



# STUDENT Handbook

Spirit & Life  
SEMINARY

2023

**STUDENT HANDBOOK**

**SPIRIT & LIFE SEMINARY**

**3800 KEITH ST. NW  
CLEVELAND, TENNESSEE  
37312**

**VOL. 1  
2023**

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# SPIRIT & LIFE SEMINARY

## MINISTRY AND THEOLOGICAL STUDIES CERTIFICATE PROGRAM

### STUDENT HANDBOOK

## DESCRIPTION

Spirit & Life Seminary is the denominational institution of the Church of God of Prophecy. The bachelor equivalency certificate program offered by Spirit and Life Seminary is an unaccredited online educational enterprise consisting of 66 credit hours that is authorized by the Tennessee Higher Education Commission (THEC) and is certified by the Association for Hispanic Theological Education (AETH).

## INSTITUTIONAL OBJECTIVES

Spirit & Life seminary espouses these institutional objectives:

1. To provide educational opportunities that will equip Church of God of Prophecy leadership, ministry, and laity with the knowledge base, evangelism skills, and spiritual dispositions to fulfill Christ's mission by impacting their world.
2. To equip our students to become effective Christian leaders and citizens who minister in expanding the kingdom of God and building the Church.

## MISSION STATEMENT

The mission of Spirit & Life Seminary is to provide educational programs and opportunities that are theologically sound and practical in scope so that leadership and ministry within our movement are equipped to reconcile the world to Christ by the power of the Holy Spirit.

## INSTITUTIONAL VISION

The primary role of Spirit & Life Seminary is to prepare men and women who will be equipped to fulfill the Great Commission, anointed for service, and broken in heart for lost humanity.

Thus, through its academic certificate program of higher education, Spirit & Life Seminary seeks to expand the kingdom of God, build the Church, and equip its students to become effective Christian leaders and citizens.

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## CORE VALUES

Spirit and Life Seminary states as its mission, “The mission of Spirit and Life Seminary is to provide educational programs and opportunities that are theologically sound and practical in scope so that leadership and ministry within our movement, the Church of God of Prophecy, are equipped to fulfill Christ’s mission by impacting their world.” To achieve and fulfill our mission, Spirit and Life Seminary embraces these core values:

- **Engagement:** We will strive to engage students who are called to ministry in the Church of God of Prophecy. We desire to provide the content, tools, and resources needed for each one to fulfill their personal calling and the Church’s mission of evangelism and discipleship.

- **Excellence:** We are dedicated to implementing practices and processes that will achieve quality results that exceed the expectations of our constituents. This will require updating existing content to remain relevant and exploring opportunities for new course development. Spirit and Life Seminary course content, tools, and resources must be excellent, applicable, and deliverable to our students around the world.

- **Continuous Learning:** We believe lifelong spiritual, relational, and intellectual development are essential to the success of our students. We will support this continuous development through creating courses that provide tools and resources to our students in various ministry roles. We will strive to create an environment where we learn from one another so that we are unified in our purpose to fulfill Christ’s commission to the Church.

- **Accountability:** We recognize that we are stewards of all educational and ministry efforts. Therefore, we make a commitment to be accountable to our peers, to those who have been given authority over us, and to the leadership of the Church of God of Prophecy that we serve. We choose to be accountable for wise management of our resources, to being examples of the faith, to producing content, tools, and resources that are excellent, applicable, and available. To build a culture of accountability, we must strive: (1) assume personal accountability for our actions and their impact, (2) focus on finding solutions and achieving results, (3) actively engage in discussions and commit to the decisions made, (4) involve others in the decision-making process, and (5) fulfill commitments made.

- **Service:** We show our passion to serve as we embrace our roles in our homes, local churches, communities, in this ministry and educational endeavor. We commit to making our personal interests secondary so that we can serve Christ and the Church in the development of leaders. We commit to serve those we lead as well as those we follow. In the spirit of service, we freely give of our time, energy, and resources.

- **Accessibility:** To impact leadership globally our program must be accessible. Enabling equal access for all, requires proactively designing content and online coursework that addresses a wide range of needs with sensitivity to technology, culture, language, and user ability. We will strive to develop content, tools and resources that are intuitive, effective, and accessible to our global constituency. This means developing content in various delivery formats and languages as well as increasing the number of credentialed instructors.

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## EDUCATIONAL OUTCOMES

Spirit & Life Seminary has identified a series of expected educational outcomes for its students. These outcomes reflect the skills, knowledges, and appreciations expected of students who pursue their education through the certificate program.

