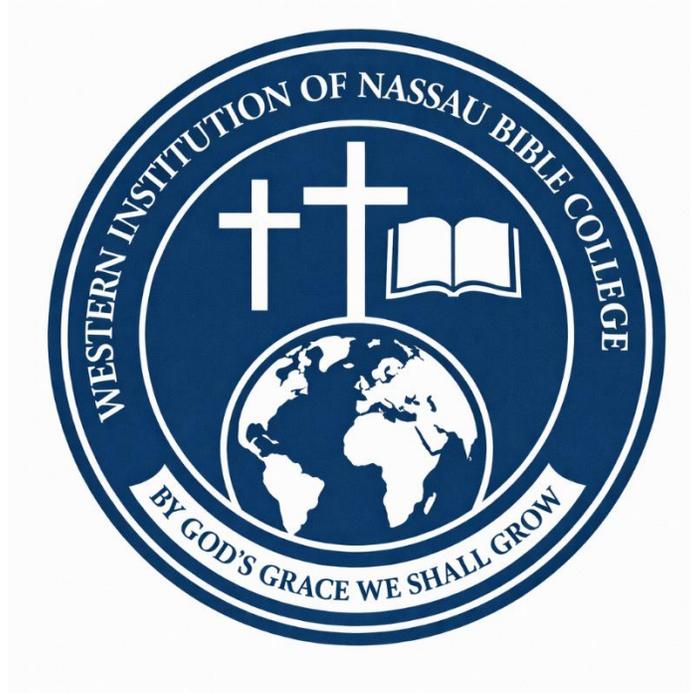


Western Institution of Nassau Bible College



“Equipping Christ-Centered Leaders for a Changing World.”

Catalog

2026 Edition

2026 - 2027

130 W 2nd St, 1000, Dayton, OH 45402

(326) 210-0914

General Information

Academic Calendar: Quarter-based (6 Quarters)

Location: 130 W 2nd St, Dayton, OH 45402

Mission Statement: Western Institution of Nassau Bible College exists to provide accessible, Christ-centered, and globally relevant higher education that equips students with academic excellence, ethical leadership, and practical skills for impactful service in their communities and professions. Through innovative, student-focused learning experiences—both online and on campus—we strive to cultivate a diverse community of learners prepared to thrive in a rapidly changing world.

Vision Statement: To be a distinguished leader in distance and in-person education throughout the world, and recognized for academic integrity, transformational learning, and the development of culturally grounded, spiritually aware, and socially responsible global citizens.

Motto: By God's Grace, We Shall Grow

Institutional Objectives:

- Cultivate academic rigor and integrity
- Develop Christian leadership and character
- Promote service-oriented global citizenship

Website: www.win.education

About: Western Institution of Nassau operates as a system of schools under a unified governance model. The system is structured to support multiple institutions with distinct academic missions while maintaining centralized oversight to ensure consistency, accountability, and institutional integrity.

The Western Institution of Nassau system consists of two institutions: Western Institution of Nassau, the primary institution within the system, offering academic programs and credentials in approved fields of study; and Western Institution of Nassau Bible College, a secondary institution dedicated to biblical, theological, ministerial, and faith-based academic programs. Each institution maintains a clearly defined academic purpose and programmatic scope consistent with its mission.

Although affiliated within a single system, each institution operates as a distinct academic entity. Each maintains its own academic programs and curricula, independent instructional delivery and faculty oversight, and separate academic policies where appropriate to its institutional focus. In addition, each institution conducts individual program assessment and academic quality

assurance processes. These distinctions ensure that each institution functions in accordance with its specialized educational objectives while upholding shared institutional standards.

The system is overseen by the President of the Western Institution of Nassau System, who serves as the chief executive officer for all affiliated institutions. The President provides strategic leadership and holds final authority on matters including academic policy approval, institutional planning and development, fiscal oversight, regulatory and accreditation compliance, and final institutional decision-making. While day-to-day academic and administrative operations may be managed at the institutional level, all institutions remain accountable to the President to ensure alignment with system-wide goals and standards.

The Western Institution of Nassau system follows a centralized governance and decentralized operations model. Under this structure, institutions operate independently in their daily academic and administrative functions, while system-level leadership ensures consistency in governance, accountability, and institutional integrity. Policies and procedures are applied in a manner appropriate to each institution's mission and academic scope.

Western Institution of Nassau affirms that its system structure promotes academic quality, institutional clarity, and mission-focused education. This governance framework supports both institutional autonomy and unified leadership in service of students, faculty, and the broader academic community.

OFFICE OF THE PRESIDENT

Message From the President

Welcome to Western Institution of Nassau Bible College.

It is both an honor and a privilege to serve as President of an institution committed to developing Christ-centered leaders who are equipped to serve with excellence, integrity, and purpose. At Western Institution of Nassau, we believe that education is not only about knowledge, but about transformation—spiritually, academically, and practically. Our mission is to prepare men and women who are grounded in the Word of God, guided by sound doctrine, and empowered to impact their communities and the world for Christ. Through our programs in Christian Education, Worship Studies, and ministry leadership, we strive to cultivate both the heart and the skill necessary for effective service.

We are committed to providing a learning environment that fosters spiritual growth, academic rigor, and real-world application. Whether you are called to pastoral ministry, worship leadership, teaching, or service within the local church, our goal is to walk alongside you as you develop your calling and sharpen your gifts. As you begin or continue your journey with us, I encourage you to remain steadfast in your faith, diligent in your studies, and open to the work that God is doing in your life. Your calling matters, and your preparation is essential.

Welcome to a community dedicated to purpose, growth, and Kingdom impact.

Sincerely,
Terron “Tee” Dames
President
Western Institution of Nassau – Bible College

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Academic Policies

Academic Policy 001 - Academic Integrity

Western Institution of Nassau Bible College is committed to upholding the highest standards of academic honesty and integrity. Students are expected to complete all assignments, exams, and other academic work without engaging in plagiarism, cheating, or any form of dishonesty. Violations of this policy will result in disciplinary action, including possible dismissal.

