



*"...that the man of  
God may be  
complete,  
equipped for  
every good work...*

*2 Timothy 3:16-17*

## **2026 - 2027 Student Handbook**

The Student Handbook is written and issued by the Student Development Division under the direction of the Vice President of Academic Affairs. Upon enrollment at the Fully Equipped Bible Institute, each student is responsible for reviewing and adhering to all published Bible Institute policies and standards. The Fully Equipped Bible Institute reviews and updates the Student Handbook annually. The Fully Equipped Bible Institute reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the Bible Institute. In the event an immediate change is necessary, all students will be notified via email of the change.

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# Welcome

## to the Fully Equipped Bible Institute!

Dear Student,

On behalf of the entire Bible Institute Board of Directors, administrative staff and professors, welcome to the Fully Equipped Bible Institute (FEBI)! Becoming fully equipped for Kingdom work will be one of the most fulfilling journeys you can embark upon. As a student at FEBI, you will be challenged to dig in deeply, learning how to study and accurately apply the truth of God's Word to your life and to a rapidly darkening world.

As Vice President of Academic Affairs at the Fully Equipped Bible Institute, I can assure you that we are deeply committed to your success as a student and as a Kingdom leader. In this Student Handbook, you will find information that will help you be successful at FEBI. This Student Handbook contains information related to Student Conduct, Spiritual Formation requirements and other important areas pertaining to student life.

In addition to this Student Handbook, please know that we pray for you regularly, are here to support you, and will come alongside each student to provide assistance and support to help you succeed.

Thank you for allowing the Fully Equipped Bible Institute to serve you as you become better equipped to serve others. We pray God's blessings over you in this coming year.

Serving together,

Dr. Stephen Isaac  
Vice President of Academic Affairs  
Fully Equipped Bible Institute

# About Us

The Fully Equipped Bible Institute is a private, non-profit online and global Christian located in Peoria, Arizona. We provide bachelor degree programs to equip students to fulfill their God-given callings for ministry. Our students learn in a culturally enriching environment with students around the world.

The Fully Equipped Bible Institute is dedicated to providing high-quality biblical education to individuals seeking to grow in their faith and ministry skills. We offer a range of programs designed to meet the diverse needs of our students, from certificate courses to advanced theological studies. Our faculty comprises experienced and dedicated professionals who are passionate about teaching and mentoring students in their spiritual and academic journeys.

## **Mission Statement**

The Fully Equipped Bible Institute's mission is to biblically "equip for every good work" through providing challenging, biblically based pastoral and leadership bachelor degree programs. We are highly focused on biblically equipping Christian pastors, leaders, and serious followers of Jesus to obediently fulfill the call of Christ on their lives. We are committed to providing comprehensive and accessible biblical education that equips students to serve as leaders in their communities and beyond. We strive to foster spiritual growth, academic excellence, and practical ministry skills through a holistic, Christ-centered approach.

## **Vision Statement**

Our vision is to be a leading institution in biblical education, known for our commitment to remove the obstacles of geography, finance, and technology so that believers around the globe have the access to high quality biblical training that includes academic excellence, spiritual growth, an practical ministry training that empowers students to effectively fulfill their calling to pastor and lead in a challenging world. We aim to produce graduates who are fully equipped to make a meaningful impact in their churches, communities, nations, and the world.

# Statement of Faith

We believe in the Holy Trinity: God the Father, God the Son, and God the Holy Spirit.

We believe in the divine inspiration and authority of the Holy Scriptures.

We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, atoning death, resurrection, ascension, and His future return.

We believe in the salvation of lost and sinful humanity through the shed blood of Jesus Christ by faith, apart from works, and regeneration by the Holy Spirit.

We believe in the unity of believers in Jesus Christ, manifested in the Church, His body.

# Accreditation

Fully Equipped Bible Institute is in the accreditation process, ensuring that our programs meet rigorous academic and professional standards. The pursuit of accreditation reflects our commitment to providing a high-quality education that is recognized and respected in the field of biblical studies.

# Academic Advising

Academic advising is available to all students to help guide you through your educational journey. Our advisors are here to assist with course selection, academic planning, and any challenges you may encounter. To schedule an appointment, please contact the Vice President of Academic Affairs at [info@fullyequippedbibleinstitute.org](mailto:info@fullyequippedbibleinstitute.org). Include Academic Advising in the subject line.

# Academic Help

Our professors are committed to your success. Should you need help with your courses, please schedule an appointment with your professor. Their office hours and e-mail addresses are on your course home page.

# Academic Integrity

Academic integrity is a cornerstone of our community. All students are expected to adhere to the highest standards of honesty and integrity in their academic work. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited and may result in disciplinary action.

# Attendance Policy

Regular attendance is crucial for your success. Students are expected to attend all classes and participate fully in course activities. Unavoidable absences should be communicated to the instructor as soon as possible. It is the student's responsibility to catch up on missed work. Excessive absences may affect your grade and could result in withdrawal from the course.

