Course Start-Up Policy

IFD certified instructors may offer their own courses online through BeADisciple.com.

The process is initiated by submission of a completed IFD Online Course Submission form to the IFD Director of Online Education through this link: https://www.beadisciple.com/instructorinfo/. This is an agreement between the instructor and the IFD on the details of the course: title, description, start date, length, end date, minimum/maximum enrollment numbers, fee charged, etc. Once details are agreed upon, the IFD staff will use the information provided to post details regarding the course onto BeADisciple.com and open enrollment. The completed course form should contain all information the instructor wishes placed on the website, including book and material ordering information, if applicable.

Here are a few guidelines to keep in mind when completing the form:

- All BeADisciple.com courses and courses begin on Monday unless otherwise approved by the Director of Online Learning.
- Learners will have access to the course by noon US Central Time on the start day. This will be communicated on the website and on the receipt.
- Courses will not be launched on the first Monday in January of each year.
- The BeADisciple.com newsletter goes out on the last Tuesday of each month for the next month's courses.
- BeADisciple.com will have some blackout dates each year in agreement with the college for upgrades; these will be kept up-to-date on the course submission form. Please do not schedule your course to run over these dates.
- A minimum of at least four students is required for a course to be launched. The Director of Online Education will make the cut-off for go/no go decision on the morning the course is to launch unless cancelled prior by the instructor.
- Enrollment for all courses will be closed when the maximum enrollment number or the course start date is reached, whichever occurs first. Enrollment may be extended by request of the instructor at the discretion of the Director of Online Education.