

Seminaries and Institutes of Religion
Policy Manual Excerpts

Stake Institute Teachers
Outside the United States
May 21, 2018

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

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Information Management

DATA PRIVACY

The records of the Church and Seminaries and Institutes of Religion (S&I) contain confidential information, whether on paper, in computers, or in other electronic media. It is the responsibility of each employee, stake seminary and institute of religion teacher, or S&I missionary to protect that confidential information by handling, storing, and disposing of the information in an appropriate manner. Confidential information may be defined as any information that may jeopardize a person's identity or personal dealings when obtained by unauthorized sources.

General Privacy Guidelines

- Confidential information available through the Church or S&I is to be used for S&I business-related purposes only. Such information should never be shared with anyone that has not been authorized beyond the scope listed herein to have access to it and is not to be used for personal, political, commercial, or advertising purposes.
- Confidential information may not be given to individuals, agencies, or third parties that may be conducting research or surveys. S&I personnel should not provide priesthood leaders with lists of individuals in wards and stakes outside of the priesthood leader's stewardship. These leaders have processes in place to obtain this information through authorized Church systems. Any request for confidential information must be directed to the assistant administrator responsible for your area.
- Printed reports that contain confidential information or directories must be shredded before being discarded. Electronic media that contains or has contained confidential information must be deleted, erased, or made unreadable before it is discarded.
- All requests from the news media for confidential information must be directed to the local Church Public Affairs' representative.
- Usernames and passwords should be kept confidential and should not be shared with anyone.

Potential Student Information

The recruitment of potential students is a primary business operation for S&I. Personal information about students must be protected. If an instructor requests that student leaders assist in contacting potential students, a printed list of the names, addresses, and/or phone numbers may be shared for this purpose. Any questions or concerns about sharing potential student information should be directed to Information Services in the central office.

Printed seminary and institute recruitment lists should only contain the student's name, address, phone number, and email address. No other information should be included on these reports.

Enrollment Information

Information about students must be protected. No information about students should be given to any person other than their parents or legal guardians (if under 18 years old), current priesthood leader, authorized S&I employee, stake seminary and institute of religion teacher, or S&I missionaries. Limited contact information (name, address, phone number, and/or email address) may be shared when an instructor requests that student leaders assist in contacting other students (for example, for fellowshiping, assignments, devotionals, activities, and so forth). Any questions or concerns about sharing enrollment information should be directed to Information Services in the central office.

- Information on students of other faiths should not be shared with anyone beyond the immediate S&I program in which they are enrolled without the individual's permission.
- Pictures of students should not be published, shared, or used for any publication other than the teacher's picture class roll or within the classroom unless a completed Release to Use Image form has been obtained.
- Personal information, such as Social Security numbers or other government identification numbers, for students and stake seminary and institute of religion teachers should never be collected outside of S&I applications.
- Enrollment or performance information of a student in class should never be shared with anyone that has not been authorized to have access to it.

Priesthood Leader and Church Organizational Information

Information about priesthood leaders and the organization of the Church is owned by the Church and not S&I. Although S&I employees, stake seminary and institute of religion teachers, and S&I missionaries have been granted permission to use this information for S&I business-related purposes, it does not grant permission to share the information with other parties.

The website cdol.lds.org/cdol/outsideConditionsOfUse.jsf contains the complete data privacy agreement for priesthood leaders and Church organizations.

Any questions or concerns about sharing priesthood leader information should be directed to the Church Member and Leader Services' office in the Church Office Building.

Information obtained from the Church Directory of Organizations and Leaders (CDOL) is to be used for legitimate S&I business purposes only.

Note: When it is necessary to contact a priesthood leader, it is recommended that this contact be made at the priesthood leader's home rather than contacting him at work.

COPYRIGHTED MATERIALS

There are inherent challenges and potential liabilities when using copyrighted audio, visual, and written materials. Copyrighted materials may be used in the classroom under certain conditions but cannot be distributed in any form to others unless approved through the appropriate process. Distributing copyrighted materials without the permission of the copyright owner is illegal and dishonest and may open the Church and the individual employee to unnecessary liability.

Use of Copyrighted Materials

S&I teachers and administrators may use copyrighted material in their individual classrooms as long as the use of the material is in harmony with each of the following principles (for additional information, see “Guidelines,” “The Use of Church-Produced Material,” and “Use of Non-Church-Produced Material in sections 5.10.1–3 of *Gospel Teaching and Learning: A Handbook for Teachers and Leaders in Seminaries and Institutes of Religion* ([2012], [72–74](#)):

The use of copyrighted material must:

- Help the students learn what is important.
- Directly contribute to the purpose of the lesson.
- Be used sparingly.
- Be worth the time it takes to prepare and present.
- Be appropriate and in keeping with Church standards.

Copyrighted material, for example, should not be used if it:

- Is used as a time filler.
- Is merely used for entertainment purposes.
- Is controversial or sensational in nature.
- Contains undesirable or potentially offensive features.
- Comes from a questionable or inappropriate source.

Classroom use of copyrighted materials includes all forms and types of face-to-face presentations including but not limited to classrooms, assemblies, firesides, and inservice meetings.

If a question arises about whether or not the potential use of copyrighted materials is in harmony with the above principles, teachers should consult with their immediate supervisor. If necessary, the immediate supervisor may contact the area director for a final decision.

Distribution of Copyrighted Materials

Distribution of copyrighted materials in any form requires the authorization of the Church Correlation, Intellectual Property Division (IPD). (Distribution is defined as sharing copyrighted material with anyone else, including students and S&I teachers and administrators.) Those who distribute copyrighted materials without IPD authorization will be held personally liable.

Unless otherwise noted, authorization has been given for distribution of excerpts from written Church publications.