Academic Policy 002 - Attendance and Participation

Regular participation in coursework is essential for academic success. Students enrolled in online, or in-person courses are expected to log in and participate actively each week. Failure to engage in course activities may impact grades and academic standing, and result in an automatic withdrawal from the Institution.

Academic Policy 003 - Grading and Assessment

Grades at Western Institution of Nassau Bible College reflect a student's academic performance based on clearly defined learning outcomes. Faculty members will provide grading criteria at the beginning of each course. Students have the right to appeal grades through the formal grade appeal process within 30 days of receiving the final grade.

Academic Policy 004 - Satisfactory Academic Progress (SAP): To remain in good academic standing, students must maintain a minimum cumulative GPA of 2.00 and successfully complete at least 67% of attempted credits each term. Failure to meet these standards may result in academic warning, probation, or dismissal, and may also affect eligibility for financial aid in accordance with federal regulations. Students who fall below the required GPA or completion rate will be notified and provided an opportunity to develop an academic improvement plan in consultation with their advisor, and continued enrollment is contingent upon adherence to the conditions of that plan. Courses in which a student earns grades of F, W, or I are counted as attempted but not successfully completed, and repeated courses will be calculated in accordance with the Course Repetition Policy. Students are responsible for monitoring their own progress, seeking academic support when needed, and complying with all institutional deadlines and requirements to remain in good academic standing.

Academic Policy 005 - Student Conduct and Discipline

Western Institution of Nassau Bible College expects students to maintain respectful and professional behavior in all interactions—both online and in person. Misconduct, including harassment, threats, disruptive behavior, or violations of institutional policies, will be subject to disciplinary procedures as outlined in the student handbook.

Academic Policy 006 - Withdrawal and Refund Policy:

Western Institution of Nassau Bible College is committed to maintaining a fair, transparent, and consistent process for student withdrawals and tuition refunds. Students may withdraw from the institution at any time by submitting written notification to the Office of Academic Affairs or a designated administrator. The effective date of withdrawal will be the date the written notice is received or the student's last date of academic participation, whichever is later. Students who cease attendance or fail to participate academically without providing official notice may be administratively withdrawn, and in such cases, the institution will determine the withdrawal date based on the last documented academic activity.

Tuition refunds are calculated based on the percentage of the academic term completed at the time of withdrawal. Students who withdraw prior to the first day of class will receive a 100% refund of tuition. Students who withdraw during the first 25% of the term are eligible for a 75% refund of tuition. Those who withdraw after 25% but before completing 50% of the term may receive a 50% refund, while students who withdraw after 50% but before 75% of the term may receive a 25% refund. No refunds will be issued after 75% of the academic term has been completed. All refund calculations are based on the official withdrawal date and the total length of the academic term.

Application fees, registration fees, and other administrative fees are generally non-refundable unless otherwise specified. Approved refunds will be processed within 30 days of the official withdrawal date or the date the institution determines the student has withdrawn. Refunds will be issued using the original method of payment unless an alternative method is requested and approved.

In cases where a student is dismissed or withdrawn by the institution, refunds will be calculated according to the same schedule based on the student's last date of attendance. Requests for exceptions to this policy must be submitted in writing and will be reviewed on a case-by-case basis, with final approval granted by the Office of the President or a designated administrator. This policy is reviewed periodically to ensure alignment with institutional standards and applicable regulations, and the institution reserves the right to update the policy as necessary.

Academic Policy 007 - Grading Scale

Western Institution of Nassau Bible College utilizes a standard letter grading system to assess student performance. The grading scale ensures consistent evaluation across all academic programs.

Grade	Percentage	Grade Points	Description
A	90–100%	4.00	Excellent
B	80–89%	3.00	Good
C	70–79%	2.00	Satisfactory
D	60–69%	1.00	Poor
F	0–59%	0.00	Failing
I	—	—	Incomplete
W	—	—	Withdrawal
P	—	—	Pass (non-GPA course)
NP	—	—	No Pass (non-GPA course)

Note: An “Incomplete” (I) grade may be granted under special circumstances and must be resolved within one academic term, or it will be converted to an “F.”

Academic Policy 008 - Credit Hour Definition

Western Institution of Nassau Bible College defines a credit hour in accordance with standards established by the U.S. Department of Education and recognized accrediting agencies. A credit hour represents a minimum of one hour (approximately 50 minutes) of direct faculty instruction and at least two hours of out-of-class student work each week over a traditional fifteen-week semester, or an equivalent amount of academic engagement delivered over an alternative timeframe, including accelerated terms.

This definition applies to all instructional formats, including residential, hybrid, and online courses. For courses involving laboratory work, practica, field experiences, studio instruction, or other applied learning activities, credit hours are awarded based on an equivalent amount of total student work and instructional engagement, as determined by institutional academic standards.

The institution ensures that all courses, regardless of format or delivery method, maintain consistency in academic rigor, learning outcomes, and time-on-task expectations appropriate to the number of credit hours awarded.

Academic Policy 009 - Graduation Requirements

To be eligible for graduation from Western Institution of Nassau Bible College, a student must:

1. **Complete All Program Requirements:**
Successfully complete all prescribed courses and credit hours in the approved curriculum for the selected program of study.
2. **Maintain Minimum Cumulative GPA:**
Achieve a minimum cumulative Grade Point Average (GPA) of **2.0 (C)** or higher, unless a specific program requires a higher GPA.
3. **Fulfill Residency Requirements:**
Complete at least **50% of credit hours** required for the program through direct instruction from Western Institution of Nassau.
4. **Meet Financial Obligations:**
Settle all financial accounts with the Institution, including tuition, fees, and any other institutional obligations.
5. **Submit Graduation Application:**
File an official **Application for Graduation** with the Registrar's Office by the published deadline during the final semester of study.
6. **Receive Academic Clearance:**
Be approved for graduation by both the Registrar and the Academic Dean upon review of final academic standing and program completion.

Academic Policy 010 - Diploma Award Evaluation Process

Purpose

To establish a clear, consistent, and academically sound process by which students are evaluated for the award of a diploma upon successful completion of their respective programs.