1. The ability to engage in critical thought processes.
2. The ability to communicate clearly through reading, writing, listening, and speaking.
3. The ability to demonstrate competencies in various ministry roles, such as pastor, teacher, evangelist, etc.
4. A knowledge of Judeo-Christian and Pentecostal tradition, and thought, and its ethical application to daily living.
5. A knowledge of the Church of God of Prophecy's history, polity, and doctrine.

## AUTHORIZATION

The Corporate Board, deriving its authority from the General Presbyters in compliance with the doctrine and polity of the International Assembly of the Church of God of Prophecy, has empowered and directed the mission, vision, programs, and processes of Spirit & Life Seminary.

Spirit & Life Seminary is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

## CERTIFICATION

Although Spirit & Life Seminary is unaccredited, it has received certification from the Association for Hispanic Theological Education (AETH). The Certification that AETH grants is recognized by the Association of Theological Schools. This Certification recognizes that Spirit & Life Seminary's Ministry and Theological Studies program meets the expectations of equivalence of studies at the university baccalaureate level and indicates compliance with educational and institutional standards. The certificate warrants the relevance and top quality of the programs offered by the educational entities.

## GOVERNANCE

**International Assembly of the Church of God of Prophecy**

▼ **General Presbyters**

▼ **Corporate Board**

▼ **Leadership Development and Discipleship Executive Director**

▼ **Spirit & Life Seminary President**

▼ **Spirit & Life Seminary Faculty and Staff**

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## STATEMENT OF FAITH

From its beginnings in the early twentieth century, the Church of God of Prophecy, Spirit and Life Seminary's sponsoring denomination, has based its beliefs on "the whole Bible rightly divided." Therefore, we accept the Bible as God's Holy Word, inspired, inerrant, and infallible. We believe the Bible to be God's written revelation of Himself to mankind and our guide in all matters of faith, thus, we look to the Bible as our highest authority for doctrine, practice, organization, and discipline.

**WE BELIEVE** in the Holy Trinity—one God, eternally existing in Three Persons: Father, Son, and Holy Spirit.

**WE BELIEVE** in one God, the Father, creator of heaven and earth, of all things seen and unseen.

**WE BELIEVE** in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father. All things were made through Him and for Him. He is true God and true man. He was conceived by the power of the Holy Spirit and was born of the virgin, Mary. He suffered, died, was buried, and on the third day He rose from the dead. He ascended to the right hand of the Father, and He will return to judge the living and the dead. His kingdom will have no end.

**WE BELIEVE** in the Holy Spirit, the Lord and giver of life, who eternally proceeds from the Father. He is Teacher, Comforter, Helper, and Giver of spiritual gifts. Through Him the saving and sanctifying works of Jesus Christ are applied to the life of believers. He is the empowering presence of God in the life of the Christian and the church. The Father has sent His Son to baptize with the Holy Spirit. Speaking in tongues and bearing the fruit of the Spirit are New Testament signs of being filled with the Holy Spirit.

**WE BELIEVE** that salvation is by grace through faith in the sacrificial death of Jesus Christ on the cross and that He died in our place. The believer's sins are forgiven by the shedding of His blood. We believe that healing of mind, body, soul, and spirit is available to the believer through the blood of Jesus Christ and the power of the Holy Spirit. We believe in one baptism in the name of the Father and of the Son and of the Holy Spirit.

**WE BELIEVE** that the grace of God brings forgiveness and reconciliation to those who repent, as well as transformation in holiness, enabling them to live a Christ-like life. Sanctification is both a definite work of grace and a lifelong process of change in the believer brought by the blood of Jesus, the Word of God, and the enabling power of the Holy Spirit.

**WE BELIEVE** in one holy, universal church, composed of all true believers in Jesus Christ, offering fellowship and calling for service to men and women of all peoples, nations, cultures, and languages. We believe in the spiritual and ultimate visible unity of the church.

**WE BELIEVE** that the Bible—both Old and New Testaments—is the inspired Word of God. The Bible is God's revelation of Himself and His will to humankind, sufficient for instruction in salvation and daily Christian living. The Bible is the Christian's rule of faith and practice.

**WE BELIEVE** that God will ultimately reconcile all things in heaven and earth in



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Christ. Therefore, we look forward to new heavens and a new earth in which righteousness dwells.

## BOARD OF DIRECTORS

Timothy Coalter, chair

Jeffery Davis

Paul Holt

Gary Smith

Clayton Endecott

Joshua Lynn

Dr. Brian Sutton

Dr. Benjamin Feliz

Dr. Clayton Martin

Dr. Gabriel Vidal

Llewellyn Graham

Dr. Tim McCaleb

Maria Ruano

## ADMISSIONS

Spirit & Life Seminary admits qualified applicants regardless of sex, race, color, national or ethnic origin. To be eligible for admission, the applicant must present proof of graduation from an approved high school, satisfactory completion of the General Education Development/HISET certificate, or a passing score of 30 out of 50 on the Spirit & Life Seminary ATB test. Students must agree to comply with Spirit & Life Seminary's policies, procedures, and Code of Conduct.