The S&I Publishing Product Management Division has been given the responsibility by S&I to work with copyright owners in obtaining the necessary permissions and approvals. S&I teachers and administrators are not to contact or negotiate with individual copyright owners.

A [Clearance to Distribute Copyrighted Materials](#) form (00289SI) is available on the S&I website for use when requesting authorization prior to distributing copyrighted materials. This form must be submitted through the appropriate S&I channels well in advance so that authorization might be obtained.

Institute of Religion

INTRODUCTION

Institute of religion programs provide weekday religious instruction for young adults. Institute helps young adults strengthen their commitment to Jesus Christ and gain guidance for life. Young adults who seek to apply truth learned from scriptures and modern prophets and share life experiences and their understanding of truth grow stronger while learning from the Spirit and others. Participation of individuals age 31 and older in institute is discouraged.

ESTABLISHING INSTITUTE OF RELIGION PROGRAMS

Institute of religion programs are established under the direction of priesthood leaders and Seminaries and Institutes of Religion (S&I) personnel to meet the needs of young single adults. Requests to establish programs in countries where S&I has not been established require the endorsement of the Area Presidency and approval of the Church Board of Education.

Stake and Campus Institute Programs

Where feasible, institute of religion classes should be made available for all young single adults through stake or campus programs.

Stake Institute Programs

Stake institute programs may be organized where existing campus institute classes are not readily accessible. See “Institute Classes for Young Single Adults” (First Presidency letter, Apr. 21, 2011). These programs typically meet each week throughout the calendar year. Classes should be organized into three terms of comparatively equal length. It is not necessary to have a break between terms. Stakes may also combine to offer classes on a multi-stake level.

A stake institute program is normally:

- Initiated at the request of the stake president.
- Taught in an existing Church facility.
- Taught by a stake institute teacher.
 - Supervised by an S&I coordinator.
 - The coordinator is to provide training for stake teachers.
- Budgeted for as follows:

S&I Budget Responsibilities	Local Priesthood Budget Responsibilities
<ul style="list-style-type: none"> • Institute manuals and teaching supplies • Graduation diplomas • Travel expenses for stake teachers and other support personnel, as approved by the stake president • Use of materials and equipment in S&I institute buildings 	<ul style="list-style-type: none"> • Student activities <p><i>Note:</i> Stake priesthood leaders and young single adult activities committees are responsible for young single adult activities. Stakes may sponsor limited activities associated with stake institute classes. These activities are funded through stake budgeted funds and not S&I budgeted funds.</p>

Campus Institute Programs

Campus institute programs are independent of stake boundaries and are organized primarily to provide classes for LDS students (ages 18–30) participating in post-secondary education at a campus. Young adults who are not currently enrolled in post-secondary education may also attend. Institute classes should be organized with a similar schedule as the adjacent campus by using the standard semester schedule (three terms per year). Campus programs may teach classes in multiple locations on a single college or university campus. If there is a need for classes to be held on multiple university or college campuses, then a separate program should be created for each location. In rare exceptions, the associate administrator may approve establishing a campus program in a location that is not adjacent to a college or university campus but that is a convenient gathering place for students enrolled in post-secondary education at multiple campuses.

Institute Advisory Council

If an institute serves only one stake, the stake presidency is responsible for organizing the institute advisory council (IAC). Where an institute of religion serves more than one stake, an IAC is organized under the direction of the stake assigned by a member of the assigned Area Seventy or the Area Presidency. This IAC consists of a chairman (a member of the stake presidency of the assigned stake), the institute director, and a student council presidency. The IAC has the following responsibilities:

- Organize and direct the institute student council. Obtain a worthiness clearance for each proposed council member and see that they are called, set apart, and released by or under the direction of the chairman of the advisory council.
- When possible, ensure that young single adults and married students are represented on the student council.
- Approve and correlate the annual student activity calendar (including any travel) and use of budgeted funds for student activities in campus institute programs. No money should be collected from students for activities or charged for institute merchandise (such as t-shirts).

All stake institute program activities are under the direction of stake priesthood leaders and young single adult activities committees. Stakes may sponsor limited activities associated with stake institute classes. These activities are funded through stake funds and not S&I funds.

INSTITUTE OF RELIGION OPERATIONS

Enrollment

Institute enrollment efforts include the process of working with priesthood leaders and parents to identify all eligible students, determining program potential, completing registration information, scheduling students into classes, and tracking attendance.

LDS Young Adults and Institute Enrollment

All young single adults who have not yet graduated from institute or a Church college or university should be invited to enroll in institute. Other young adults are invited to attend according to their needs and interests. S&I personnel from the institute program assigned to

work with the stake should work closely with priesthood and auxiliary leaders to encourage student enrollment. This should be a continual process throughout the year, with special emphasis being given at critical times, such as the beginning of each new term. Potential students, including investigators, new converts, and returning missionaries, should be invited to enroll regardless of the time of year. S&I personnel should also encourage enrollment by:

- Working closely with the IAC and institute student council.
- Involving seminary personnel in inviting students who are completing seminary to enroll in institute.
- Counseling with the appropriate priesthood leaders, students, parents, and missionaries to ensure that each potential student receives sincere encouragement to enroll, attend, and complete.
- Inviting those completing their last year of seminary to attend the next Worldwide Devotional for Young Adults and introducing them to institute students at the devotional.

Non-LDS Young Adults and Institute Enrollment

Young adults not of our faith are welcome to attend, participate, register, and enroll in institute, but are not counted as potential institute students.

Stake and Ward Potential

Young single adults (ages 18–30) in a stake or ward who have not yet graduated from institute or a Church college or university are potential institute students. Youth who are 17 years of age and have completed high school (or equivalent) are eligible to participate in institute.

Individuals who have been deemed “not accountable” by their priesthood leaders or are otherwise disabled are eligible to participate in institute programs.