I. Program Completion Criteria

A student will be considered eligible for graduation and the award of a diploma when all of the following criteria are met:

1. Successful Completion of Program Requirements

- Completion of all required courses in the student's declared program of study
- Achievement of the minimum **Grade Point Average (GPA)** requirement: **2.0 (C average)** or higher on a 4.0 scale, unless otherwise stated by the program.
- Completion of the required **clock hours** or **credit hours**, as specified for each diploma program.

2. Capstone

- Submission and passing evaluation of a **final project, practicum, or portfolio**, demonstrating mastery of core competencies in the field of study.
- Assessed by a faculty committee using standardized rubric.

3. Externship or Practicum Completion (if applicable)

- Completion of all fieldwork hours, externship, or practicum placements as required by the program.
- Positive final evaluation from the host site and program supervisor.

4. Certification or Licensure Exams (if applicable)

- Students in regulated programs (e.g., healthcare, IT) must sit for applicable **certification/licensure exams**. Passing is encouraged but not mandatory for graduation unless required by accrediting or licensing agencies.

II. Institutional Requirements

1. Satisfactory Conduct

- Students must have no outstanding disciplinary actions, suspensions, or unresolved code of conduct violations.

2. Financial Clearance

- All tuition, fees, and other financial obligations to the Institution must be paid in full or resolved with the Business Office.
-

3. Exit Interview and Graduate Survey

- Students must complete an **exit interview** with Student Services or Academic Advising.
- Completion of the **Graduate Survey** to assist with institutional improvement and outcomes tracking.

III. Evaluation Process & Committee

1. Academic Review

- At the end of each term, faculty submit final grades to the **Office of the Registrar**.
- A **Graduation Review Committee**—composed of the Registrar, Academic Dean, and Program Coordinator—reviews student records.

2. Final Audit

- The Registrar conducts a **final audit** of transcripts, attendance, externship completion, and capstone outcomes.
- Students are notified of their status within **10 business days** of the term's end.

3. Approval

- The President or designated academic officer approves the final graduation list for the awarding of diplomas.

IV. Appeals Process

Students may appeal a graduation decision by submitting a **written appeal** to the Office of Academic Affairs within **10 business days** of notification. Appeals will be reviewed by the Graduation Appeals Committee, and a final decision will be rendered within 15 business days.

V. Diploma Issuance

- Diplomas will be issued within **6–8 weeks** after final confirmation of eligibility.
- Students may participate in a **formal graduation ceremony** if they meet all eligibility requirements or are within one course of completion (at the discretion of the Academic Dean).

Academic Policy 011 - Student Recruitment and Admissions

Western Institution of Nassau Bible College is committed to providing a Christ-centered, accessible, and transparent admissions process that reflects both academic readiness and a calling to ministry. The institution seeks to admit students who demonstrate a desire for spiritual growth, biblical understanding, and preparation for Christian service.

Recruitment and Information

The institution ensures that all prospective students receive accurate, clear, and up-to-date information regarding academic programs, tuition and fees, program expectations, and student responsibilities. All recruitment efforts are conducted with integrity and respect, avoiding any form of misrepresentation or coercion. Prospective students are encouraged to review the official catalog, which outlines program details, academic policies, and institutional procedures.

General Admissions Requirements

Admission to the institution is based on both academic preparation and a demonstrated interest in Christian education and ministry. Applicants must submit a completed application and provide documentation appropriate to their academic background.

High School Graduates or Equivalent

Applicants who have completed high school or its equivalent must submit:

- A completed application for admission
- Proof of high school graduation or equivalent (e.g., diploma or GED)
- Official transcripts or academic records

Early Admission (Dual Enrollment)

High school students seeking early admission may be considered on a case-by-case basis. Applicants must demonstrate readiness for college-level work and provide:

- A completed application
- An official high school transcript showing satisfactory academic progress
- A recommendation from a teacher, counselor, or ministry leader
- Evidence of maturity and ability to succeed in a college-level environment

Early admission may be granted on a conditional basis, with the expectation that the student will complete all high school graduation requirements.

Admissions Considerations

The institution considers each applicant holistically, taking into account academic preparedness, personal character, and potential for success in a ministry-focused academic environment.

Applicants are expected to provide truthful and complete information. Misrepresentation or omission of information may result in denial of admission or dismissal.

Non-Discrimination Policy

Western Institution of Nassau Bible College admits students without discrimination on the basis of race, color, national origin, or disability. As a religious institution, the college reserves the right to uphold its faith-based mission and standards in its admissions and educational practices.

Acceptance and Enrollment

Applicants who are accepted will receive official notification outlining their admission status, program start date, orientation expectations, and financial obligations. Students are responsible for completing all enrollment requirements prior to the start of classes.

Policy Review

Admissions policies are reviewed periodically to ensure alignment with institutional mission, educational standards, and applicable regulations.

Academic Policy 012 - Student Records Management

Western Institution of Nassau Bible College is committed to maintaining accurate, secure, and confidential student records while providing authorized access to facilitate academic, administrative, and regulatory needs. All student records must be handled in compliance with institutional standards and applicable privacy regulations.

1. Record Creation and Maintenance

- All student records must be accurately created and updated in a timely manner.
- Academic records include transcripts, grades, course registration, and program progression.
- Administrative records include applications, financial aid, disciplinary actions, and correspondence.
- Records must be maintained in both physical and/or electronic formats according to institutional standards.

2. Access and Confidentiality

- Access to student records is restricted to authorized personnel only.
- Faculty, staff, or third parties may access records only for legitimate educational or administrative purposes.
- Student consent is required for disclosure of records to external parties, except where legally required or permitted.
- Staff must maintain confidentiality and protect records from unauthorized access, alteration, or disclosure.

3. Storage and Security

- Records must be stored in secure locations, including password-protected systems for electronic records and locked cabinets for physical records.
- Backup procedures should be implemented to prevent loss of data.
- Sensitive information, including personally identifiable information (PII), must be encrypted or otherwise protected.

