI was established to propagate the knowledge of the word of God. The scope of our mission is to all people, without prejudice to their condition. We also serve the local church by training, to strengthen the body and to spread the gospel where Christ is not known.

1.4 Statement of Faith

CFI follows an historical and orthodox faith.

We continue in the doctrine of the first apostles. We believe in the inerrancy of Scripture and that there is no other source of theology. The Bible is self-interpreted and not interpreted by our cultures. We believe in the bodily resurrection and current reign of the Lord Jesus Christ.

We believe in the indwelling of Christ by the Holy Spirit in each born again believer. We believe in the continuation of all the spiritual and ministerial gifts to the body of Christ, according to the will of the Holy Spirit.

We believe in the New Covenant. The grace of the Lord Jesus Christ transforms the believer's spirit, soul and body. We believe that we are sanctified by the blood of Christ through regeneration of our inward nature and thereby called to live a holy life.

We believe that Jesus overcame Satan and every curse on the cross when our sin was put away once for all by the shedding of Christ's blood. We believe that Israel is the household of faith, both in the Old Covenant and today as the church of Jesus Christ. We believe in the physical return of Jesus Christ when His kingdom the church shall be handed to the Father, at a time unknown and unspecified in Scripture.

Before that time the church is the voice of God to the nations. We occupy till He comes. We believe in eternal judgment for sin and in eternal salvation for all who receive the divine gift of faith in the Lord Jesus Christ.

1.5 Philosophy of Education

We hold to a conservative view of education and theology. We learn and pass on the apostle's doctrine in its original meaning, to be applied to our various conditions today. Due to the fall of man, truth is not determined by man, but by God alone in scripture. Anthropology does not interpret scripture, but scripture in its original meaning interprets anthropology. Due to the new birth and indwelling of the Holy Spirit, God's truth becomes personal to us and transforming.

We grow as God's word is taught and as we study it, using all our faculties to learn with freedom. Teaching is a ministry gift to the church. Teachers are to teach the word of God, not according to "private interpretation". We learn formally and informally, through exposition of the word of God, through study and dissertations, through godly relationships and through experience, in all to adopt biblical values and pass them on to others.

We educate to equip people for differing calls and purposes in God, recognizing uniqueness in each case, to facilitate each one to reach their God given destiny for the common good. We seek to do all in the ambience of faith and love, which foster growth in God. Our goal is the glory of God through transformed worldviews and life styles, to impact our churches, families and societies with genuine godly fruit.

1.6 Structure of CFI Online

Education Board
Chairman Provost
Academic Board
Registrar Academic
Dean Student Dean
Librarian
Lecturers/Teachers
Administration officers
Online College Dean

2.1 Online Programs

Studying with CFI Online is new in 2016. Online study requires you to do the coursework by distance. Assessments are not done under exam conditions but in the form of essays. Once all courses in your study

program have been completed you can apply for graduation which takes place at our campus in Jos. We are currently developing courses for our online program. Below is what is currently on offer; check our website for updates.

Diploma of Theology

The diploma of theology is CFI Online's new online course featuring brand new content. This material has been specially written by our lecturers for CFI Online.

2.2 Application Procedure

On our Cfaithinstitute.org website navigate to: Students - Apply for CFI Online. Fill out the form. A member of staff will be in touch with you to review your application.

2.3 Registration Procedure

After a successful interview, the candidate will pay all relevant fees in the stipulated banks and accounts of the CFI. The teller receipts will be submitted to the relevant CFI office and obtain a receipt for all fees paid to the institute. Clearance permit will be issued to the candidate on semester basis. The institute may demand for the clearance permit as deem necessary.

2.4 Accreditation

CFI does not yet have government accreditation. CFI is working towards meeting the conditions of obtaining that accreditation. This accreditation will not affect the intake of any students. CFI will do its best to raise the qualification levels of all students who apply, to ensure our education is always available to all.

2.5 Plagiarism

Plagiarism is the copying of material for essays, assignments or examination from another person, book, Internet or any other source. Any materials, quotations, phrases or sentences taken from another source must be fully acknowledged by the proper use of quotation marks and footnote referencing. The student must do their own work in any assignments given. CFI will from time to time call on any student to give an oral defence of their written work to satisfy CFI that the work is their own work. Students that plagiarise will receive their first warning. On the next offence they will be failed in that module. Warnings will not apply to subsequent modules. On their third offence they will be expelled from the college.