Program Potential

Campus programs. A young single adult who is enrolled in an institution of higher education and has not yet graduated from institute or a Church college or university is potential for the program that is assigned to the institution. Young single adults who are not attending school and whose stake is assigned to a campus program are also potential for that program.

Stake programs. Young single adults who have not yet graduated from institute or a Church college or university are potential for the program that is assigned to work with the stake in which they live.

Where eligible young single adults have the opportunity to attend multiple campus or stake institute programs, the institute program assigned to work with the stake should work with each eligible young single adult (and his or her priesthood leader) to identify which program the student is most likely to attend. The student should then be assigned as potential in that program. Factors that influence this are as follows:

- Is the individual attending a post-secondary institution that is assigned to an S&I campus institute program? If the individual is attending a post-secondary institution

where there is an established campus institute program, then he or she should be encouraged to attend institute at that program.

- Is there a stake institute class in close proximity to where the individual lives or works?
- Does the individual want to attend institute at a particular location due to friends or family considerations?

When a young single adult enrolls in an institute class, he or she is automatically designated as potential in that institute program regardless of where he or she may have been previously designated. Due to the transitory nature of young single adults, the institute program potential number is to be reported each term.

When young single adults attend classes in multiple programs in a given term, they are considered potential in each program for that term.

Enrolled Students

Students are enrolled when they have been registered, scheduled, and have attended at least one class session. For some institute students, these processes may happen simultaneously.

Student Attendance

Class attendance must be recorded in WISE before a student is officially enrolled. Teachers are to ensure that attendance is properly recorded by taking roll each class.

Student Leaders and Organizations

Class officers and other leaders can be of great help in inviting potential students to enroll, encouraging class participation, and in helping to cultivate a learning environment of love, respect, and purpose.

Institute Class Officers

An institute teacher may appoint class officers. The teacher considers all worthy students for class officers, including those with disabilities. Before making these appointments, the teacher contacts the bishop for approval. The teacher announces officers in class, but they are not sustained or set apart. These officers assist the teacher as needed.

Institute Student Council

The institute student council (ISC) consists of a president, one or more vice presidents, a secretary, committees as needed, and organization representatives as appropriate. Council members may be any worthy male or female postsecondary students or young single adults enrolled in institute. The institute director or a faculty member serves as an adviser. The council has the following responsibilities:

- Assist in identifying and encouraging enrollment.
- Discuss the needs and correlate the activities of all groups represented on the council.
- Prepare an annual institute activity calendar with budget information for approval by the IAC.
- Plan, coordinate, and carry out all approved activities.
- Appoint temporary committees to help with assignments and activities as needed.

Student Activities

See “Stake Institute Programs” on page 4.

Stake Institute Activities

Activities provided by stake institute programs operate under the direction of the stake young single adult committee.

Music and Other Creative Works at Student Activities

Any music provider should adhere to Church standards of music, dress, deportment, copyright, and intellectual property clearance for the use of music at student activities. The laws governing the use of music, movies, and other creative works at events sponsored by religious, educational, and fraternal organizations vary from country to country. Therefore, S&I personnel should consult with their area director to ensure that proper procedures are being followed. The area director may also consult with the Church’s Area Legal Counsel, as needed. Detailed written records of all needed license and permissions should be retained.

Fund-Raising Activities

Fund-raising activities are not authorized. Institutes should not participate in fund-raising for other entities. Although the collection of cash donations for service-based activities is not allowed, it is permissible to collect items from students, faculty, and volunteers (for example, for Sub-for-Santa and food drives). Student activity funds may be used to purchase supplies for service-based activities where the main part of the activity is for the students to assemble the items or convert materials into finished products (for example, quilts and hygiene kits). Budgeted funds may not be used to purchase finished goods for donation.

Institute Courses

The approved course guidelines help S&I provide a consistent program for students throughout the world. Consistency in numbering, titles, and credit helps unify, simplify, and strengthen the institute program. It also helps students who take courses at multiple institute programs and those who transfer credit to a Church college or university. These guidelines also help institutes stay focused on the Objective of Seminaries and Institutes of Religion and in teaching students the doctrine and principles of the gospel as found in the scriptures and the words of the prophets (see *Gospel Teaching and Learning: A Handbook for Teachers and Leaders in Seminaries and Institutes of Religion* [2012], [x](#)).

The course numbers and titles from the course catalog should be used when publishing class schedules. The courses listed in the course catalogs below are the only courses approved to be taught; other courses are not approved.

Course Catalog—Two-Credit Courses

Cornerstone Courses		
These courses are required for graduation. Administrators must ensure these are offered frequently enough to allow students to graduate in an appropriate period of time.		
<i>Note: Scripture-based courses earned by students prior to August 1, 2015, can be used in place of Cornerstone courses to fulfill this graduation requirement.</i>		
Course Number	Credits	Course Name
200	2	The Eternal Family
225	2	Foundations of the Restoration

Stake Institute Teachers (Outside the United States)

250	2	Jesus Christ and the Everlasting Gospel
275	2	Teachings and Doctrine of the Book of Mormon

Primary Elective Courses

Students need six (6) elective credits (primary or secondary) to qualify for graduation. Primary elective courses must be offered frequently enough to allow students to obtain credit for graduation.