4. Record Retention and Disposal

- Student records must be retained according to institutional and regulatory retention schedules.
- Obsolete, duplicated, or unnecessary records should be disposed of securely, including shredding physical records and permanently deleting electronic files.
- Retention periods vary by record type (e.g., transcripts retained permanently, administrative forms retained for minimum years).

5. Student Rights

- Students have the right to review their records upon request.
- Students may request correction of inaccuracies in their records.
- The institution must provide guidance on procedures to request access or corrections.

6. Compliance and Enforcement

- All faculty and staff are responsible for adhering to this policy.

- Violations, including unauthorized access or disclosure, may result in disciplinary action, up to and including termination.
- The Registrar or designated office is responsible for overseeing compliance, auditing records, and providing training to staff.

Academic Policy 013 – Course Incomplete

An Incomplete (I) grade may be granted only when a student has completed a substantial portion of the coursework (generally at least 70%) with a passing grade at the time of the request and is unable to complete remaining requirements due to documented illness, family emergency, or other extraordinary circumstances beyond the student's control; it will not be permitted as a substitute for poor performance, excessive absences, or failure to meet deadlines under normal conditions. The student must initiate the request prior to the last day of the term by submitting a written petition to the instructor, who will determine eligibility and, if approved, complete an Incomplete Contract with the student specifying outstanding coursework, submission methods, and deadlines; the contract must be filed with the Office of Academic Affairs or Registrar by the end of the grading period. All coursework must be completed within six (6) weeks of the start of the following academic term unless an extension is approved by the Dean or Academic Affairs, and failure to meet the deadline will result in the grade converting to what the student had earned at the time of the request, including zeros for missing assignments. Upon completion, the instructor must submit a Change of Grade form within one week of evaluating the final work, otherwise the Registrar will record the grade listed in the Incomplete Contract. Students may not graduate with an Incomplete on their transcript, and repeated requests may be denied; additionally, an Incomplete may affect academic standing and financial aid eligibility, for which students are responsible to seek advising.

Academic Policy 014 – Course Repetition

A student may repeat a course in which a grade of D, F, or W was earned, or when a higher grade is required by the student's program of study, with the understanding that all attempts will remain on the transcript but only the most recent grade earned will be used in the calculation of the cumulative grade point average; however, some programs may impose additional restrictions or requirements. Students must register and pay tuition and fees for each attempt, and repeated courses may affect financial aid eligibility, satisfactory academic progress, and academic standing. A course may generally be repeated no more than two times (three total attempts), unless an exception is granted by the Provost. Credit for a course will be awarded only once, unless otherwise designated in the catalog as repeatable for credit. Students planning to repeat a course are responsible for consulting their academic advisor and verifying the impact of course repetition on their program requirements and financial aid status.

Academic Policy 015 – Academic Responsibilities

All students are expected to uphold the highest standards of academic responsibility by attending classes regularly, completing all assignments and examinations with honesty, respecting deadlines, and actively engaging in the learning process. Students must maintain integrity in all academic work by avoiding plagiarism, cheating, or any form of dishonesty, and are required to understand and follow the institution's academic integrity policy. In addition, students are responsible for monitoring their academic progress, seeking advising when necessary, and complying with all institutional regulations, including those related to registration, course prerequisites, program requirements, and financial obligations. Respect for faculty, peers, and the learning environment is essential, and students are expected to contribute positively to both in-person and online settings. Failure to meet these responsibilities may result in academic sanctions, disciplinary action, or dismissal in accordance with institutional policy.

Academic Policy 016 – Student Grievance Procedure

All students have the right to a fair, respectful, and timely process to resolve complaints related to their educational experience, including concerns regarding instruction, services, institutional policies, or interactions with faculty and staff.

Students are encouraged to first seek an **informal resolution** by addressing the concern directly with the instructor, staff member, or department involved. Many issues can be resolved effectively through open communication at this level.

If an informal resolution is not achieved, the student may submit a **formal written grievance** to the School Director or designated administrator within ten (10) business days of the incident.

The written grievance should clearly include:

- A detailed description of the concern
- Relevant date(s) and individuals involved
- Steps already taken to resolve the issue
- The desired outcome or resolution

Upon receipt, the School Director will review the grievance, may meet with the student and/or involved parties, and will issue a written decision within fifteen (15) business days.

If the student is not satisfied with the decision, they may submit a **written appeal** within five (5) business days to the institution's grievance committee. The committee will review all documentation, may conduct additional inquiries, and will issue a final determination within

fifteen (15) business days. The committee's decision represents the final step within the institutional review process at this level.

If the matter remains unresolved, the student may submit a final appeal to the **Office of the President**. The Office of the President serves as the highest level of institutional review and will conduct a comprehensive evaluation of the grievance, including prior findings and any additional information provided. A final written decision will be issued, and this determination shall be considered final and binding within the institution.

Students are encouraged to fully utilize and exhaust all internal grievance procedures to ensure concerns are addressed thoroughly, fairly, and in alignment with institutional policies and standards.

Academic Policy 017 - Unsatisfactory Progress and Probation Policy

Western Institution of Nassau Bible College is committed to maintaining high academic standards while supporting students in achieving satisfactory progress toward program completion. In accordance with the Ohio State Board of Career Colleges and Schools' requirements, all students must maintain satisfactory academic progress as defined by the institution's grading scale, minimum GPA requirements, and pace of completion.

Students who fail to meet the standards of satisfactory progress will be placed on academic probation for one evaluation period. During probation, the student remains enrolled but must demonstrate improvement in both academic performance and course completion rate. Students on probation will receive written notification that clearly outlines the reasons for the probation, the specific performance standards required for improvement, and the time frame for meeting those standards. Academic advising, tutoring, or other support services may be provided to assist the student in regaining good standing.

At the end of the probationary period, the student's progress will be re-evaluated. If the student has met the standards of satisfactory progress, probation will be lifted, and the student will return to good academic standing. If the student does not meet the required standards by the end of the probationary period, the student may be dismissed from the program. A student who is dismissed for unsatisfactory progress may appeal the decision in writing to the School Director within ten (10) business days. Appeals will be reviewed by the school's academic committee, and the decision of the committee will be final.

