



COURSE CATALOG

Spirit & Life
SEMINARY

Ministry and Theological Studies
Certificate Program
2020

**MINISTRY AND
THEOLOGICAL STUDIES
CERTIFICATE PROGRAM**

COURSE CATALOG

SPIRIT & LIFE SEMINARY

**3720 KEITH ST. NW
CLEVELAND, TENNESSEE 37312**

**VOL. 2 (1)
2020**

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SPIRIT & LIFE SEMINARY

MINISTRY AND THEOLOGICAL STUDIES CERTIFICATE PROGRAM

COURSE CATALOG

DESCRIPTION

The certificate program offered by Spirit and Life Seminary is an online educational enterprise consisting of sixty-six credit hours that is authorized by the Tennessee Higher Education Commission, and espouses these objectives:

1. To provide educational and training opportunities that will equip 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 fulfill Christ's mission by impacting their world.

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.

EDUCATIONAL OUTCOMES

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

1. The ability to pursue personalized academic interests.
2. The ability to engage in critical thought processes.
3. The ability to communicate clearly through reading, writing, listening, and speaking.
4. The ability to demonstrate sufficient computer technical skills.
5. The ability to demonstrate competencies in various ministry roles, such as pastor, teacher, evangelist, etc.
6. A knowledge of Judeo-Christian tradition and thought, and its ethical application to daily living.
7. 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.

GOVERNANCE

International Assembly of the Church of God of Prophecy

General Presbyters

Corporate Board

Leadership Development and Discipleship Executive Director Kathryn H. Creasy

Spirit & Life Seminary Director Dr. Michael A. Hernandez

Spirit & Life Seminary Faculty and Staff

CORPORATE BOARD

Sam N. Clements, chair

Tim Coalter

Clayton Endecott

Benjamin Feliz

Dr. Clayton Martin

Stephen Masilela

Dr. Tim McCaleb

Gabriel Vidal

Paul Holt

Gary Smith

Jeffery Davis

Llewellyn Graham

Kathryn H. Creasy

Terry Gann

FACILITIES

The Spirit & Life Seminary offices are located on the third floor of the International Offices of the Church of God of Prophecy, 3720 Keith St. NW, Cleveland, TN 37312. The offices are comprised of the Spirit & Life Seminary Director's office, the Business Office Manager and Registrar's office, the Admissions and Marketing Coordinator's office, and the Institutional Effectiveness and Assessment Coordinator's office. These offices consist of 1,187 square feet.

For the purpose of instruction, the main mode of instructional delivery is through on-line coursework which includes required texts for individual courses and any supplemental instructional materials identified by course instructors. In the event, if ever, of hybrid face-to-face instruction, the International Offices have a Ministry Training Center available for use that is comprised of four studio-sized classrooms totaling 1,248 square feet as well as a 7,520 square foot auditorium meeting room.

The MTC is equipped with the latest in technology needs. Below is a listing of some of them.

1. High-speed internet access with wired and Wi-Fi connections.
2. Smart televisions in all classrooms provide internet apps as well as direct connect via HDMI cable.
3. Portable video conference camera and speaker system to allow two-way communication into classrooms and main auditorium.
4. Dedicated digital sound system in main auditorium with built-in speaker system to accommodate groups up to 500 in attendance.
5. 1080p high-definition projectors in main auditorium with dual 16' x 9' screens.
6. 3 high-definition cameras for recording or image magnification in the main auditorium.
7. Webcast system installed in main auditorium to allow webinars or televised content to be streamed from main auditorium.
8. Multiple configurations of tables and chairs to accommodate banquet, classroom, theater, or hybrid style meetings.
9. Multiple podiums and portable sound systems to allow various setups in classrooms.

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10. Individualized climate control in all rooms allows heat or AC at any level per room.
 11. Closed-circuit broadcasting allows video and audio from main room to be displayed in all classrooms.
 12. Customized, dimmable lighting in main auditorium for presentation and facilitation of all styles needed.