2.6 Referencing

Students must reference all source, quotes and phrases as the following example shows. Let us say that the sentence below is taken from a student's essay:

In his book called Fishers of Men, Tom Baxter said, "All born again believers are filled with the Spirit and by this Jesus reaches others through them miraculously."¹ It is the power of God that transforms the hearts of those whom we meet.

1. Tom Baxter, Fishers of Men, Oxford, Brent Books, 1987, 3

This footnote should be placed at the bottom of the page. The Microsoft Word programme will do this automatically. The number 3 above represents the page number to refer to in the book. Follow the style above carefully, using italics, order and punctuations shown.

If Fishers of Men is an article on another book then the reference is like this:

Tom Baxter, "Fishers of Men", Bob Safford (ed.) Ministry to Others, London, Brand Books, 2005, 3

2.7 Syllabus

Each module will have a syllabus. This will guide the student in the objectives of the module, the texts they must read and the assignments they will have for that module. Lecturers may amend the syllabus any time necessary and will communicate any changes to the students.

2.8 Graduation

The date of graduation will be communicated to each student in advance of the event. Students must meet up with all academic, moral and financial obligations to qualify for graduation. At a point after graduation, at a time of which CFI will notify the graduate, the graduate will receive a completed academic transcript and graduation certificate.

2.9 Withdrawals and Refunds

Students may withdraw from a module or programme at any time. There will be no academic credit for that module or any modules not completed and no refunds of any fees or other payments, levies, etc are made by CFI to any student.

2.10 Disciplinary Issues

CFI faculty and staff shall take note of any student who infringes the policies or regulations of CFI. Before any action is taken that will affect the student's performance in their programme, the CFI Academic Board will meet and decide whether the student infringed the CFI policies and regulations and what action will be taken. The action taken and reasons, along with any relevant documents if any, will be kept on file in the CFI office.

2.11 Appeals

Appeals by the student for lateness in assignments or absence from lectures, or from other duties at CFI, must be made to the Dean of Students and be accompanied by official documents verifying the reason for the appeal, or the appeal will not be considered.

Appeals for academic grades in examination/assignment marks must be made to the Dean of Studies. The Academic Board will make the final decision where necessary. Appeals that are considered a waste of CFI's time will attract a financial charge.

There can be no appeals by a student for decisions of the CFI Academic Board.

2.12 Students Relating to Staff/Faculty

Students shall not make gifts or loans of money or other materials or goods to staff or faculty. This can be interpreted as influencing the faculty and staff, even if at first innocent, for “a gift blinds the eyes”. Therefore CFI forbids it. CFI remains impartial regarding its policies, regulations, examinations grades and transcript results and no relationship whatsoever may prejudice any of these. Students who infringe this will be expelled from CFI.

3.1 Grading System

Letter Grade	Percentage	Classification	Grade Point
A+	90%	1st Class	5.0
A	80 – 89 %	1 st Class	4.75
A -	70 – 79 %	1 st Class	4.5
B +	67 – 69 %	2 nd Class Upper (2.1)	4.25
63 – 66 %	B	2 nd Class Upper (2.1)	4.0
B -	60 – 62 %	2 nd Class Upper (2.1)	3.75
C +	57 – 59 %	2 nd Class Lower (2.2)	3.25
C	53 – 56 %	2 nd Class Lower (2.2)	3.0
C -	50 – 52 %	2 nd Class Lower (2.2)	2.75
D	45 – 49 %	3 rd Class (3.00)	2.0
E	40 – 44 %	Pass	1.0
F	0 – 39 %	Fail	0.0

Students will receive their module grades after each semester, along with their Grade Point Average (GPA) for that semester. The GPA is an average grade for the student’s modules, taking into consideration the modules average credit hours. The GPA is calculated as follows:

Step One: The grade point for each module is multiplied by the credit hours (C) for that module. For example, if the student gained a grade point of 3 for a 3 credit module, then step one would yield $3 \times 3 = 9$. This module would then have a GPxC of 9. 11

Step Two: Add together the results of step one (GPxC) for each of the modules. If the student did six modules and scored a GP of 3 in each module and each module was 3 credit hours then their total GPxC for that semester would be $9+9+9+9+9+9=54$. This student would then have a total GPxC for that semester of 54.