All applicants must submit 1) a completed application for admission, 2) the appropriate non-refundable application fee of \$50.00.

The application fee remains in place for one year from the date the application is received and processed. Applicants have one year to complete the admissions process. After one year, if the applicant fails to complete the admissions process, it will require that they reapply and submit another application fee.

## ATB TEST

Admission to Spirit & Life Seminary requires one of the following: 1) proof of graduation from an approved high school, or 2) satisfactory completion of the General Education Development certificate/HISET (high school equivalency), or 3) a passing score of 30 out of 50 on the Spirit & Life Seminary ATB (Ability-to-Benefit) Test.

The Ability to Benefit test consists of a litany of questions designed to recognize a student's aptitude for collegiate success. The test consists of 50 basic skills questions from a variety of domains including: geography, sequencing, basic Mathematics, English grammar, sentence structure, word definitions, synonyms and antonyms, and comparing/contrasting. To demonstrate collegiate aptitude, a student must successfully complete 30 of the 50 questions in a 30 minute time frame.

## NONDISCRIMINATORY POLICY

With respect to the admission and education of students, Spirit & Life Seminary shall not discriminate either in favor of or against any person on account of his or her race, color, national or ethnic origin, sex, age, or handicap.

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# ACADEMIC INFORMATION

## APPLICATION PROCESS

Academic Requirements – High school diploma, GED/HISET, or a passing score on the Spirit & Life Seminary ATB test.

1. Students must fill out an application at [slsem.org](http://slsem.org) under the APPLY NOW option and select DIPLOMA/CERTIFICATE PROGRAM.
2. Submit an official high school transcript, GED/HISET certificate, or evidence of a passing score on the Spirit & Life Seminary ATB test to [info@slsem.org](mailto:info@slsem.org). Documents can also be sent by regular mail.
3. Students must submit one letter of recommendation from someone other than a family member.
4. Pay the non-refundable \$50.00 application fee to Spirit & Life Seminary and the \$25.00 ATB fee if applicable.
5. Students will receive a confirmation email upon completion of the application process. Please follow the directions in the confirmation email.
6. The application fee remains in place for one year from the date the application is received and processed. Applicants have one year to complete the admissions process. After one year, if the applicant fails to complete the admissions process, it will require that they reapply and submit another application fee.

## ACCEPTANCE PROCESS

Upon acceptance, the student must;

1. Sign and date the Transferability of Credit Disclosure form.
2. Complete, sign and date, along with a Spirit & Life Seminary representative, the Pre-Enrollment Checklist.
3. Complete, sign and date, along with a Spirit & Life Seminary representative, the Enrollment Agreement.

## ENROLLMENT PERIOD

The Enrollment Period begins eight weeks before classes begin and ends two weeks before classes begin.

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## REGISTRATION POLICIES

A registration period is held at the beginning of each session. All students are expected to register on the dates announced for registration and submit the registration fee. A detailed registration schedule and registration instructions are published by the Registrar's Office prior to the beginning of each session. A student is not officially enrolled in a class until all the requirements for registration are completed. Registration is to be completed through the Spirit & Life Seminary Learning Management System on the dates scheduled.

Each student is assigned an academic advisor to provide aid and guidance in registering for courses. The primary responsibility for meeting completion requirements, however, rests with the student. In registering for specific courses, the student should note any prerequisites or other special information given with the course description. Students are not permitted to register for a course until all prerequisites have been fulfilled or permission is obtained from the instructor of the course.

## CLASS REGISTRATION PROCEDURE

Class Registration will be opened four weeks prior to the beginning of each session. Once class registration becomes available, the student must follow the instructions below:

1. Go to [slsem.populiweb.com](http://slsem.populiweb.com)
2. After logging in, click on "My Profile" in the left corner.
3. After clicking on "My Profile", click on "Registration" in the menu under your name.
4. After clicking on "Registration", you will locate a list of all available courses for the registration period. Scroll down to find the course you want to register for.
5. After locating the course, click on a green plus symbol next to the course name. A new window will pop up. Click on "Add" in the right corner of the new window. If you want to register for more than one course, please repeat the process.
6. After registering for the courses, click on the "Save" button on the right side. If you do not click on the "Save" button, the registration will not be saved.