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 is a Spirit & Life Seminary generated test that is approved by the Tennessee Higher Education Commission. Upon request, the test shall be administered in a secure environment with a proctor present. The student must show proof of identification which the proctor shall verify. The student must achieve a minimum score of 30 correct responses out of 50 possible. The student has 20 minutes to complete the test. The student may take the ATB Test a maximum of three attempts in a six-month period. The cost of the test is \$25.00 per attempt.

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.

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 cogopamd.org under the APPLY NOW option and select DIPLOMA/CERTIFICATE PROGRAM.
2. Submit a copy of your official high school transcript, GED/HISET certificate, or evidence of a passing score on the Spirit & Life Seminary ATB test to 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 e-mail.
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, 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 (see dates on Academic Calendar p. 24).

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/Business 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 on the Spirit & Life Seminary website 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 teachable.slsem.org
2. Click on the RESOURCES option at the top of the page. Then, click on REGISTER FOR COURSES.
3. Fill out the Registration form and choose the classes you wish to register for that session. Then, click on Submit Registration at the bottom of the page.

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. The normal full-time course load for each semester is twelve 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 classes per session. 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 on p. 17 of this catalog.

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 this link:

teachable.slsem.org

LIBRARY RESOURCES

1. Open Access Digital Theological Library: <https://oadtl.org/database-list>
2. Consortium of Pentecostal archives: <https://pentecostalarchives.org/search/index.cfm?fuseaction=search.FullTextResults>
3. Ebsco: www.ebsco.com/products/research-database/eric
4. What Works Clearinghouse: <https://ies.ed.gov/ncee/projects/eric.asp>

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. 15). 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 on p.16 for more information. The student should always communicate with the Registrar's Office before making any changes in his/her schedule.

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 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.

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.

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 7 of the 8 classes. Attendance is determined by submission of Discussion assignments in online forum every week. Students must meet the 7 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. 16). 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.

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.

GRADING SCALE

A	100-90	A-	92-90		
B	89-87	B-	86-83		
C	79-77	C	76-73	C-	72-70
D	69-60	D	66-60		
F	59-below				

VALUES FOR LETTER GRADES

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

QUALITY POINTS

Quality points will be conferred as follows:

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

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 Director 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.

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 causes 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 \$5.00 fee for each transcript requested.

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 Director by email or letter:

Dr. Michael Hernandez

Director of Spirit & Life Seminary
c/o Church of God of Prophecy
P. O. Box 2910
Cleveland, TN 37320
Email: MHernandez@slsem.org

The student may call the Director at 423-559-5334. The Director 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 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.

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee:	\$50.00
Regular Tuition:	\$100.00 per credit hour; \$300.00 per 3-credit course
COGOP Scholarship:	Maximum of \$ 50.00 per credit hour; up to \$150.00 per 3-credit course
Registration Fee:	\$ 20.00 per session
Technology Fee:	\$ 20.00 per session
Add/drop Fee:	\$10.00 per session
Textbooks:	Estimate of \$50 for textbooks per class

COURSE OF STUDY DURATION

Full-time student

The certificate program is designed across seven (7) semesters for a duration of two and a half years. The program of 66 credit hours is divided with the expectation that a full-time student (taking 12 hours per semester) will complete the following course of study:

Year One

Fall semester- 2 sessions	12 credit hours
Spring semester- 2 sessions	12 credit hours
Summer semester- 1 session	3 credit hours

Year Two

Fall semester- 2 sessions	12 credit hours
Spring semester- 2 sessions	12 credit hours
Summer semester- 1 session	3 credit hours

Year Three

Fall semester- 2 sessions	12 credit hours
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Part-time student

A student taking a minimum of one class per session or two classes per semester during the fall and spring semesters is classified as a part-time student. A part-time student taking two classes per semester during the fall and spring semester can expect to complete the certificate program across a five-year period of time.

COSTS

Tuition costs for students for the 66 credit hours of study at \$100.00 per hour would be \$6,600.00.

Students are assessed a \$20.00 registration fee per session for a total cost of \$280.00 registration fee.

Students are assessed a recurring technology fee of \$20.00 per session at a total cost of \$280.00 technology fee.

Students can anticipate textbook costs to be \$200.00 per semester at an estimated total cost of \$1,400.00.