Academic Policy 018 - Conditions of Re-Entrance for Students Dismissed or Suspended for Unsatisfactory Progress

Students who are dismissed or suspended for unsatisfactory academic progress may be considered for re-entrance under specific conditions designed to support student success and maintain the academic integrity of the institution. A student who has been dismissed for unsatisfactory progress must wait at least one academic term before applying for re-entrance. During this period, the student is encouraged to review academic materials, seek tutoring, or otherwise prepare to meet the standards of satisfactory progress.

To be considered for re-entrance, the student must submit a written petition to the Provost or designated academic committee. The petition must explain the circumstances that led to the prior unsatisfactory performance, demonstrate evidence of corrective actions taken, and outline how the student intends to achieve and maintain satisfactory progress if readmitted. Supporting documentation such as proof of tutoring, employment adjustments, or personal commitments may be requested.

If re-entrance is approved, the student will be readmitted on **academic probation** for one evaluation period. During this time, the student must meet all requirements for satisfactory academic progress, including minimum GPA, course completion rate, and attendance standards. The school will provide advising or academic support services as appropriate. Failure to meet satisfactory progress standards during the probationary re-entrance period will result in permanent dismissal from the program, with no further opportunity for re-entrance.

Financial Information

At Western Institution of Nassau Bible College, education is more than academic, it's transformational. Here, students are equipped with knowledge, shaped by values, and inspired by purpose. Our commitment to excellence, faith, and community empowers every learner to grow in wisdom and character. Invest in your future. Discover the value of education that lasts a lifetime.

Costs & Fees

2026 Academic Year Cost & Fees Breakdown

(All fees listed in USD – United States Dollars)

Tuition

Program Type	Per Credit Hour	Full-Time (Per Semester)
Diploma	\$85	\$1,360
Associates	\$85	\$2,720

Mandatory Fees

Fee Name	Amount (Per Semester)
Registration	\$15
Technology & Learning Resources	\$25
Graduation Diploma	\$25

Estimated Total Cost Per Academic Year: Diploma

Item	Amount
Tuition	\$2,720
Mandatory Fees	\$130
Total	\$2,850

Estimated Total Cost Per Academic Year: Associates

Item	Amount
Tuition	\$5,440
Mandatory Fees	\$210
Total	\$5, 650

Billing and Payment

All tuition and fees are due and payable by the published deadlines each term, and students are responsible for reviewing their billing statements through the institution's designated payment system to ensure accuracy and timely settlement of all charges. Payment may be made in full or through an approved payment plan, and acceptable forms of payment include cashier's check, credit card, or electronic transfer as outlined by the Business Office. Students who fail to pay by the deadline or who default on a payment plan will be subject to late fees, registration holds, denial of access to transcripts or diplomas, and possible administrative withdrawal from courses. Financial aid awards, scholarships, and third-party payments must be finalized and applied to the student account by the posted deadlines, and any remaining balance remains the responsibility of the student. It is the student's responsibility to maintain current contact and billing information, monitor account status, and comply with all institutional policies related to billing and payment.

Programs of Study

Diploma in Christian Education

This Diploma in Christian Education is designed for individuals entering Christian ministry who desire to grow in biblical understanding, teaching skill, and spiritual maturity. The focus is on practical ministry training rather than academic achievement. Students will engage in classroom study, mentoring, ministry workshops, and field experience in a local church or ministry setting.

Duration: 8 months – Full-Time, 12 -16 month – Part-Time

Total Required Hours: 30 Credit Hours

Delivery: Online

Semester 1

Course Code	Course Title	Credits	Description
CE101	Foundations of Christian Life and Ministry	4	Develops personal spiritual growth and understanding of God’s call to ministry. Focus on spiritual discipline, character formation, and servant leadership.
CE102	Bible Overview and Interpretation	4	A survey of the Old and New Testaments. Students learn how to study the Bible, understand its message, and apply it in teaching and ministry.
CE103	Christian Beliefs and Doctrines	3	Introduces key teachings of the Christian faith— God, salvation, the church, and the Holy Spirit. Focus on how doctrine shapes life and ministry.
CE104	Principles of Christian Education	4	Examines how people learn and how to teach God’s Word effectively. Includes lesson planning, age-appropriate teaching, and use of illustrations and storytelling

Semester 2

Course Code	Course Title	Credits	Description
CE201	Teaching Methods and Ministry Communication	3	Practical workshop on speaking, preaching, and teaching. Students practice delivering Bible lessons and sermons in real ministry settings.
CE202	Leadership and Church Administration	3	Focuses on biblical leadership, teamwork, organizing ministries, and communication skills for those serving in church or Christian organizations.
CE203	Christian Ethics and Discipleship	4	Covers Christian moral principles and lifestyle. Students learn to mentor others and lead by example in their ministry context
CE204	Practicum / Field Ministry Experience	5	A supervised, hands-on experience in a local church, school, or ministry. Students apply what they've learned in teaching, evangelism, and service.

Program Structure (Program Pathway)

The Diploma in Christian Education and Ministry is delivered in a structured four-quarter format, with each term lasting eight weeks. The program is designed to provide a progressive learning experience that moves from foundational knowledge to practical ministry application.

In **Quarter 1**, students complete *CE101 Foundations of Christian Life and Ministry* (4 credits) and *CE102 Bible Overview and Interpretation* (4 credits), totaling 8 credits. This initial term focuses on spiritual formation and developing a foundational understanding of Scripture.

In **Quarter 2**, students enroll in *CE103 Christian Beliefs and Doctrines* (3 credits) and *CE104 Principles of Christian Education* (4 credits), for a total of 7 credits. This quarter builds theological understanding while introducing principles of effective teaching and learning within a Christian context.

In **Quarter 3**, students take *CE201 Teaching Methods and Ministry Communication* (3 credits) and *CE202 Leadership and Church Administration* (3 credits), totaling 6 credits. Emphasis is

placed on developing practical ministry skills, including communication, leadership, and organizational effectiveness.