## COURSE LOAD

When students register for classes, they must consider how soon they wish to graduate from the program and the costs involved with the course load for each semester. Spirit & Life Seminary expects that students will spend 18 hours a week per three-credit hour course. The normal full-time course load for each semester is 12 credit-hours (four 3-credit hour courses), which will make it possible for the student to graduate in two and a half years. Spirit & Life Seminary recommends that students desiring to maintain a full-time course load take two courses per session, which means students should expect to spend 36 hours a week studying if enrolled full-time. Students who register for less than the full-time course load every semester should expect to complete the program over a longer period of time. It is the recommendation of Spirit & Life Seminary that students accepted into the program be prepared to commit to at least a part-time course load (one class per session/two classes per semester). See Full-time Course of Study under Curriculum in the Course Catalog.

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## ONLINE EDUCATIONAL FORMAT

The Spirit & Life Seminary certificate program is offered in an online format. All students are expected to submit assignments and engage in discussions through the online student portal. All students are responsible for making sure they have a computer, laptop, or tablet for web access prior to applying to the certificate program. To access the student portal, follow these links:

**[slsem.populiweb.com](http://slsem.populiweb.com)**

## LIBRARY RESOURCES

1. Open Access Digital Theological Library: <https://oadtl.org/database-list>
2. Consortium of Pentecostal archives: <https://pentecostalarchives.org/search>
3. Google Scholar: [scholar.google.com](http://scholar.google.com)
4. UNESCO Digital Library: [unesdoc.unesco.org/library](http://unesdoc.unesco.org/library)
5. Microsoft Academic Search / Semantic Scholar: <https://www.semanticscholar.org/>
6. Directory of Open Access Journals: [doaj.org](http://doaj.org)

## REGISTRATION CHANGES

During the established registration period, a student may add or drop courses without penalty through the registration access in the student database. Once the session begins, a student who needs to change his/her recorded course schedule will do so by submitting a Drop/Add Request form to the Registrar's Office. A dropped course is removed from the student's transcript but will still be reflected in the student's schedule with a grade of W (withdrawn). Withdrawal from a class is permitted any time after the drop deadline and before the last day of class. If the student wishes to withdraw, every effort should be made to notify the instructor and the registrar as soon as possible. When a student withdraws from a class, the student will receive a refund according to the Refund Policy (p. 16). Course withdrawal does not affect a student's grade point average (GPA) but may affect the student's course completion rate. See the Academic Progress section in the Course Catalog for more information. The student should always communicate with the Registrar's Office before making any changes in his/her schedule.

In the event that a student has not been active in an enrolled course for a period of one week or more, the student will be contacted by the instructor to determine cause for inactivity and to offer a plan of remediation to the student. If the instructor is unable to make contact with the student, the Registrar will be notified of the situation. If the student does not respond after two or more attempts by the Registrar, an administrative withdrawal will be completed and the Spirit and Life Seminary Refund Policy will be implemented if a refund is appropriate.

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## WITHDRAWAL FROM THE SPIRIT & LIFE SEMINARY CERTIFICATE PROGRAM

Any student wishing to withdraw from the Spirit and Life Seminary shall notify the Registrar's office through email to express that intent. Upon receiving such email notice, the student shall be directed by the Registrar to complete the Withdrawal Notice form provided online. Following completion of the Withdrawal Notice form by the student and submitted online, the date entered on the form shall be considered the last day of attendance for the student and/or one of the following options when computing any refund to which the student is entitled. To comply with the Tennessee Higher Education Commission Rule 1540-01-02-.17(5)(b),

When computing refunds pursuant to the default refund policy, the last day of attendance for a student shall be one of the following:

- (a)** The date on the expulsion notice if a student is expelled from the institution;
- (b)** The date the institution receives a written notice of withdrawal from a student;
- (c)** When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
- (d)** The date the student fails to return from an approved leave of absence.

## INACTIVE TO ADMINISTRATIVE WITHDRAWAL POLICY

In the event that a student has not registered for active engagement in any course for the period of one semester, i.e., two sessions, that student will be designated as an Inactive Student until such time he/she registers for continued engagement in their course of study.

In the event that a student fails to register for active engagement in any course and is designated as Inactive for the continuous period of one year, i.e., two semesters, of inactivity, he/she will be Administratively Withdrawn and will necessitate reapplication to Spirit and Life Seminary to continue their course of study.

## CANCELLATION OF SCHEDULED CLASSES

In the event that a class is cancelled by Spirit & Life Seminary for any reason, including insufficient enrollment, a full refund of tuition and fees paid for that class will be given to the student.

## ATTENDANCE POLICY

A student's schedule is considered a contract and constitutes a series of obligated appointments. Class activities are an important part of the learning process. Students are required to attend every scheduled class regularly and punctually for the eight week session, but must attend at a minimum seven of the eight classes. Attendance is determined

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by submission of Discussion assignments in the online forum every week. Students must meet the seven class minimum attendance requirement by submitting all weekly Discussion assignments. If the student fails to submit two weekly Discussion assignments, the student will be placed on Academic Probation (p. 18). Submission of completed missed Discussion assignments within two weeks of the end of class will remove the probation status.