Total estimated cost for a student across the duration of study is itemized as follows:

Full-time student		Part-time student	
Tuition	\$6,600.00	Tuition	\$6,600.00
Registration fee	\$280.00	Registration fee	\$280.00
Technology fee	\$280.00	Technology fee	\$280.00
Textbooks	\$1,400.00	Textbooks	\$1,400.00
Total	\$8,560.00	Total	\$8,560.00

TUITION COST GUARANTEE

Spirit & Life Seminary guarantees that tuition costs will remain for twelve (12) months from the time of enrollment.

COGOP SCHOLARSHIP

After admission into the certificate program, all COGOP students are automatically eligible for the COGOP scholarship. However, a minimum cumulative GPA of 2.5 and no grade lower than a C for each class is required in order to maintain the scholarship. Students who fail to meet these requirements will be ineligible for the COGOP scholarship the following semester. Students may be eligible for the COGOP scholarship after meeting the requirements of the scholarship the following semester.

Eligible students for the scholarship are those individuals who are covenanted members of an existing, operating fellowship within the global Churches of God of Prophecy.

***COGOP: Church of God of Prophecy**

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 a 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 check via mail or by credit card. Spirit & Life Seminary does not offer a discount for payments made in cash. If paying by check, make sure the check is made out to Spirit & Life Seminary and in the memo write **Spirit & Life Seminary 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

If paying by credit card, the payment must be made on the cogop.org website.

To make a payment by credit card:

1. Click on the DONATE tab at the top of the page on the cogop.org website
2. If you wish to create an account, click on SIGN IN. Click on REGISTER FOR AN ACCOUNT. If you do not wish to create an account proceed to step 3.
3. Under the GIVE NOW section, choose Accredited Ministries Development for the FUND. Then choose either Application Fees or Tuition Payment in the SUB FUND field. Enter the payment amount and click SUBMIT.
4. Fill out the information requested and click SUBMIT again.

REFUND POLICY

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

- a)** If a student withdraws from Spirit and Life Seminary on or before the first day of classes, or fails to begin classes, 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 by the end of the first week of class, the refund shall be equal to the sum of 90 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- c)** If a student withdraws from Spirit and Life Seminary by the end of the second week of class, the refund shall be equal to the sum of 75 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- d)** If a student withdraws from Spirit and Life Seminary by the end of the third week of class, the refund shall be equal to the sum of 60 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- e)** If a student withdraws from Spirit and Life Seminary by the end of the fourth week of class, the refund shall be equal to the sum of 50 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- f)** If a student withdraws from Spirit and Life Seminary by the end of the fifth week of class, the refund shall be equal to the sum of 30 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- g)** If a student withdraws from Spirit and Life Seminary by the end of the sixth week of class, the refund shall be equal to the sum of 25 percent of the refundable fees and tuition less an administrative fee of fifty dollars (\$50.00).
- h)** After the sixth week of class, 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
- (d)** The date the student fails to return from an approved leave of absence.

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 curriculum as specified in the catalog.
2. Satisfactorily complete a minimum total hours of certificate level courses which is 66 credit hours for a certificate.
3. Have a minimum cumulative grade point average of 2.50 for courses taken through Spirit & Life Seminary.
4. Have fulfilled all financial obligations owed to Spirit & 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 minimum cumulative grade point average of 2.50 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 Director/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 Director/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.

MINISTRY AND THEOLOGICAL STUDIES CERTIFICATE PROGRAM

Curriculum

CERTIFICATE PROGRAM

The requirements and recommended sequence of courses for the certificate in Ministry and Theological Studies are as listed.

FULL-TIME COURSE OF STUDY

FALL – YEAR ONE		
	COURSE	CREDITS
TS125	Applied Theology in Research and Writing	3
PM125	Church Administration and Leadership	3
PM100	Spiritual and Ministerial Formation	3
BI100	Biblical Hermeneutics	3

SPRING		
	COURSE	CREDITS
BI150	Survey of the New Testament	3
TS100	Introduction to Christian Doctrine	3
CH125	COGOP History, Polity, and Doctrine	3
PM200	Discipleship in the Local Church	3