Course Number	Credits	Course Name
121	2	Book of Mormon (1 Nephi to Alma 29)
122	2	Book of Mormon (Alma 30 to Moroni 10)
130	2	Missionary Preparation
150	2	The Gospel and the Productive Life
211	2	New Testament (Gospels)
212	2	New Testament (Acts to Revelation)
215	2	Scripture Study—The Power of the Word
301	2	Old Testament (Genesis to 2 Samuel)
302	2	Old Testament (1 Kings to Malachi)
324	2	Doctrine and Covenants (Sections 1–76)
325	2	Doctrine and Covenants (Sections 77–138)
327	2	The Pearl of Great Price
333	2	Teachings of the Living Prophets
341	2	Latter-day Saint History (1815–1846)
342	2	Latter-day Saint History (Brigham Young—Lorenzo Snow)
343	2	Latter-day Saint History (Joseph F. Smith—present)

Secondary Elective Courses

These courses may be offered during terms 1 and 2 when a minimum of one Cornerstone course and one primary elective course are also offered. If at least one Cornerstone course and one primary elective course are offered during terms 1 and 2, secondary elective courses may be offered without restriction during term 3. Published curriculum is available for these courses where noted. For the remaining courses, a course outline is provided. For each of the secondary elective courses, the general elevate learning experience is provided as one of the approved options.

Course Number	Credits	Course Name
031	1	Devotional Series+
110	2	Choir (non-auditioned)+
180	1	Principles of Leadership+*
182	0	Principles of Leadership Lab*
190	2	Choir (auditioned)+
390R	2	Preparing for an Eternal Marriage*
390R	2	Building an Eternal Marriage*
390R	2	Introduction to Family History*
390R	2	Presidents of the Church*
390R	2	Doctrines of the Gospel (Chapters 1–20)*
390R	2	Doctrines of the Gospel (Chapters 21–37) *
390R	2	Latter-day Hymns
390R	2	Teachings of the Prophet Joseph Smith
390R	2	Teachings of President Russell M. Nelson
390R	2	The Book of Isaiah
390R	2	The Parables of Jesus
390R	2	The Restored Gospel and Christian History
390R	2	The Restored Gospel and World Religions
390R	2	The Writings of John the Beloved

Stake Institute Teachers (Outside the United States)

Course Number	Credits	Course Name
390R	2	Women in the Scriptures
471	2	Teaching Seminary (preservice only)*
475	0	Seminary Student Teacher Seminar (preservice only)*

+ Up to two credits may apply towards graduation

* Published curriculum available in English only

Course Catalog—One-Credit Courses

From time to time, institutes may offer other one-credit versions of the standard courses. Such courses are typically offered during the summer months or during breaks in the regular semester schedule when there is only sufficient time for abbreviated courses. These courses are not intended to replace the standard two-credit courses, which should continue to be the primary course offerings during regular terms. These abbreviated courses may be a good introduction to the institute program for recent high school graduates.

Cornerstone Courses		
Course Number	Credits	Course Name
200A	1	The Eternal Family (Lessons 1–14)
200B	1	The Eternal Family (Lessons 15–28)
225A	1	Foundations of the Restoration (Lessons 1–14)
225B	1	Foundations of the Restoration (Lessons 15–28)
250A	1	Jesus Christ and the Everlasting Gospel (Lessons 1–14)
250B	1	Jesus Christ and the Everlasting Gospel (Lessons 15–28)
275A	1	Teachings and Doctrine of the Book of Mormon (Lessons 1–14)
275B	1	Teachings and Doctrine of the Book of Mormon (Lessons 15–28)

Primary Elective Courses		
Course Number	Credits	Course Name
121A	1	Book of Mormon (1 Nephi to 2 Nephi)
121B	1	Book of Mormon (Jacob to Alma 29)
122A	1	Book of Mormon (Alma 30 to 3 Nephi 17)
122B	1	Book of Mormon (3 Nephi 18 to Moroni 10)
130A	1	Missionary Preparation (Lessons 1–8)
130B	1	Missionary Preparation (Lessons 9–15)
150A	1	The Gospel and the Productive Life (Lessons 1–8)
150B	1	The Gospel and the Productive Life (Lessons 9–15)
211A	1	New Testament (Gospels of Matthew and Mark)
211B	1	New Testament (Gospels of Luke and John)
212A	1	New Testament (Acts to 2 Corinthians)
212B	1	New Testament (Galatians to Revelation)
215A	1	Scripture Study—The Power of the Word (Lessons 1–8)
215B	1	Scripture Study—The Power of the Word (Lessons 9–15)
301A	1	Old Testament (Genesis to Leviticus 10)
301B	1	Old Testament (Leviticus 11 to 2 Samuel)

Stake Institute Teachers (Outside the United States)

302A	1	Old Testament (1 Kings to Isaiah)
302B	1	Old Testament (Nahum to Malachi)
324A	1	Doctrine and Covenants (Sections 1–42)
324B	1	Doctrine and Covenants (Sections 43–76)
325A	1	Doctrine and Covenants (Sections 77–108)
325B	1	Doctrine and Covenants (Sections 109–138)
327A	1	The Pearl of Great Price (Moses)
327B	1	The Pearl of Great Price (Abraham–Articles of Faith)
333A	1	Teachings of the Living Prophets (Lessons 1–6)
333B	1	Teachings of the Living Prophets (Lesson 7, Conference <i>Ensign</i>)
341A	1	Latter-day Saint History (Lessons 1–14) (corresponding to LDS History: 1815–1846 Teacher Material (Rel 341))
341B	1	Latter-day Saint History (Lessons 15–28) [corresponding to LDS History: 1815–1846 Teacher Material (Rel 341)]
342A	1	Latter-day Saint History (Lessons 17–24) [corresponding to Church History in the Fulness of Times Teacher Material (Rel 342–343)]
342B	1	Latter-day Saint History (Lessons 25–32) [corresponding to Church History in the Fulness of Times Teacher Material (Rel 342–343)]
343A	1	Latter-day Saint History (Lessons 33–42) [corresponding to Church History in the Fulness of Times Teacher Material (Rel 342–343)]
343B	1	Latter-day Saint History (Lessons 43–49) [corresponding to Church History in the Fulness of Times Teacher Material (Rel 342–343)]