Any and all late work must be turned in within one week of the due date, with all course work turned in no later than one week after the close of the course.

At the end of each course, students are required to complete and submit the course evaluation in compliance with Rule 1540-01-02-.16 (7) of the Tennessee Higher Education Commission.

## COURSE EVALUATION

All students are **required** to complete the Course Evaluation following the completion of each Spirit and Life Seminary course. We ask for your completion of the course evaluation so that Spirit and Life Seminary remains in compliance with the Tennessee Higher Education Commission Rule 1540-01-02-.16(7) requirement that courses and instructors are evaluated. To ensure the integrity of the Course Evaluations and for the purpose of protecting the identity of each student, all evaluations are completed **anonymously**. Thank you for your valued feedback in completing the course evaluations.

## GRADING SYSTEM

In order to determine academic standing for various institutional purposes, the following grading system is used at Spirit & Life Seminary:

- A** represents work which is definitely superior in quality.
- B** represents work which is consistently good and which indicates sufficient interest and effort to elevate it above average.
- C** represents work which is average and shows that the basic requirements of the course have been met.
- D** represents work which is below average.
- F** indicates failure and carries no credit.

Other grades which may be given under certain circumstances are as follows:

- I** Incomplete given to a student who is prevented, by extraordinary circumstances or an emergency, from completing a course on schedule. The incomplete must be removed within two weeks of the end of the course with consultation of the instructor or the course may be marked F in the calculation of the grade.
- R** Repeated signifies that the course was repeated. The original grade and quality points are replaced by the new grade and quality points.
- NC** No credit (the hours are not used in calculating grade point average).
- W** Withdrawal grade given for a class dropped in compliance with the Withdrawal Policy.

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## GRADING SCALE

<b>A</b>	<b>100-93</b>	<b>A-</b>	<b>92-90</b>		
<b>B+</b>	<b>89-87</b>	<b>B</b>	<b>86-83</b>	<b>B-</b>	<b>82-80</b>
<b>C+</b>	<b>79-77</b>	<b>C</b>	<b>76-73</b>	<b>C-</b>	<b>72-70</b>
<b>D+</b>	<b>69-67</b>	<b>D</b>	<b>66-60</b>		
<b>F</b>	<b>59-below</b>				

## VALUES FOR LETTER GRADES

<b>A = 4.0</b>	<b>A- = 3.7</b>	
<b>B+ = 3.3</b>	<b>B = 3.0</b>	<b>B- = 2.7</b>
<b>C+ = 2.3</b>	<b>C = 2.0</b>	<b>C- = 1.7</b>
<b>D+ = 1.3</b>	<b>D = 1.0</b>	
<b>F = 0 and affects the GPA</b>		

## QUALITY POINTS

Quality points will be conferred as follows:

<b>A</b>	<b>4</b>	Quality points per semester hour earned
<b>B</b>	<b>3</b>	Quality points per semester hour earned
<b>C</b>	<b>2</b>	Quality points per semester hour earned
<b>D</b>	<b>1</b>	Quality points per semester hour earned
<b>F</b>	<b>0</b>	Quality points per semester hour earned

## LATE COURSE WORK SUBMISSION POLICY

There is an expectation that all course assignments must be submitted no later than the prescribed due date by the course syllabus. In the event circumstances necessitate an extension for an assignment, prior arrangements must be made with the instructor with the understanding that five percent of the grade will be deducted for each day the assignment is late. Students with documented evidence of an emergency that prevented prior communication with the instructor may present documentation to the instructor to consider the extension time. Any and all late work must be turned in within one week of the due date, with all course work turned in no later than one week after the close of the course unless arrangement were made as part of the “Incomplete Course Policy”.

## INCOMPLETE COURSE POLICY

The incomplete grade (“I”) is given to a student on a rare occasion when the student is prevented from completing a course due to severe illness, death of an immediate family member, or other severe hardships out of the student’s control. The incomplete grade is not given lightly and is given only in cases where the student is sure that he/she will be able to complete the remaining coursework in order to change the incomplete grade to a letter grade. Student procrastination is not a valid reason for requesting a grade of incomplete.

The student must first seek permission from the instructor to receive a grade of incomplete before the end of the course. If the instructor determines that the student meets criteria for an extension and deems the student capable of completing remaining course work within four weeks, the student must contact the Registrar of Spirit and Life Seminary to complete the Request for Incomplete form. Once the petition has been approved, the grade of incomplete (“I”) will be given for the course. If the petition for an incomplete is not approved, the student will be allowed to withdraw from the course.