SUMMER		
	COURSE	CREDITS
CH100	History of the Christian Church	3

FALL – YEAR TWO		
	COURSE	CREDITS
TS200	Development of Pentecostal Spirituality	3
PM300	Pastoral Care and Counseling	3
PM250	Pentecostal Worship and Ministry	3
BI200	Book Study: Luke—Acts	3

SPRING		
	COURSE	CREDITS
CM100	Cross-Cultural Missions and Evangelism	3
TS250	Wesleyan-Pentecostal Theology	3
CM200	Essentials of Children’s Ministry	3
BI125	Survey of the Old Testament	3

SUMMER		
	COURSE	CREDITS
CM225	Essentials of Youth Ministry	3

FALL – YEAR THREE		
	COURSE	CREDITS
TS325	The Church, Culture, and Social Action	3
PM325	Preaching and Teaching Ministry	3
BI225	Book Study: Genesis	3
TS300	Christian Apologetics	3

TOTAL OF 66 CREDITS

COURSE DESCRIPTIONS

BI100

BIBLICAL HERMENEUTICS

3 CREDITS

This course conducts a general study of the integration of biblical hermeneutical theory and practice for the specific purpose of enhancing the usage of Scripture in various Christian settings (preaching, teaching, counseling, personal devotional reading, worship, witness, etc.) The interpretation of Scripture will be explored from a Wesleyan-Pentecostal contextual perspective and understood to be an ecclesiastical endeavor.

BI125

SURVEY OF THE OLD TESTAMENT

3 CREDITS

This is an introductory course for Old Testament study. It focuses on a study of the author, date, purpose, and main themes of each book of the Old Testament. Attention is given to the canon and text of the Old Testament with emphasis on the doctrines, historical background, and teachings from a Wesleyan-Pentecostal perspective.

BI150

SURVEY OF THE NEW TESTAMENT

3 CREDITS

This course is the introductory course for New Testament study and prepares students for subsequent courses in the New Testament. It seeks to explore the nature and purpose of the New Testament by utilizing a distinctively Wesleyan-Pentecostal approach to its study. An articulation of Latino Wesleyan-Pentecostal strategy for studying the New Testament follows, which has implications for issues of genre and methodology.

BI200

BOOK STUDY: LUKE—ACTS

3 CREDITS

The books of Luke and Acts are studied according to the following inquiries: authorship, date, circumstances of writing, and composition of the books. Attention is given to the theology of Luke, history and theology of the early church, and relevance for the Pentecostal faith.

BI225

BOOK STUDY: GENESIS

3 CREDITS

The book of Genesis is studied from the perspective of Pentecostal faith and ministry. Attention is given to the literary features and theological themes of Genesis and its composition. Chapter by chapter study is pursued inductively and informed by biblical resources, corporate interaction, and spiritual discernment.

CH100**HISTORY OF THE CHRISTIAN CHURCH****3 CREDITS**

This course is a survey of church history from the New Testament to the modern period. It will familiarize the student with theological developments over the course of history. Emphasis is placed on main figures, events, and developments in the church's worship, teaching, and lifestyle.

CH125**COGOP HISTORY, POLITY, AND DOCTRINE****3 CREDITS**

This course highlights historical events in the Church of God of Prophecy according to a chronological framework and reviews changes made in Church structure, doctrine, and polity. Students will assess the impact of leadership through the lens of the office of the General Overseer up to the present time. This course's conclusion reflects on the impact of ecclesial divisions, the Church's commitment to "Word and Spirit," and presents the Church as an organization engaged in Christian life and service and devoted to the fulfillment of the Great Commission.

CM100**CROSS-CULTURAL MISSIONS AND EVANGELISM****3 CREDITS**

This course is an introduction to the field of missiology and seeks to cultivate a global concern and a sense of Pentecostal urgency. It includes an overview of biblical and theological foundations and a summary of historical perspectives, which have culminated in the contemporary mission-evangelistic enterprise around the world. It introduces seven key areas of the modern field of missiology: biblical theology of mission, historical development of Christian mission, anthropology, folk religions and animism, church growth, leadership selection and training, and communicating missiological issues. Students will learn to plan a local church missions program.