In **Quarter 4**, students complete *CE203 Christian Ethics and Discipleship* (4 credits) and *CE204 Practicum/Field Ministry Experience* (5 credits), for a total of 9 credits. This final term serves as the capstone of the program, allowing students to apply their knowledge and skills in real-world ministry settings under supervision.

Collectively, the four quarters total 30 credit hours and are designed to ensure a balanced progression from foundational learning to applied ministry practice.

Course Descriptions

CE101 – Foundations of Christian Life and Ministry (4 Credits)

This course develops students' personal spiritual growth and understanding of God's call to ministry. Emphasis is placed on spiritual disciplines, character formation, and servant leadership as essential components of effective Christian living and ministry.

Learning Outcomes:

- Demonstrate understanding of foundational spiritual disciplines (e.g., prayer, Scripture study)
- Articulate a personal sense of calling to Christian ministry
- Apply principles of servant leadership in ministry contexts
- Reflect on personal spiritual growth and character development

CE102 – Bible Overview and Interpretation (4 Credits)

This course provides a survey of the Old and New Testaments while introducing methods for studying and interpreting Scripture. Students learn how to understand the Bible's message and apply it effectively in teaching and ministry.

Learning Outcomes:

- Summarize the major themes and structure of the Old and New Testaments
- Apply basic principles of biblical interpretation (hermeneutics)
- Demonstrate the ability to study Scripture independently
- Apply biblical teachings to ministry and everyday life

CE103 – Christian Beliefs and Doctrines (3 Credits)

This course introduces key teachings of the Christian faith, including doctrines of God, salvation, the Church, and the Holy Spirit. Emphasis is placed on how doctrine shapes Christian life and ministry practice.

Learning Outcomes:

- Identify core doctrines of the Christian faith
- Explain the theological significance of major Christian beliefs
- Demonstrate how doctrine informs ministry practice
- Articulate personal beliefs within a biblical framework

CE104 – Principles of Christian Education (4 Credits)

This course examines how individuals learn and how to effectively teach God’s Word. Students explore lesson planning, age-appropriate teaching strategies, and the use of storytelling and illustrations in ministry settings.

Learning Outcomes:

- Explain basic principles of teaching and learning
- Develop lesson plans appropriate for diverse audiences
- Utilize effective teaching strategies, including storytelling and illustrations
- Demonstrate the ability to communicate biblical concepts clearly

CE201 – Teaching Methods and Ministry Communication (3 Credits)

This practical course focuses on developing skills in speaking, preaching, and teaching. Students engage in hands-on practice delivering Bible lessons and messages in simulated and real ministry settings.

Learning Outcomes:

- Demonstrate effective verbal and nonverbal communication skills
- Prepare and deliver structured Bible lessons or sermons

- Apply principles of effective public speaking in ministry contexts
- Evaluate and improve personal teaching and communication techniques

CE202 – Leadership and Church Administration (3 Credits)

This course focuses on biblical leadership principles, teamwork, and the organization of ministry efforts. Students learn communication, planning, and administrative skills necessary for effective service in churches and Christian organizations.

Learning Outcomes:

- Describe biblical models of leadership
- Apply leadership principles in team and ministry settings
- Demonstrate basic administrative and organizational skills
- Communicate effectively within a ministry or organizational context

CE203 – Christian Ethics and Discipleship (4 Credits)

This course explores Christian moral principles and lifestyle expectations. Students learn how to model ethical behavior and disciple others through mentorship and example.

Learning Outcomes:

- Explain key principles of Christian ethics
- Apply ethical decision-making in ministry contexts
- Demonstrate the ability to mentor and disciple others
- Model Christ-like character in personal and ministry life

CE204 – Practicum / Field Ministry Experience (5 Credits)

This supervised, hands-on course provides practical ministry experience in a local church, school, or Christian organization. Students apply their knowledge in teaching, evangelism, leadership, and service.

Learning Outcomes:

- Apply classroom knowledge in real ministry settings
- Demonstrate effective teaching and communication in practice

- Participate in ministry activities such as evangelism and service
- Reflect on field experiences to improve ministry effectiveness
- Exhibit professionalism and accountability in a supervised environment
- Or package this into a complete academic catalog section

Program Total Credits: 30

Diploma in Worship Studies

This program prepares students to serve in worship ministry by developing their understanding of biblical worship, music ministry, and the spiritual heart of a worship leader. The focus is on practical ministry training rather than academic achievement. It combines classroom study with practical workshops and ministry experience.

Duration: 8 months – Full-Time, 12 -16 month – Part-Time

Total Required Hours: 30 Credit Hours

Delivery: Online

Semester 1

Course Code	Course Title	Credits	Description
WS101	Foundations of Worship	3	Explores the biblical meaning and history of worship, focusing on worship as a lifestyle and ministry calling.
WS102	The Heart of a Worship Leader	3	Focus on spiritual character, humility, and intimacy with God. Emphasizes integrity, prayer, and servant leadership.
WS103	Biblical and Theological Foundations of Worship	3	Studies worship in Scripture—from Old Testament temple worship to New Testament church gatherings.
WS104	Music and Worship Leadership	3	Practical training in leading worship teams, song selection, stage presence, and working with musicians. Includes vocal/instrument workshops.

Semester 2

Course Code	Course Title	Credits	Description
WS201	Creative Arts in Worship	3	Examines how drama, dance, multimedia, and visual arts enhance worship ministry. Encourages creativity led by the Holy Spirit.
WS202	Worship Planning and Administration	3	Covers planning worship services, coordinating volunteers, and balancing spiritual flow with practical organization.
WS203	Recital	4	
WS204	Practicum / Field Ministry Experience	5	A supervised, hands-on experience in a local church, school, or ministry. Students apply what they've learned in teaching, evangelism, and service.

Program Structure (Program Pathway)

The Diploma in Worship Studies is delivered in a four-quarter format, with each term lasting eight weeks. The curriculum is intentionally structured to guide students from spiritual formation and theological understanding to practical worship leadership and applied ministry experience.

In **Quarter 1**, students complete *WS101 Foundations of Worship* (3 credits) and *WS102 The Heart of a Worship Leader* (3 credits), totaling 6 credits. This initial term emphasizes the biblical meaning of worship and the development of the worship leader's spiritual character, focusing on personal devotion, humility, and servant leadership.