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Once an extension has been approved, the student will have up to four weeks from the date of the end of the course to complete remaining course work. At the end of the extension period, a letter grade must be assigned by the instructor while taking into account all missing work completed. The grade of incomplete must be changed to a letter grade by the instructor within one week from the extension end date. Students with a grade of incomplete will not be permitted to begin another course until the grade of incomplete is removed.

## GRADE POINT AVERAGES

Grade point averages are computed on the basis of the quality points earned and hours attempted through the Spirit & Life Seminary certificate program. The grade point averages are used to determine academic progress.

## NOTIFICATION OF STUDENT PROGRESS

1. Students are notified weekly of grades for the previous week's assignments through the student portal.
2. Final grades for the course will be posted within two weeks after the class has closed and can be accessed through the student portal.
3. To access final grades at the end of a course, students are required to complete and submit the course evaluation in compliance with Rule 1540-01-02-.16 (7) of the Tennessee Higher Education Commission. Course evaluations should be completed and submitted within one week from the end of the course.

## ACADEMIC INTEGRITY

Spirit & Life Seminary seeks to create an environment that encourages continued growth of moral and ethical values, which include personal honesty, mutual trust, and mutual respect demonstrated toward faculty and other students. The program places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of Spirit & Life Seminary's academic standards and Christian commitment.

If academic dishonesty occurs, students, faculty, and/or staff are obligated to initiate appropriate action. Depending upon the seriousness of the offense, sanctions could include failure of the assignment, failure of the course, or dismissal from the program/institution.

All required assignments may be checked for plagiarism using various resources.

In the event of dismissal from the certificate program, the student requesting readmission must submit an official request in writing to the Spirit & Life Seminary President outlining the student's plan to adhere to Spirit & Life Seminary policies and procedures. Spirit & Life Seminary reserves the right to determine whether or not the student is eligible for readmission based on the evaluation of the student's request, the student's academic progress, and the student's behavioral history as a student at Spirit & Life Seminary.



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## CODE OF CONDUCT

Students are expected to behave in a manner worthy of the Gospel of Christ (see Philippians 1:27). This means that all conversation and interaction between students, faculty, administration, and others outside of the academic setting is expected to be courteous, respectful, and productive. Being that this is a program for ministry training, students who apply to the Spirit & Life Seminary program must profess a confession of faith in Jesus Christ, accept the Bible as their rule of faith and practice, and agree to comply with the Church of God of Prophecy's statement of faith, doctrine, and polity. Engaging in flagrant violations of institutional rules and regulations, academic integrity, harassment, bullying, misuse of proprietary information and technology, or conduct considered unbecoming of a follower of Jesus Christ as specified in the Church of God of Prophecy teachings are considered cause for dismissal.

## CONDITIONS FOR READMISSION

Students who have been dismissed from the Spirit & Life Seminary certificate program due to misconduct may reapply for reentry into the program and must make restitution for infractions. The administration and faculty of Spirit & Life Seminary reserve the right to review the student's request for readmission and act in the best interest of the institution and its students

## TRANSFER OF CREDIT

Spirit & Life Seminary is a special purpose institution. The purpose of the institution is to provide educational programs and training opportunities that are theologically sound and practical in scope so that leadership and ministry within the Church of God of Prophecy are equipped to fulfill Christ's mission by impacting their world. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

### **Transferring credits in:**

- The maximum number of credits that a student may transfer to the certificate program is 33 out of the 66 credit hours required for completion of the program. Only courses passed with a grade of C or better may be transferred. The transfer of credit request must be approved by Spirit & Life Seminary. There is no guarantee all credits will be accepted.

### **Transferring credits out:**

- Transcripts of completed academic credit may be requested from the Spirit & Life Seminary Registrar's Office. Requests must be signed by the student and submitted with the accompanied \$10.00 fee for each transcript requested.

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## STUDENT PRIVACY POLICY

To comply with Family Education Rights and Privacy Act (FERPA), Spirit and Life Seminary does not share any student information without the student's approval. If a student is under the age of 18 years old, the legal guardian will have access to student information until the student turns 18 years old. Should the student desire to share his/her information with a third party, the student must fill out the Student Information Release Form, allowing Spirit & Life Seminary to release the information specified. The student may use the Student Information Release Form to specify the information the student would like SLS to share with a third party, the period of time that the information will be shared, and the contact information of the third party. If Spirit & Life Seminary is required via court order to release student information, Spirit & Life Seminary will release the specific student records requested by the court and will make an effort to notify the student of the court order for student information.

### **Access to Student Records by the Student**

Almost all individual student's records are available to each student through the online Learning Management System (LMS) that Spirit & Life Seminary utilizes. If information is unavailable to the student online, the students may request that the registrar's office make the student's personal records available. The student must contact the registrar's office via email. The registrar's office will provide all requested student records within 45 days. The 45-day period also applies to any third-party requesting information with the student's authorization. The third party cannot access the records through the LMS.