Step Three: Divide the student's total GPxC for that semester by the total number of credit hours for all the modules of that semester. In this case the student did six modules, each with three credit hours, giving 18 credit hours in total. So $54/18=3$

The student has a GPA for that semester of 3. This formula for calculating the GPA is useful when the student's modules carry different credit hours. Their GPA will not then be biased by modules with differing credit hours.

Students who score below 3 should seek advice on improving their academic performance, to gain the most from their time spent at CFI.

3.2 Courses Required

Courses may vary from time to time, but a normal programme will look like this below:

Online Diploma Year One - 1 st Semester

Choose 6 year 1 modules from the list below = 18 credit hours
(*please note: modules are being written and will be available soon*)

3.3 Course Descriptions

Each module is identified by a code comprising a series of three letters and a three digit number. The letter indicates the area or field of study to which the module relates. The letters are abbreviations as follows:

BIB Biblical Studies
CED Christian Education
GST General Studies
MIS Mission and Evangelism
MIN Pastoral ministry studies
THE Theological Studies
LAG Languages studies
MNT Masters New Testament

Each digit in the three digit number has particular significance. The first number indicates the year in which the module is usually taken. For example:

100 level First Year
200 level Second Year
300 level Third Year
400 level Fourth Year

The second (or middle) number indicates the semester in which the module is offered. If the module is offered in the first semester of the academic year, then the number is 1 (one); and if offered in the second semester of the academic year, then the number is 2 (two).

The third number serves to distinguish between modules within the same area or field of study so that no two modules will have the same code. Thus, the module BIB 111, Rudiment of Faith, is a 100 level module that is scheduled for Year One students. The middle number 1 indicates that it is offered only during the first semester of the academic year. The final 1 number distinguishes BIB 111 from another BIB module offered during first semester in year one. In this case there is no BIB 112.

3.4 Available Courses

THE 111 Creation & New Creation (3 hours)

Over the years we have often seen God's salvation on a limited basis, that is, on an individualistic level. The gospel we have preached is about our personal salvation, our personal blessing, and our personal eternal life in heaven. But now we have come to understand that this isn't the gospel that God promised to the Hebrew people, and which Jesus came to fulfill God's plan of salvation involves the whole of his created order. When God made mankind, he put man over his creation. When man turned away from God, this whole creation was affected. God has come to restore mankind through the gospel, so the creation man is over may also be restored.

THE 112 Eschatology - Renewing Service (3 hours)

End-times isn't the destruction of the world. End-times is a world serving church. This module looks at end-times from two perspectives. 1) Firstly this module tries to undo the popular view that God is anti-world, that he is going to destroy the world and take his people to heaven. 2) The second perspective explores the scriptures to see that God's kingdom is in the world to renew it entirely. God is not going to destroy the world, but he has sent Christ and the church into the world to bring down his enemies.

THE 113 Jesus' Teachings (3 hours)

There is a range of ideas used to support our ignoring, or relativising the things that Jesus taught, making them less important than other things we would like to emphasise instead. Someone said that theology is the art of getting around discipleship, meaning making up ideas that allow us to change or ignore what Jesus taught. This is clearly a wrong practice. Jesus is our Lord. What Jesus taught should be the cornerstone of how we interpret everything else. It is through Jesus that we interpret the Old Testament and through him that we interpret Paul. So how do we bring Jesus' teachings back into the middle of our understanding of the will and gospel of Christ?

MIS 111 T4T - Church Planting Movements

This course provides you with the foundational skills and theory to begin on a church planting movement journey. Here you will examine Jesus' and Paul's mission principles as well as drawing extensively on the collective learnings of modern church planters. This course will introduce you to a process that for many has represented a paradigm shift away from methods based on tradition and towards reliance on the Holy Spirit to recognise where he is working and to jump on board.

More courses coming soon