In **Quarter 2**, students enroll in *WS103 Biblical and Theological Foundations of Worship* (3 credits) and *WS104 Music and Worship Leadership* (3 credits), for a total of 6 credits. This quarter deepens students' understanding of worship in Scripture while introducing practical skills in music leadership, team coordination, and effective worship execution.

In **Quarter 3**, students take *WS201 Creative Arts in Worship* (3 credits), *WS202 Worship Planning and Administration* (3 credits), and one approved recital (3 credits), totaling 9 credits. This term focuses on expanding creative expression in worship and developing the organizational and administrative skills necessary for leading worship ministries effectively.

In **Quarter 4**, students complete *WS204 Practicum / Field Ministry Experience* (6 credits), totaling 6 credits for the term. This final quarter serves as the capstone experience of the program, providing supervised, hands-on ministry engagement in a local church or ministry setting. Students apply their knowledge and skills in real-world worship leadership while demonstrating professionalism, spiritual maturity, and ministry competence.

Collectively, the four quarters total 30 credit hours and are designed to provide a balanced progression from foundational knowledge and personal formation to advanced ministry practice and real-world application.

Course Descriptions

WS101 – Foundations of Worship (3 Credits)

This course explores the biblical meaning and historical development of worship, emphasizing worship as both a lifestyle and a ministry calling. Students examine key themes of worship throughout Scripture and its role in the life of the believer and the church.

Learning Outcomes:

- Explain the biblical definition and purpose of worship
- Trace the historical development of worship practices
- Describe worship as both a personal lifestyle and corporate expression
- Apply foundational worship principles to ministry contexts

WS102 – The Heart of a Worship Leader (3 Credits)

This course focuses on the spiritual formation of a worship leader, emphasizing character, humility, and intimacy with God. Students explore the importance of integrity, prayer, and servant leadership in worship ministry.

Learning Outcomes:

- Demonstrate understanding of the spiritual responsibilities of a worship leader
- Apply principles of humility, integrity, and servant leadership
- Develop personal disciplines that cultivate intimacy with God
- Reflect on personal character development in ministry

WS103 – Biblical and Theological Foundations of Worship (3 Credits)

This course examines worship throughout Scripture, from Old Testament temple practices to New Testament expressions in the early church. Students explore theological themes that shape worship practices today.

Learning Outcomes:

- Analyze worship practices in both Old and New Testament contexts
- Explain key theological principles related to worship
- Compare historical and biblical models of worship
- Apply theological insights to contemporary worship settings

WS104 – Music and Worship Leadership (3 Credits)

This course provides practical training in leading worship, including working with musicians, selecting songs, and developing stage presence. Students participate in vocal and/or instrumental workshops to strengthen their leadership abilities.

Learning Outcomes:

- Demonstrate effective worship leadership techniques
- Select and organize music appropriate for worship services
- Apply basic vocal or instrumental skills in a ministry setting
- Lead a worship team with confidence and clarity
- Exhibit appropriate stage presence and communication skills

WS201 – Creative Arts in Worship (3 Credits)

This course explores the integration of creative arts such as drama, dance, multimedia, and visual arts in worship settings. Emphasis is placed on fostering creativity guided by spiritual discernment.

Learning Outcomes:

- Identify various creative arts used in worship
- Explain the role of creativity in enhancing worship experiences
- Design worship elements that incorporate creative expressions

- Demonstrate discernment in aligning creativity with biblical principles

WS202 – Worship Planning and Administration (3 Credits)

This course focuses on the practical aspects of planning and organizing worship services. Students learn how to coordinate volunteers, structure services, and balance spiritual flow with effective administration.

Learning Outcomes:

- Develop structured worship service plans
- Coordinate teams and volunteers effectively
- Apply organizational and administrative skills in ministry
- Balance spiritual sensitivity with practical planning
- Demonstrate effective communication within a worship team

WS203 – Worship Recital

This course provides students with the opportunity to demonstrate their growth and proficiency in worship leadership through a formal recital. Students will plan, prepare, and lead a live or recorded worship experience that reflects musical skill, theological understanding, and spiritual maturity. The recital serves as a culminating performance that integrates course learning in music, leadership, and worship ministry.

Learning Outcomes

- Plan and execute a structured worship set or service
- Demonstrate vocal and/or instrumental proficiency in a worship context
- Exhibit effective worship leadership and stage presence
- Integrate biblical and theological principles into worship selection and delivery
- Collaborate with musicians and/or ministry teams in preparation and performance

WS204 – Practicum / Field Ministry Experience (6 Credits)

This supervised course provides hands-on experience in a worship or ministry setting. Students apply skills in leadership, planning, and creative expression within a real-world environment.

Learning Outcomes:

- Apply worship leadership skills in a live ministry setting
- Participate in planning and leading worship services
- Collaborate with ministry teams and creative contributors
- Demonstrate professionalism and accountability in fieldwork
- Reflect on practical experiences to improve ministry effectiveness

Program Total Credits: 30

Associate of Theological Studies (A.T.S)

The Associate of Theological Studies provides a comprehensive foundation in biblical studies, Christian doctrine, ministry leadership, and worship. The program integrates spiritual formation, theological understanding, and practical ministry experience to prepare students for service in churches, ministries, and faith-based organizations. This program comprises both the Diploma in Christian Education and Ministry and the Diploma in Worship Studies. Students complete the full curriculum of each diploma as part of this degree program. For detailed course descriptions, learning outcomes, and program requirements, please refer to each respective diploma program section.

Duration: 16 months – Full-Time, 20 month – Part-Time

Total Required Hours: 60 Credit Hours

Delivery: Online

Program Structure (Program Pathway)

The Associate of Theological Studies is delivered over eight consecutive eight-week quarters and is structured to provide a progressive and integrated approach to theological education, ministry development, and worship leadership.

In **Quarter 1**, students complete *CE101 Foundations of Christian Life and Ministry* and *WS101 Foundations of Worship*. This opening term establishes a foundation in spiritual formation and introduces students to the biblical understanding of worship.