Spirit & Life Seminary will keep all student's records for three years after the program's completion date or the student's withdrawal date from the Seminary. After three years, Spirit & Life Seminary will only keep the student's official transcript on file.

The student may submit a request for the registrar's office to send an official or unofficial transcript to a third party. The registrar's office will process the request within three business days.

## GRIEVANCE POLICY

If a student has a grievance about enrollment, grades received, or conflict, the student should discuss the matter with the instructor. If the matter is not successfully resolved, the student must submit a written grievance to the Spirit & Life Seminary President by email or letter:

### **Albert Murza**

Academic Dean of Spirit & Life Seminary

Email: [amurza@slsem.org](mailto:amurza@slsem.org)

P. O. Box 2910

Cleveland, TN 37320

The student may call the Academic Dean at 423-559-5502. The Academic Dean will respond to the grievance within 10 business days from the date received for successful resolution.

Any person claiming damage or loss as a result of any act or practice of this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02

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may file a complaint with:

**Tennessee Higher Education Commission**

Division of Postsecondary State Authorization

404 James Robertson Parkway

Nashville, TN 37243-0830

Telephone: 615-741-5293

## PLACEMENT POLICY

Spirit & Life Seminary does not attempt to place a student in secular employment or ministry service.

## PARKING

Adequate parking spaces are provided for all students and visitors. The responsibility for locating local parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid reason for violating parking regulations. Spirit & Life Seminary is not responsible for the loss or damage(s) to any vehicle or its contents while the vehicle is operated or parked on campus.

## STUDENT ID

Student Identification Cards are digital and are accessed via the Populi mobile app. Physical student ID cards can be requested every year for a \$5.00 fee plus mailing expenses.

## SPIRITUAL LIFE

Spirit & Life Seminary is an institution dedicated to the education and training of ministers. The spiritual and ethical standard of life expected of students is that which is expected of Christian ministry in general. Students are expected to attend and participate in the life of the local church as well as be faithful members in good standing with their local church.

## STUDENT GOVERNMENT INFORMATION

Spirit & Life Seminary does not maintain student government associations.

## MINISTERIAL OPPORTUNITIES

Spirit & Life Seminary will post any ministerial and spiritual opportunities for students on the Poluli bulletin board.

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# FINANCIAL INFORMATION

## STUDENT ACCOUNT AND FINANCIAL RESPONSIBILITY

Students are responsible for meeting their financial obligations in a timely manner. All tuition and fees are due and payable upon registration prior to the beginning of each session. Students should be prepared to pay full session charges on or before registration.

Spirit & Life Seminary will not accept funds for tuition prior to ten (10) business days of the scheduled start date of the session.

Tuition must be paid by the end of the session. However, when an account is not paid in full by the end of the session and upon receipt of billing, a hold will be placed on the student's record. This hold restricts the student's ability to complete final exams, receive course credit, register for future academic sessions, receive transcripts of academic work, and/or graduate.

If a student is having difficulty meeting financial obligations, the student must contact the Business Manager to develop a payment plan. The student will be allowed to register for classes once all financial obligations have been met. When a student withdraws after the beginning of the session, the student forfeits the COGOP scholarship received and is liable for the regular tuition.

## PAYMENT PROCESS/OPTIONS

Payment for the application fee, tuition, and other fees may be made by cash, check, or credit/debit card.

- **Check Payment:**

- When paying by check, make sure the check is made out to Spirit & Life Seminary and in the memo write SLS Tuition and/or Fees. Checks must be mailed directly to:

Church of God of Prophecy International Offices

ATTN: Spirit & Life Seminary

P.O. Box 2910

Cleveland, TN 37320

- **Credit/Debit Card payment:**

- Application fee:

You will need to pay your application fee at the end of your application form.

- ATB test fee:

You will receive an email with a link to schedule your ATB test and to pay your

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ATB test fee if you are required to take the Ability to Benefit Test. You will be redirected to the “Calendly” website and you will need to schedule your ATB test and fill out your card information and click on “Schedule Event.”

- **Tuition and other fees:**

You will receive an invoice in your Populi student account under “My Profile -> Financial”. On the right-hand side, you will see the total amount owed to Spirit and Life Seminary. Click on the “Make a Payment” button under the “total amount”. You will be redirected to the financial form that you will need to fill out in Populi. Fill out your card information and click on the “PAY NOW” button.

- **Cash payment:**

- You can come to the Spirit and Life Seminary office to pay with cash. Spirit & Life Seminary does not offer a discount for payments made in cash.