## Dress Code and Personal Appearance

While the Bible Institute is an online learning environment, students are still expected to dress modestly and in a manner which reflects the atmosphere of FEBI's community standards. All students are required to wear shirts and blouses that are not revealing, and to attend classes from an appropriate setting when screen sharing.

## Grading System

Our grading system is designed to fairly evaluate your performance and understanding of course material. The grading scale is as follows:

A: 90-100%

B: 80-89%

C: 70-79%

D: 60-69%

F: Below 60%

## Incomplete Grades

Incomplete grades may be granted at the instructor's discretion in exceptional circumstances. To request an incomplete grade, you must submit a formal request to your instructor before the

end of the term, outlining the reasons for the request and a plan for completing the coursework.

## Dropping/Adding Courses

You may drop or add courses during the first two weeks of the course without penalty. After this period, you must obtain approval from the Vice President of Academic Affairs and the course instructor. Please consult the Academic Calendar for specific dates and deadlines.

## Withdrawing from Courses

If you need to withdraw from a course, you must submit a formal withdrawal request to the Registrar's Office. Withdrawals are subject to deadlines and may impact your academic progress and financial aid. Please consult with your academic advisor before making any decisions regarding course withdrawal. Tuition refunds are available for the first two weeks of each course, after which time tuition refunds are not permitted.

## Non-Discriminatory Policy

The Fully Equipped Bible Institute does not discriminate on the basis of gender, genetic information, race, national or ethnic origin, mental and/or physical disability, or age in administration of its educational policies, admissions policies, financial aid programs, athletics, and other Bible Institute-administered programs.

## Payment of Accounts

Financial balances for each term are due and payable in full before classes begin, by the date indicated on the Academic Calendar. The Bible Institute offers payment plans for students who are unable to pay in full, whereby they agree to make periodic payments according to a prescribed payment plan, as well as pay a fee to administer. Payments made after the payment due date are subject to a late fee. Students whose accounts are delinquent due to a student's

failure to pay in full or as agreed according to his or her selected payment plan, to complete necessary financial aid documents, or to attend classes according to the Bible Institute's Attendance Policies, may be subject to administrative withdrawal on the respective term's add/drop deadline. In addition, students will be prohibited from registering for future terms, and grades, diplomas, and transcripts will not be released until the student's financial obligations have been met.

## Readmission

Students who have stopped pursuing a degree after a specified amount of time may no longer be considered an active, enrolled student by the Bible Institute. Students should consult Admissions to determine their status with the Bible Institute and consult the Academic Catalog for proper policies and procedures for readmission.

### **Readmission after Academic Suspension**

In some cases, poor academic performance could result in a student being academically suspended. Please consult the Academic Catalog for information about academic suspension and the process for potential readmission after being academically suspended.

### **Readmission after Administrative Withdrawal (non-academic)**

In unique situations, such as serious medical/health reason, significant personal reasons, or disciplinary reasons, students may be administratively withdrawn by the Bible Institute. Students who have received an Administrative Withdrawal (under the direction of the Vice President of Academic Affairs) and wish to return to FEBI must submit an appeal for readmission to the Vice President of Academic Affairs. Appeals to be readmitted after an Administrative Withdrawal are not automatically granted, even after the designated time period (if applicable).

In order to be considered for readmission, students must:

- Submit a written appeal to the Vice President of Academic Affairs.
- Complete all assigned sanctions or requirements listed in the student's Administrative

Withdrawal letter.

Written appeals are formal letters written by the student to the Vice President of Academic Affairs indicating reasons why the student should be readmitted, ways in which the student has rehabilitated, learned or grown during their time off, and how the student plans to be successful upon returning to the Bible Institute community. The Vice President of Academic Affairs may request supplemental information in addition to the written appeal when considering a readmission request. Each appeal is considered carefully and individually on its own.

Once all conditions are met, the Vice President of Academic Affairs will review all information and either approve or deny readmission. The decision of the Vice President of Academic Affairs is final. Students readmitted following an Administrative Withdrawal are required to meet with the Vice President of Academic Affairs prior to attending classes. If readmitted, other restrictions or expectations may be imposed on the student as a condition to remain in good standing with the Bible Institute.

## Safe Environment

The Fully Equipped Bible Institute is committed to providing a safe environment, insofar as possible, in which all students, staff, and faculty, are able to pursue social, emotional, and spiritual development. In doing so, FEBI will not tolerate bullying or cyber-bullying of any kind. FEBI reserves the right to implement a disciplinary process, which may culminate in the suspension or dismissal of any student who initiates this type of behavior.

### **Bullying**

Bullying is defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive

behavior that intends to hurt, threaten or frighten another person. An imbalance of power between the aggressor and the victim is often involved. Examples may include the following:

- Substantially disrupting the instructional program or the orderly operations of the school
- Severe, persistent, or pervasive creation of an intimidating, hostile educational environment for the student who is bullied.