In **Quarter 2**, students enroll in *CE102 Bible Overview and Interpretation* and *WS102 The Heart of a Worship Leader*. This quarter emphasizes biblical literacy alongside the development of personal character and spiritual discipline necessary for effective ministry.

In **Quarter 3**, students take *CE103 Christian Beliefs and Doctrines* and *WS103 Biblical and Theological Foundations of Worship*. Students deepen their understanding of theology and explore the role of worship throughout Scripture.

In **Quarter 4**, students complete *CE104 Principles of Christian Education* and *WS104 Music and Worship Leadership*. This term focuses on teaching methods and practical worship leadership skills, including communication and musical application.

In **Quarter 5**, students enroll in *CE201 Teaching Methods and Ministry Communication* and *WS201 Creative Arts in Worship*. Emphasis is placed on developing communication skills and incorporating creative expressions into worship and ministry.

In **Quarter 6**, students take *CE202 Leadership and Church Administration* and *WS202 Worship Planning and Administration*. This quarter prepares students for leadership roles by focusing on organization, teamwork, and effective ministry management.

In **Quarter 7**, students complete *CE203 Christian Ethics and Discipleship* and *WS203 Worship Recital*. Students explore ethical principles and discipleship while demonstrating their worship leadership skills through a formal recital.

In **Quarter 8**, students complete *CE204 Practicum / Field Ministry Experience* and *WS204 Practicum / Field Ministry Experience*. This final quarter serves as the capstone of the program, providing supervised, hands-on ministry experience where students apply their knowledge and skills in real-world settings.

Collectively, the eight-quarter pathway ensures balanced progression from foundational knowledge and spiritual formation to advanced leadership development and practical ministry application.

Program Total Credits: 60

Student Support Services

At Western Institution of Nassau, our Support Services are dedicated to helping students succeed academically and personally throughout their college journey. We provide a range of resources and personalized assistance designed to empower students to achieve their educational goals.

Academic Advising

Our Academic Advising team offers guidance on course selection, program requirements, and academic planning. Advisors work closely with students to develop personalized academic plans, monitor progress, and provide support in navigating college policies and procedures.

Academic Support

The Academic Support services include tutoring, study skills workshops, and resources to enhance learning and overcome challenges. Whether a student needs help with writing, math, or time management, our tutors and support staff are here to provide the tools and encouragement needed for success.

Library Services

Our Library Services provide access to a wide variety of print and digital resources, research assistance, and study spaces. Librarians are available to help students develop research strategies, locate materials, and use academic databases effectively, fostering independent learning and critical thinking skills.

Academic Calendar 2026 - 2027

Academic Year: 2026–2027

Term Length: 8 Weeks

Quarter 1 – Fall Term I

- **Classes Begin:** August 24, 2026
- **Add/Drop Period:** August 24 – August 28
- **Census Date:** September 4
- **Labor Day (No Classes):** September 7
- **Midterm Week:** September 21 – September 25
- **Final Exams:** October 12 – October 16
- **Term Ends:** October 16
- **Break:** October 19 – October 23

Quarter 2 – Fall Term II

- **Classes Begin:** October 26, 2026
- **Add/Drop Period:** October 26 – October 30
- **Census Date:** November 6
- **Veterans Day (Observed):** November 11
- **Thanksgiving Break:** November 25 – November 27
- **Midterm Week:** November 23 – November 27
- **Final Exams:** December 14 – December 18
- **Term Ends:** December 18
- **Holiday Break:** December 21, 2026 – January 1, 2027

Quarter 3 – Winter Term I

- **Classes Begin:** January 4, 2027

- **Add/Drop Period:** January 4 – January 8
- **Census Date:** January 15
- **Martin Luther King Jr. Day (No Classes):** January 18
- **Midterm Week:** February 1 – February 5
- **Final Exams:** February 22 – February 26
- **Term Ends:** February 26
- **Break:** March 1 – March 5

Quarter 4 – Winter Term II

- **Classes Begin:** March 8, 2027
- **Add/Drop Period:** March 8 – March 12
- **Census Date:** March 19
- **Midterm Week:** April 5 – April 9
- **Good Friday (No Classes):** April 2
- **Final Exams:** April 26 – April 30
- **Term Ends:** April 30
- **Break:** May 3 – May 7

Quarter 5 – Spring Term I

- **Classes Begin:** May 10, 2027
- **Add/Drop Period:** May 10 – May 14
- **Census Date:** May 21
- **Memorial Day (No Classes):** May 31
- **Midterm Week:** June 7 – June 11
- **Final Exams:** June 28 – July 2
- **Term Ends:** July 2
- **Break:** July 5 – July 9

Quarter 6 – Summer Term II

- **Classes Begin:** July 12, 2027
- **Add/Drop Period:** July 12 – July 16
- **Census Date:** July 23
- **Independence Day Observed (No Classes):** July 5 (*during break*)
- **Midterm Week:** August 2 – August 6
- **Final Exams:** August 30 – September 3
- **Term Ends:** September 3
- **Break:** September 6 – September 10

Commencement & Key Institutional Dates

- **Graduation Application Deadline:** June 1, 2027
- **Commencement Exercises:** July 17, 2027
- **Final Grades Due (Each Term):** 3 days after term end
- **Faculty Planning Week:** August 16 – August 20, 2026

Academic Policies (Calendar-Linked)

- **Add/Drop Period:** Students may adjust schedules without penalty during the first week
- **Census Date:** Enrollment is locked for reporting and financial purposes
- **Midterm Evaluations:** Academic progress reviews conducted in Week 4
- **Final Exams:** Conducted during Week 8 of each quarter
- **Breaks:** Designed to support student rest and faculty preparation

Institutional Information (Applies to All Terms)

- Classes meet **Monday through Friday** unless otherwise noted.
- The school is closed on all **legal holidays recognized by the State of Ohio**.

- Registration and orientation must be completed **before the first day of each term.**
- All tuition and fees are due **by the first day of classes**, unless the student is on an approved payment plan.

Faculty Directory