Feel free to contact Spirit and Life Seminary staff at [info@slsem.org](mailto:info@slsem.org) if you have any questions regarding payments.

## REFUND POLICY

When computing refunds in accordance with the Refund Policy listed, a refund will be determined beginning from the first day of class and extending across the eight-week session.

- a)** If a student withdraws from Spirit and Life Seminary course on or before the first week of the course or fails to begin the course, the refund shall equal the sum of all refundable fees paid and all tuition paid.
- b)** If a student withdraws from Spirit and Life Seminary course during the second week of the course, the refund shall be equal to the sum of 75 percent of the refundable fees and tuition
- c)** If a student withdraws from Spirit and Life Seminary course during the third week of the course, the refund shall be equal to the sum of 50 percent of the refundable fees and tuition.
- d)** If a student withdraws from Spirit and Life Seminary course during the fourth week of the course, the refund shall be equal to the sum of 25 percent of the refundable fees and tuition.
- e)** After week four of a course, no refund of fees or tuition shall be provided.

When computing refunds pursuant to the Refund Policy, the last day of attendance for a student shall be one of the following:

- (a)** The date on the expulsion notice if a student is expelled from the institution;
- (b)** The date the institution receives a written notice of withdrawal from a student;
- (c)** When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or

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**(d)** The date the student fails to return from an approved leave of absence.

If a student withdraws from one course but continues enrollment in another course during the same session, the student will be charged add/drop fee and not an administrative fee.

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# ACADEMIC PROGRESS

## COMPLETION REQUIREMENTS FOR THE CERTIFICATE

A student must meet certain minimum requirements to be granted a certificate in Ministry and Theological Studies from Spirit & Life Seminary. The following minimum requirements must be met:

1. Satisfactorily complete the specified curricula as specified in the catalog;
2. Satisfactorily complete a minimum total hours of college level courses which is 66 semester hours for a Certificate;
3. Have a minimum cumulative grade point average of 2.0 for courses taken through Spirit & Life Seminary;
4. Have fulfilled all financial obligations owed to Spirit and Life Seminary

## PROGRAM COMPLETION

Students will be eligible for program completion after the requirements for the certificate are met. A certificate will be issued to the student only after all financial obligations owed to Spirit & Life Seminary are fulfilled.

## ACADEMIC PROBATION AND SUSPENSION

Transcripts are reviewed by the Academics Office at the conclusion of each Fall term and each Spring term. Those students who do not demonstrate sufficient academic progress or have a less than the minimum cumulative grade point average of 2.0 for courses taken will automatically be placed on Academic Probation during the next term of enrollment. If sufficient academic progress is achieved by the student at the end of the probation period, Academic Probation status will be removed. If satisfactory Academic Progress is not achieved by the end of the probation period, the student may be placed on Academic Suspension.

When placed on academic probation, a student must conference with the Spirit & Life Seminary Academic Dean/Staff to formulate an Academic Plan the student will follow to correct the issues that may have caused unsatisfactory Academic Progress. The action plan in consultation with the Spirit & Life Seminary Academic Dean/Staff may include an adjustment to the student's class schedule in order to improve academic performance. If a student does not improve his or her academic performance during the probation period, he or she will be required to withdraw from the Spirit & Life Seminary certificate program (Academic Suspension) for at least one term to work toward the resolution of the problems involved, and shall be entitled to a refund according to the Refund Policy.

When a student returns to Spirit & Life Seminary after Academic Suspension, the student returns on Academic Probation as he or she corrects any academic transcript issues.

# CONTACT INFORMATION

## LOCATION

Spirit & Life Seminary  
3800 Keith St. NW  
Cleveland, TN 37312

## MAILING ADDRESS

Spirit & Life Seminary  
P. O. Box 2910  
Cleveland, TN 37320-2910

Email: [info@slsem.org](mailto:info@slsem.org)

Phone: 423-559-5515

**Michael A. Hernández, DMin, MS, LPC/MHSP | [mhernandez@slsem.org](mailto:mhernandez@slsem.org)**

President

**Albert Murza, MDiv | [amurza@slsem.org](mailto:amurza@slsem.org)**

Academic Dean

**Jacob Coleman, MBA | [jcoleman@slsem.org](mailto:jcoleman@slsem.org)**

Business Office Manager

**Steven Hodge, BA | [shodge@slsem.org](mailto:shodge@slsem.org)**

Admissions and Marketing Manager

**Debbie Freeman, MSME | [dfreeman@slsem.org](mailto:dfreeman@slsem.org)**

Registrar & Student Services Coordinator

**Gayla Brewer, SLIS, MSLS | [gbrewer@slsem.org](mailto:gbrewer@slsem.org)**

Director of Library Services

**Spirit & Life**  
SEMINARY