Secondary Elective Courses

Course Number	Credits	Course Name
031	1	Devotional Series+
090R	1	Doctrines of the Gospel (Chapters 1–20)*
090R	1	Doctrines of the Gospel (Chapters 21–37)*
090R	1	Latter-day Hymns
090R	1	Teachings of the Prophet Joseph Smith
090R	1	Teachings of President Russell M. Nelson
090R	1	The Book of Isaiah
090R	1	The Parables of Jesus
090R	1	The Restored Gospel and Christian History
090R	1	The Restored Gospel and World Religions
090R	1	The Writings of John the Beloved
090R	1	Women in the Scriptures
110A	1	Choir (non-auditioned) (Part 1)+
110B	1	Choir (non-auditioned) (Part 2)+
180A	1	Principles of Leadership (Part 1)+*
180B	1	Principles of Leadership (Part 2)+*
182	0	Principles of Leadership Lab*
190A	1	Choir (auditioned) (Part 1)+
190B	1	Choir (auditioned) (Part 2)+
390RA	1	Preparing for an Eternal Marriage (Part 1)*
390RB	1	Preparing for an Eternal Marriage (Part 2)*
390RA	1	Building an Eternal Marriage (Part 1)*

Stake Institute Teachers (Outside the United States)

390RB	1	Building an Eternal Marriage (Part 2)*
390RA	1	Introduction to Family History (Part 1)*
390RB	1	Introduction to Family History (Part 2)*
390RA	1	Presidents of the Church (Part 1)*
390RB	1	Presidents of the Church (Part 2)*

+ Up to two credits may apply towards graduation

* Published curriculum available in English only

Institute Choir Courses

Consult with your S&I representative.

Materials

Selected teacher and student materials are provided by S&I. Many of them are available in multiple formats and are available for order and download at store.lds.org. Students and teachers are encouraged where possible to use digital versions of these materials, which can be found online at lds.org/manual. Before ordering printed materials, the following questions should be considered:

- How many students are likely to be enrolled?
- How many printed copies of each item does the unit already have available?
- How many teachers and students use digital versions of materials rather than printed copies?

Institute students are responsible for obtaining their own scriptures. Students unable to afford scriptures should turn to their families and priesthood leaders for assistance. In cases where students or parents don't want or don't care to ask, an S&I representative may counsel with priesthood leaders about the need and possible solutions. Personnel may assist in identifying a format appropriate for the student's needs (large print, electronic, Braille, ASL, audio, and so forth). Stake programs may purchase scriptures if priesthood funds are available.

Institute Class Requirements

Institute classes have the following standard requirements:

- The teacher is a full-time or part-time S&I employee, a stake institute of religion teacher, or a missionary with an S&I assignment. Wherever possible, institute teachers should hold at least a bachelor's degree (see "Transferable Credit").
- The course taught is on the "Approved Courses" list.
- S&I-approved curriculum materials are used.
- The class meets for the prescribed amount of time per credit unit. For each unit of credit awarded for an institute course, the class should convene as follows:

Frequency of Class Period	Once a week	Twice a week
Minimum Length of Class Period	90 minutes	50 minutes
Minimum Number of Class Periods	15	30
Credits	2	2

- Enrollment records and class roll are completed for each class.

- The class does not meet on Sunday or on Monday evening unless the Church Board of Education has given specific approval.

Credit and Grading

Students receive credit by attending 75 percent of the classes held and completing assigned readings (100 percent for scripture courses and 75 percent for all other courses) and course elevate learning experiences.

Repeated Courses

While students may repeat courses and receive a Course Completion Certificate for each time they complete course requirements, only one instance of the course is available for transferable credit. In addition to the four Cornerstone courses, students are strongly encouraged to complete three additional elective courses. When students find themselves with limited course offerings and repeating a given Cornerstone course is their only class option, students may use one additional instance of each Cornerstone course as elective credit toward institute graduation.

Grading

Every student who qualifies for credit is to be given a grade. The type of grade given should be consistent with the standards used in the country or region where the program is located. In the United States A, B, or C grades should be used. An incomplete, audit, or failing grade is not authorized. For students who do not qualify for credit, teachers should determine and enter the grade into WISE that the student will receive once make-up work is completed. WISE will withhold and issue the grade upon completion of the make-up work.

Criteria for grading could include effort and progress on such things as assignments, quizzes, doctrinal mastery, and contributions to class discussions. Area directors should ensure that institute programs use similar criteria and grades.

Dropping Classes (for programs using WISE)

Consult with your S&I representative.

Transferable Credit

Consult with your S&I representative.

Grade Reports

A grade report should be given to every student at the end of each term. The reports are generated in WISE and may be either emailed or printed and given to the student.

Student Recognition and Graduation

Institute graduation exercises may be held on a stake or multi-stake level. They may also be combined with seminary exercises. Priesthood leaders determine which option best meets their circumstances. If it is determined that graduation exercises will not be held, diplomas may be presented to students by their bishops. This can occur in a meeting, individually, or as the bishop deems appropriate.

Graduation exercises are planned and presided over by a member of a stake presidency or a high councilor. Institute representatives and students assist as requested. S&I provides the names of students who have or will meet the religious education requirements for diplomas well in advance to give priesthood leaders adequate time to complete the necessary worthiness clearance. For additional information, see [A Guide to Seminary and Institute Graduation Exercises](#).

Under direction of the IAC, campus institute programs may choose to hold a program-level recognition activity (for example, a term-end or year-end social, honors night, or fireside) at the end of a term to honor students who have completed courses and those who are candidates to receive graduation diplomas. This type of event should be carefully coordinated with priesthood leaders so as not to compete with stakes who choose to hold graduation exercises. Certificates of Course Completion and Certificates of Attendance do not require an ecclesiastical endorsement and may be presented at such an event after the term has been closed. Because institute diplomas require an ecclesiastical endorsement, they are presented to students by their priesthood leaders. Therefore, candidates for graduation could be recognized at a program-level event (that is, their names may listed in the program or read as part of the event), but these candidates should not walk across the stand or be awarded diplomas.