CM200**ESSENTIALS OF CHILDREN'S MINISTRY****3 CREDITS**

This course introduces students to the theological foundations and practice of children's ministry in the local church. Students will learn how to engage with children on their level and how to collaborate with church leadership to meet the spiritual, emotional, social, and environmental needs of children. Attention will be given to integrating theories of child development with contemporary theology while paying attention to context, culture, and the need for parental engagement.

CM225**ESSENTIALS OF YOUTH MINISTRY****3 CREDITS**

This course introduces students to the theological foundations and practice of youth ministry in the local church. Students will learn how to engage with adolescents on their level and how to collaborate with church leadership to meet the spiritual, emotional, social, and environmental needs of youth. Attention will be given to integrating theories of adolescent development with contemporary theology while paying attention to context, culture, and the need for parental engagement.

PM100**SPIRITUAL AND MINISTERIAL FORMATION****3 CREDITS**

This course is a study on the spiritual disciplines, spiritual formation, and development in ministry practice. The student will participate in a guided process of sharing testimonies and prayer with other students. Students will learn to build one another up for ministry development and practice mutual accountability for spiritual, moral, family, community, and ministry life.

PM125**CHURCH ADMINISTRATION AND LEADERSHIP****3 CREDITS**

This course considers administrative and leadership principles and practices and relates them to local church organizational needs. Church management/leadership is examined within the total context of the practice of ministry and the mission of the Church in the world. Models of organization and leadership are examined and developed from a Pentecostal context.

PM200**DISCIPLESHIP IN THE LOCAL CHURCH****3 CREDITS**

This course introduces students to the value of individual and corporate discipleship, mentoring, inductive Bible studies, and church programs. It will give special attention to issues such as urban and rural ministries and racial/ethnic concerns in the congregational setting. Emphasis will be placed on developing students' abilities to address these issues properly and pastorally.

PM250**PENTECOSTAL WORSHIP AND MINISTRY****3 CREDITS**

This course emphasizes the distinct nature of Pentecostal liturgy. Students will learn to conduct special services and ceremonies and practice sacramental observances. Furthermore, this course provides assessments and competencies for students regarding the Pentecostal contexts of liturgical, historical, and contemporary practice.

PM300**PASTORAL CARE AND COUNSELING****3 CREDITS**

This course examines the practice of pastoral care and counseling. The student will learn the difference between pastoral care and pastoral counseling. The student will develop an understanding of context, guidance, techniques, procedures, and essential information.

PM325**PREACHING AND TEACHING MINISTRY****3 CREDITS**

The emphasis of this course is on the preparation for preaching, teaching, and oral presentation of the gospel of Christ. There is a two-fold thrust of the course: the preparation and delivery of sermons and the preparation and delivery of classroom presentations. Students will develop a sermon and receive feedback from the instructor.

TS100**INTRODUCTION TO CHRISTIAN DOCTRINE****3 CREDITS**

This course provides an introduction to the background and development of doctrines of the Christian church. Further, the course reviews the essential elements attributed to each doctrine from a Pentecostal perspective. Students will learn the significance of each doctrine for applied theology in this day and age.

TS125**APPLIED THEOLOGY IN RESEARCH AND WRITING****3 CREDITS**

In this course, students will learn to write clear, concise, and well-developed expositions in which critical thinking and editing skills are emphasized. There will also be an introduction to library research, the Turabian style, the basic components of a research paper in applied theology, and basic research methods. This course will provide a foundation for students to write research papers for their subsequent coursework.

TS200**DEVELOPMENT OF PENTECOSTAL SPIRITUALITY****3 CREDITS**

This course serves as an introduction to the early history and theology of the Pentecostal movement (especially the current of the Azusa Street revival). Special attention will be given to the initial cross-pollination that existed between the Pentecostal, Wesleyan, and Holiness movements.

TS250**WESLEYAN-PENTECOSTAL THEOLOGY****3 CREDITS**

A study of the beliefs and the theological development of the Wesleyan-Pentecostal stream. The course will first focus upon the contributions of the life and theology of John Wesley. Then, the focus will shift to the unique contributions from Pentecostal scholarship.