### **Cyber-Bullying**

Cyber bullying is defined as the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber-bullying could be limited to posting rumors or gossip about a person in the internet bringing about hatred in other's minds; or it may go to the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

### **Confidentiality**

Incidents involving student conduct are part of student's educational record and are therefore protected under the Family Educational Rights and Privacy Act (FERPA) of 1972. Individuals involved in the Student Conduct Process are permitted to only discuss the matter with the student, unless permitted under FERPA, Title IX, Clery Act or other federal regulation related to student privacy. All individuals involved in the Student Conduct Process are prohibited from making public comments on the matter.

### **Reporting a Code of Conduct Violation**

Any individual may report an alleged violation of the Student Code of Conduct by contacting the Vice President of Academic Affairs. In the report, individuals are asked to provide as much information as possible, including but not limited to:

- Description of the alleged violation(s).
- Date, time and place of the alleged violation(s).
- Name of the student(s) involved in the alleged violation(s).

- Name of witness(es) to the alleged violation(s).
- Name, phone number, and email address of the individual filing the report.
- Any other supporting documentation or information related to the incidents

Upon receiving a report, the Vice President of Academic Affairs (or his/her designee) will review the allegation and serve as the official Hearing Officer through the entire disciplinary process. The student will be referred to meet with the Vice President of Academic Affairs. Serious offenses where suspension or expulsion are recommended will be reviewed by the Fully Equipped Board of Directors, and will be reviewed by member(s) of the Board for recommended actions. Decisions made by the Vice President of Academic Affairs and/or the Board of Directors are final.

## Student Records

Student records are maintained through the Vice President of Academic Affairs office. Each student's academic and personal records are considered a private matter and are open only to the administration and individuals designated by the student.

## Scholarships

Fully Equipped Bible Institute offers a variety of scholarships to assist students with their educational expenses. Scholarships are awarded based on academic merit, financial need, and other criteria. For more information and to apply, please view the Scholarship Application page on our website.

## Student Code of Conduct

Students are expected to conduct themselves in a manner that reflects the values and mission of Fully Equipped Bible Institute. This includes demonstrating respect for others, maintaining integrity, and upholding the standards of our Christian community. Violations of the Student Code of Conduct may result in disciplinary action, up to and including expulsion.

# Student Grievance Policy and Procedure

The Fully Equipped Bible Institute wants undergraduate students to have a positive experience in which their grievances can be expressed openly and honestly. The Bible Institute is committed to promptly addressing student grievances. Student grievance is taken seriously and will be responded to by the Bible Institute in a timely manner. Prior to reporting a complaint or grievance, the Bible Institute encourages individuals to attempt to resolve the issue on their own first. If the issue cannot be resolved, the Bible Institute encourages individuals to submit a formal complaint.

To register a grievance, the student should write a formal letter detailing the issue and address the grievance to the Vice President of Academic Affairs's Office. The grievance may be difficult to resolve without enough detail to allow the Bible Institute to understand and respond to the grievance adequately. A grievance may be signed or anonymous. However, if a grievance is submitted anonymously, it will not be possible to contact or work directly with the student. Therefore, students are encouraged to provide their names. The grievance will be reviewed by the Vice President for Academic Affairs, who will acknowledge receipt of the grievance and establish a file for the grievance within ten (10) business days. The file will be kept separate from student academic records. The Vice President for Academic Affairs (or designee/s) may schedule a meeting with the student to discuss the grievance. The Vice President for Academic Affairs (or designee/s) will help the student in resolving the grievance. If unable to address the grievance immediately because of policy or procedural requirements, the Vice President for Academic Affairs (or designee/s) will assist the student in directing the grievance to the appropriate Bible Institute official or office better able to address the matter. Records of grievances and their resolutions are maintained by the Vice President for Academic Affairs.

## **Grievance Procedure**

1. Student submits a grievance by writing a formal letter detailing the issue.
  2. The grievance is acknowledged within ten (10) business days and reviewed by the Vice President for Academic Affairs.
  3. The Vice President for Academic Affairs (or designee/s) will help the student in resolving the grievance.
  4. Reasonable resolutions to grievances shall be decided by the Vice President for Academic Affairs or appropriate Bible Institute officials or department within 30 days.
  5. The Vice President for Academic Affairs will communicate the resolution to the student at the time of the decision.
  6. Resolutions decided by the Vice President for Academic Affairs or other Bible Institute officials are considered final.
- All additional concerns can be sent to [info@fullyequippedbibleinstitute.org](mailto:info@fullyequippedbibleinstitute.org).

## Transcripts

Official transcripts can be requested from the Vice President for Academic Affairs. Please allow up to two weeks for processing. A transcript fee may apply. For more information, visit our website or contact the Vice President for Academic Affairs at [info@fullyequippedbibleinstitute.org](mailto:info@fullyequippedbibleinstitute.org), subject line Transcripts.

## Further Assistance

We are here to support you in your academic and spiritual journey. If you have any questions or need further assistance, please do not hesitate to contact us at [info@fullyequippedbibleinstitute.org](mailto:info@fullyequippedbibleinstitute.org). Welcome to Fully Equipped Bible Institute!