Diplomas and Certificates

Institute diplomas and certificates are official documents. Programs produce these documents using [WISE](#) after the terms are closed; this ensures that the awards are recorded on students' transcripts. For programs needing diplomas or certificates in languages not yet available in WISE, please contact [S&I Information Services](#). The following awards are available:

- A Certificate of Attendance is awarded to students who meet the attendance requirement for the course of study but who do not meet the qualifications for a Certificate of Course Completion.
- A Certificate of Course Completion is awarded to students upon completion of the credit requirements for each institute course of study.
- An Institute of Religion Diploma is awarded to students under the direction of their stake president who have completed 14 credits as follows:
 - Each Cornerstone course (8 credits)
 - Elective courses (6 credits)

“[Seminary and Institute Certificate Paper](#)” (11181000) “[Seminary and Institute Diploma Paper](#)” (06029000), and “[Seminary and Institute Diploma Covers](#)” (10474000) are available at store.lds.org.

Ecclesiastical Endorsement

An ecclesiastical endorsement from the student's bishop is required for the Institute of Religion Diploma. Lists of eligible students should be sent to bishops well in advance of the printing of graduation programs. This allows bishops time to determine worthiness and, if necessary, work with students to resolve any concerns. Those not of our faith may also be cleared for worthiness by the bishop responsible for the area in which they live or by the clergy of their own faith. To maintain confidentiality, worthiness clearance information from bishops should only be given to stake presidents and not to S&I personnel. If a bishop requests additional time beyond

institute graduation to resolve worthiness issues, the diploma or certificate should be given to the bishop. It could then be awarded privately by the bishop.

Printed Graduation Programs

Stake leaders should finalize the lists of those to be honored and supervise the planning and printing of the recognition program. An S&I representative will provide the names of the Church Board of Education and other S&I leaders. Locally produced program covers must not include pictures, paintings, or other illustrations that violate copyright laws. If copyrighted material is to be used, written permission must first be obtained from the copyright owner. For further instruction on planning and printing programs, see [A Guide to Seminary and Institute Graduation Exercises](#).

Enrollment and Completion Reports—Closing Terms

The institute reporting year begins about the same time as the seminary reporting year. Each term should be closed in WISE within two weeks of the last day of classes. Once the term is closed the Institute Term-end Report is available online for use by program, area, and central office administrators. The Institute Year-end Report is available when the year is closed.

Curriculum

SEMINARIES AND INSTITUTES OF RELIGION CURRICULUM MATERIALS

Course Materials

Courses of study, including associated media, are developed by Seminaries and Institutes of Religion (S&I) Curriculum Services in the central office. All curriculum materials are approved by the Church Correlation Department before use. This ensures a unified religious education curriculum true to the direction of the Church Board of Education. It also allows students the opportunity to study the gospel systematically and makes it possible for them to move from one geographic area to another without serious disruption of their gospel study. These materials are copyrighted and may not be used in private publications without permission from the Church Intellectual Property Office. All S&I teachers are expected to use the approved curriculum and adapt it to local circumstances as needed. S&I welcomes suggestions from the field on how to improve curriculum effectiveness.

Students with Special Needs

Special needs is a general term used to identify students with unusual intellectual or physical circumstances. Reasonable effort should be made by teachers to meet these various individual needs. Many curriculum materials are available in alternate formats and are designed to meet the needs of students whose sight, hearing, learning skills, or reading ability may be limited. Teachers should select the S&I-approved curriculum materials most suitable to the needs of their students. Special assistance for deaf students, such as signing, is the responsibility of the students' family members and priesthood leaders. Additional information is available on the [Disability Resources](#) page on the Church website.

LOCAL CURRICULUM MATERIALS

Sharing ideas and personal materials with colleagues is an important part of teaching and mentoring. Teachers are, however, expected to abide by the following guidelines:

- Materials shared should be appropriate, support S&I curriculum, and be in harmony with S&I policies.
- Materials shared may not contain copyrighted material (other than those found in written Church publications) unless permission has been granted by the Church's Intellectual Properties Office.

Locally prepared non-copyrighted curriculum materials (teaching ideas, handouts, and so forth) may be shared among teachers within an S&I program with approval of the seminary principal, institute director, or coordinator. In rare situations, the distribution may be expanded to others in the area with the approval of the area director. However, creating and sharing uncorrelated materials beyond the area should not be done.

TEACHING CORRECT DOCTRINE

Occasionally sensational and spurious quotes or stories circulate among Church members. President Harold B. Lee (1899–1973) said “Rumor and gossip ... when once started, gains momentum as each telling becomes more fanciful, until unwittingly those who wish to dwell on the sensational repeat them in firesides, in ... classes without *first verifying the source* before becoming a party to causing speculation and discussions that steal time away from the things that would be profitable and beneficial and enlightening to their souls” (“[Admonitions for the Priesthood of God](#),” *Ensign*, Jan. 1973, 105; emphasis added).

Quoting spurious material is detrimental to the Spirit and will not bless the lives of our students. As we teach them the restored gospel, we must reach past their emotions to their spirits and let the Holy Ghost, not the sensational, bring them to Christ. The safest sources for lesson materials are found in official Church publications, including S&I curriculum materials.

CURRICULUM-RELATED MATERIALS ON THE INTERNET

Curriculum-related materials on the internet may not always be appropriate for S&I classroom use. Because such internet sites (except for the official S&I and Church sites) are not endorsed by S&I and the materials they contain have not been approved by the Church Correlation Department, caution should be used when considering such material for use in a lesson. If an item is found that seems beneficial and suitable to a lesson being prepared, however, the item should be cleared by the teacher’s S&I supervisor prior to use.