TS300**CHRISTIAN APOLOGETICS****3 CREDITS**

This course focuses on equipping students to develop the means for evaluating conflicting claims to truth by identifying common fallacies and characteristics of reliable thinking, practicing analysis of arguments, and clarifying arguments on both sides of current issues. It also serves as a brief introduction to philosophical ideas. It will introduce the student to a number of topics: the existence of God, skepticism, and free will that have attracted serious attention from great philosophers.

TS325**THE CHURCH, CULTURE, AND SOCIAL ACTION****3 CREDITS**

This course is a study of the biblical and theological dimensions of Christian ethics. A Pentecostal theological ethic will be applied to various ethical problems in church, society, home, and individuals. Students will be challenged to take action to overcome social injustice and inequality.

ACADEMIC CALENDAR

SPRING – 2020

Enrollment Period	Nov. 18, 2019 – Dec. 27	Session 1
Registration dates	Dec. 9, 2019 – Jan. 10	Session 1
Classes:	Jan. 13 – Mar. 6	Session 1
Enrollment Period	Jan. 20, 2020 – Feb. 20	Session 2
Registration dates	Feb. 17 – Mar. 13	Session 2
Classes:	Mar. 16 – May 8	Session 2

SUMMER 2020

Enrollment Period	Mar. 30 – May 8
Registration dates	Apr. 27 – May 22
Classes:	May 26 – July 17

FALL 2020

Enrollment Period	June 22 – July 31	Session 1
Registration dates	July 20 – Aug. 14	Session 1
Classes:	Aug. 17 – Oct. 9	Session 1
Enrollment Period	Aug. 24 – Oct. 2	Session 2
Registration dates	Sept. 28 – Oct. 23	Session 2
Classes:	Oct. 26 – Dec. 10	Session 2
Offices closed for holidays	Dec. 23, 2020 – Jan. 3, 2021	
Offices reopen	Jan. 4, 2021	

SPRING 2021

Enrollment Period	Nov. 23, 2020 – Jan. 8	Session 1
Registration dates	Dec. 7, 2020 – Jan. 15	Session 1
Classes:	Jan. 18 – Mar. 12	Session 1
Enrollment Period	Jan. 25 – Mar. 5	Session 2
Registration dates	Feb. 22 – Mar. 19	Session 2
Classes:	Mar. 22 – May 14	Session 2

SUMMER 2021

Enrollment Period	Mar. 29 – May 7
Registration dates	Apr. 26 – May 21
Classes:	May 24 – July 16

FALL 2021

Enrollment Period	June 21 – July 30	Session 1
Registration dates	July 19 – Aug. 13	Session 1
Classes:	Aug. 16 – Oct. 8	Session 1
Enrollment Period	Aug. 23 – Oct. 1	Session 2
Registration dates	Sept. 6 – Oct. 15	Session 2
Classes:	Oct. 18 – Dec. 10	Session 2
Offices closed for holidays	Dec. 23, 2021 – Jan. 2, 2022	
Offices reopen	Jan. 3, 2022	

SPRING 2022

Enrollment Period	Nov. 22, 2021 – Jan. 7	Session 1
Registration dates	Dec. 6, 2021 – Jan. 14	Session 1
Classes:	Jan. 17 – Mar. 11	Session 1
Enrollment Period	Jan. 24 – Mar. 4	Session 2
Registration dates	Feb. 17 – Mar. 18	Session 2
Classes:	Mar. 21 – May 13	Session 2

HOLIDAY SCHEDULE

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

FACULTY

ADMINISTRATION

Michael A. Hernandez, Director

Katherine P. Osborn, Registrar/Business Office Manager

Michael Plumley, Institutional Effectiveness and Assessment Coordinator

Albert Murza, Admissions and Media Manager

FACULTY

Faculty members have demonstrated academic and ministry competence in their area of teaching, including a master's or doctoral degree in that area.

Cardin, H. E.

Cruz, Fernando Lopez

Gordan, Milton

Harper, Timothy

Hernandez, Michael

Howard, Randall

Husbands, Loretta

Langley, Gary

Lowry, Larry

Osborn, Katherine P.

Rodriguez, Elias

Spears, Steven

Yanez, Isabel N.

Yanez, Jr., Jesus Santos

CARDIN, H. E.