USING WISDOM IN LESSON PREPARATION

Even if something has been verified or published before, it still may not be appropriate for our use. Our lessons should build faith and testimony in the students. President Boyd K. Packer (1924–2015) of the Quorum of the Twelve Apostles warned of the following in a Church history setting, which can be applied generally:

“There is a temptation ... to want to tell everything, whether it is worthy or faith promoting or not.

“Some things that are true are not very useful. ...

“The final caution concerns the idea that so long as something is already in print, so long as it is available from another source, there is nothing out of order in using it in writing or speaking or teaching.

“Surely you can see the fallacy in that.

“I have on occasion been disappointed when I have read statements that tend to belittle or degrade the Church or past leaders of the Church in writings of those who are supposed to be worthy members of the Church. When I have commented on my disappointment to see that in print, the answer has been, ‘It was printed before, and it’s available, and therefore I saw no reason not to publish it again.’

“You do not do well to see that it is disseminated. It may be read by those not mature enough for ‘advanced history,’ and a testimony in seedling stage may be crushed. ...

“Don’t perpetuate the unworthy, the unsavory, or the sensational.

“Some things that are in print go out of print, and the old statement ‘good riddance to bad rubbish’ might apply” (“The Mantle is Far, Far Greater than the Intellect” [address given at the Church Educational System Symposium, Aug. 22, 1981], 2, 7–8).

PROPER DECORUM IN SACRED MATTERS

Students should not be asked to kneel for prayer in class. It is not appropriate to organize clubs or groups with sacred implications (for example, “the Holy Ghost Club”).

DOCTRINAL ISSUES

Students and teachers with doctrinal issues should first be encouraged to find answers in the scriptures or the teachings of modern prophets (students should also be encouraged to go to their parents). If they cannot find an answer, they should be directed to their bishop. If their bishop does not have an answer, he has a priesthood line of authority to follow until an answer is received. S&I teachers with routine questions arising out of current seminary lessons could ask their immediate supervisor. If the supervisor does not have an answer, he or she has an S&I line of authority to follow until an answer is received. The First Presidency has counseled:

“The Lord in His wisdom so organized His Church that there is accessible to every member—man, woman, and child—a bishop or branch president and a stake or mission president who serve as spiritual advisers and as temporal counselors. By reason of their ordination, these priesthood leaders are entitled to the spirit of discernment and inspiration to enable them to counsel members within their jurisdiction. Such leaders who have need for further clarification about doctrinal issues may write in behalf of their members to the First Presidency” (“[Policies and Announcements](#),” *Ensign*, Dec. 1990, 71).

MEDIA

As discussed here, media includes music and visual images presented via audiocassettes, videocassettes, CDs, DVDs, and computers.

S&I Media

Many seminary and institute courses have S&I-produced media that may be used. These materials can be ordered through the Church distribution centers.

Other Church Media

Most other Church media as listed at store.lds.org has also been approved by the Church Correlation Department for uses that include S&I classrooms. Recordings of most Church satellite broadcasts may also be used in S&I classrooms.

S&I-approved Media

Occasionally the S&I Executive Council may approve other media for classroom use or for training purposes. When such approval is given, S&I budgeted funds may be used to purchase it.

Other Media

S&I teachers and administrators may use copyrighted material in their individual classrooms as long as the use of the material is in harmony with each of the following principles (for

additional information, see “Guidelines,” “The Use of Church-Produced Material,” and “Use of Non-Church-Produced Material in sections 5.10.1–3 of *Gospel Teaching and Learning: A Handbook for Teachers and Leaders in Seminaries and Institutes of Religion* ([2012], [72–74](#)):

The use of copyrighted material must:

- *Directly contribute to the purpose of the lesson and what the students need to learn.* Using resources because they fill time or are entertaining are not sufficient reasons for their use.
- *Be used sparingly to accent or make a lesson interesting.*
- *Be worth the time they take to prepare and present.*
- *Be appropriate and in keeping with Church standards.* They must not contain any undesirable features that may offend or teach ideas that are not desirable in religious education. Even if a short video or audio segment is appropriate, if it comes from an inappropriate source, it should not be used. Items that are controversial and sensational usually do not build faith and testimony and should not be used.

S&I budgeted funds may not be used for the rental or purchase of media that is not approved by the Church Correlation Department and by S&I.

Stake Seminary and Institute of Religion Teachers and Stake Seminary Supervisors

APPOINTMENT AND RELEASE

Stake seminary and institute of religion teachers and stake seminary supervisors are to be called, set apart, and released by or under the direction of local stake presidents.

DRESS AND GROOMING STANDARDS

Stake seminary and institute teachers are expected to dress modestly and in a conservative, professional manner that is consistent with the customs and standards of the country in which they work. In situations where dress standards may need to be modified, please consult with your coordinator.

The following guidelines should be followed for dress and grooming:

Men	Women
<ul style="list-style-type: none"> • Clothing should be clean, well-cared for, and neatly pressed. The fit and style of clothing should be modest. • Extreme clothing of any kind or style should be avoided. • Ties and suits or sport coats and dress slacks are acceptable. It is expected that a suit or sport coat will be worn when teaching unless classroom temperature dictates otherwise. • Casual materials (such as denim or khaki) are not acceptable. • White or light-colored dress shirts are acceptable. • Shoes should be in good repair and shined. Athletic or similar shoes, regardless of color, should be avoided. Casual sandals and flip-flops are not acceptable. • Extreme hairstyles are not acceptable. Hair should be clean and neatly combed. Hair length should be above the collar. • Sideburns below the earlobes and beards are not acceptable. • Mustaches, where worn, should be neatly trimmed and not extend beyond the corners of the mouth. • Cologne should be used sparingly, with sensitivity to the allergies of others. • High standards of personal hygiene and cleanliness are expected. 	<ul style="list-style-type: none"> • Clothing should be clean, well-cared for, and neatly pressed. The fit and style of clothing should be modest. • Extreme clothing of any kind or style should be avoided. • Professional pant suits, dress slacks, skirts, or dresses of at least knee length are acceptable. Skirts with immodest slits or split skirts are not acceptable. • Shoes should be in good repair. Athletic or similar shoes, regardless of color, should be avoided. Casual sandals and flip-flops are not acceptable. • Extreme hairstyles are not acceptable. Hair should be clean and neatly combed. • Perfume should be used sparingly, with sensitivity to the allergies of others. • High standards of personal hygiene and cleanliness are expected.