M. Div.

Church of God Theological Seminary ————— 1993

D. Min.

Church of God Theological Seminary ————— 2006

CRUZ, FERNANDO LÓPEZ

B. A. Biblical Interpretation

Theological University of the Caribbean ————— 2012

M. A. Religion

Evangelical Seminary of Puerto Rico ————— 2016

D.Min.

Gordon Conwell Theological Seminary ————— 2019

GORDAN, MILTON

A.S. Communications

Motlow State Community College ————— 1990

B. S. History

East Tennessee State University ————— 1993

M. A. Ministry/Counseling

Church of God School of Theology ————— 1997

D. Min.

Pentecostal Theological Seminary ————— 2013

HARPER, TIMOTHY

B. A. Bible and Psychology

Kentucky Christian University ————— 1993

M. A. Biblical Studies

Cincinnati Christian University ————— 1995

M. Div.

Ashland Theological Seminary ————— 1999

D. Min.

Ashland Theological Seminary ————— 2012

HERNANDEZ, MICHAEL A.

B. A. Psychology

University of Hawaii at Hilo ————— 2005

M. S. Mental Health Counseling

Lee University ————— 2007

M. Div.

Pentecostal Theological Seminary ————— 2010

D. Min.

Gordon-Conwell Theological Seminary ————— 2019

HOWARD, RANDALL

B. S. Business and Spanish Education

University of Tennessee at Chattanooga ————— 1977

M. A. Church Ministries

Pentecostal Theological Seminary ————— 1991

D. Min.

Pentecostal Theological Seminary ————— 2015

HUSBANDS, LORETTA

M. A. Religion

Gordon Conwell Theological Seminary ————— 2014

D. Min.

Gordon Conwell Theological Seminary ————— 2018

LANGLEY, GARY

M. A. Global Leadership

Fuller Theological Seminary ————— 2012

D. Miss. (Doctor of Missiology) (candidate)

Fuller Theological Seminary

LOWRY, LARRY

B. S. Accounting

Lee University ————— 1976

M. S. Religion

Pentecostal Theological Seminary ————— 1977

M. Div.

Samford University ————— 1996

OSBORN, KATHERINE P.

A. A. Education/Biblical Studies/General Studies

Tomlinson College ————— 1979

B. A. Secondary Spanish/Reading Endorsement

Western Oregon University ————— 1983

M. A. Religion

Gordon-Conwell Theological Seminary ————— 2016

RODRIQUEZ, ELIAS

DDS

Autonomous University of Santo Domingo, DR ————— 1984

M. Div.

Church of God Theological Seminary ————— 2007

D. Min.

Gordon-Conwell Theological Seminary ————— 2014

SPEARS, STEVEN

B. S. Bible and Theology

Lee University ————— 2000

M. Div.

Pentecostal Theological Seminary ————— 2012

D. Min.

Gordan-Conwell Theological Seminary ————— 2019

YANEZ, ISABEL N.

M. A. Religious Studies

Gordon-Conwell Theological Seminary ————— 2013

D. Min

Gordon-Conwell Theological Seminary ————— 2018

YANEZ, JR., JESUS SANTOS

A. A. Religious Studies

Cornerstone Theological Seminary ————— 2000

B. S. Religious Education

Cornerstone Theological Seminary ————— 2002

M. A. Religious Studies

Gordon-Conwell Theological Seminary ————— 2013

D. Min

Gordon-Conwell Theological Seminary ————— 2018

T & CONTACT INFORMATION

LOCATION

Spirit & Life Seminary
Church of God of Prophecy
International Offices
3720 Keith St. NW
Cleveland, TN 37312

MAILING ADDRESS

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Church of God of Prophecy
P. O. Box 2910
Cleveland, TN 37320-2910

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Michael A. Hernández, DMin, MS, LPC/MHSP | mhernandez@slsem.org

Director of Spirit & Life Seminary

Katherine P. Osborn, MAR | kosborn@slsem.org

Registrar/Business Office Manager

Michael Plumley, EdD | mplumley@slsem.org

Institutional Effectiveness, Assessment Coordinator, Accreditation Officer

Albert Murza, CBE | amurza@slsem.org

Admissions and Media Manager

Spirit & Life
SEMINARY