TRAINING

Stake Seminary and Institute of Religion Teachers

Stake seminary and institute of religion teachers are trained by and under the direction of full-time Seminaries and Institutes of Religion (S&I) personnel or stake seminary supervisors. Each stake seminary or institute of religion teacher should receive a copy of the following:

- [*Gospel Teaching and Learning: A Handbook for Teachers and Leaders in Seminaries and Institutes of Religion* \[2012\]](#)
- S&I Policy Manual Sections for Stake Seminary Teachers or for Stake Institute of Religion Teachers (depending on the assignments) [available on the S&I intranet]

The *Gospel Teaching and Learning* handbook and appropriate sections of this policy manual should form the basis for the orientation and training of stake seminary and institute of religion teachers. The training should take place during the summer and at monthly inservice meetings during the school year, on a day other than Sunday. Teachers should attend these training sessions regularly.

Stake Seminary Supervisors

Stake seminary supervisors are trained by full-time S&I personnel. Each stake seminary supervisor should receive copies of, and become familiar with:

- [*Gospel Teaching and Learning: A Handbook for Teachers and Leaders in Seminaries and Institutes of Religion* \[2012\]](#)
- [*Administering Appropriately: A Handbook for CES Teachers and Leaders* \[2003\]](#)
- S&I Policy Manual Sections for Stake Seminary Teachers or for Stake Institute of Religion Teachers (depending on assignment) [available on the S&I intranet]
- “Church Educational System,” chapter 11 of *Handbook 1: Stake Presidents and Bishops* [2010]

TRAVEL REIMBURSEMENT

In areas where the Area Presidency has approved travel reimbursement for transportation expenses for stake seminary and institute of religion teachers and stake seminary supervisors, the guidelines below should be followed:

- Reimbursements are not to be a set amount for all stake seminary and institute of religion teachers in a given country. Reimbursement is not a salary. If there are no expenses, there should be no reimbursement.
- The stake president, in consultation with the coordinator, determines appropriate reimbursement for local travel expenses for his stake seminary and institute of religion teachers and stake supervisors. Reimbursement is not mandatory. It is also an option that no reimbursement be given in a particular country. This decision should be made in consultation with the area director and the Area Presidency.
- Any reimbursement of transportation expenses should be indicated in the “Personal and Assignment Information” section of the Orientation for Stake Seminary and Institute

Teachers and Supervisors form (PD50027485). Reimbursement may be made for actual public transportation fares paid. Unless restricted by law, the reimbursement rate for use of a personal vehicle should be based on variable operating costs (fuel, maintenance, tires, and so forth) but not fixed costs (insurance, repairs, tax, registration, depreciation, financing, and so forth). The rate should be approved and updated by the area Vehicle Review Committee or other PBAO entity tasked with maintaining reimbursement rates within the area. Where approved, the reimbursement process should be explained by the coordinator when the teacher is oriented.

- At the beginning of each school or calendar year, using the information from the completed Orientation for Stake Seminary and Institute Teachers and Supervisors form (PD50027485), the coordinator fills out an Approved Reimbursements Summary – Outside the United States form (PD10048702) for each stake. To complete this form, the coordinator calculates an estimate of the total expected travel expenses for the year for each teacher based on the approved travel description. The coordinator and stake president sign the form and the coordinator emails a copy to the area office.
- During the year, stake teachers and supervisors authorized to receive reimbursement request reimbursement as needed, usually no more than monthly and at least twice per year. Reimbursement requests must include dates, specific locations, purpose, and distance or cost of travel. They are made using the Nonemployee Reimbursement Request form (PD10048700). Another form may only be used if it contains the travel details listed above and has been preapproved by both the area and S&I controllers.
- Whenever possible, reimbursement should be made by the PBO Service Center using electronic payment or check. The reimbursement request and supporting documentation is scanned and submitted to the S&I financial document repository before being sent to the PBO Service Center for payment unless the document images are already being captured in another Church financial system. Where electronic or check payment is not practical, coordinators may give a cash reimbursement directly to the individual eligible for reimbursement, preferably at the monthly inservice meetings. Reimbursements may not be given to another person (stake supervisor, stake president, and so forth) with the intention that they will pass the reimbursement along. When cash is given, both the coordinator and the recipient sign the reimbursement request form to verify cash was given and received. The signed reimbursement request form is then submitted as documentation for working fund reimbursement or other cash reconciliation.
- During the year, coordinators track reimbursement for each stake teacher or supervisor on a Reimbursement Tracking Record (Stake Teacher or Supervisor) form (00367SI) or another locally developed form created to help summarize the payments.
- At the end of the year, using the information from the tracking sheet, the coordinator completes the “Actual Amount Reimbursed for the Year” column on the Approved Reimbursements Summary – Outside the United States form (PD10048702) that was signed at the beginning of the year. If new teachers were called during the year, they may be added as additional lines on the form. A copy of this completed form is sent to the stake president and is emailed to the area office.

- The area office randomly contacts a few stake teachers or supervisors, thanks them for their service, and verifies that they have received the reimbursements indicated.