ACADEMIC CATALOG

Spirit & Life SEMINARY

2026-27

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SPIRIT & LIFE SEMINARY

3800 KEITH ST. NW
CLEVELAND, TENNESSEE 37312

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TABLE OF CONTENTS

INTRODUCTION

DESCRIPTION — 1
INSTITUTIONAL OBJECTIVES — 1
MISSION STATEMENT — 1
INSTITUTIONAL VISION — 1
CORE VALUES — 2
AUTHORIZATION — 3
CERTIFICATION — 3
ACCREDITATION — 3
STATEMENT OF FAITH — 3
GOVERNANCE — 4
BOARD OF DIRECTORS — 5
FACILITIES — 5

ADMISSIONS INFORMATION

ADMISSIONS INTO THE CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES PROGRAM — 6
APPLICATION PROCESS FOR THE CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES PROGRAM — 6
ATB TEST — 7
ADMISSIONS INTO THE BACHELOR IN MINISTRY AND THEOLOGICAL STUDIES PROGRAM — 7
APPLICATION PROCESS FOR THE BACHELOR IN MINISTRY AND THEOLOGICAL STUDIES PROGRAM — 8
VERIFICATION OF STUDENT IDENTITY — 8
NONDISCRIMINATORY POLICY — 9
ACCEPTANCE PROCESS — 9
ENROLLMENT PERIOD — 9
ADVERTISING AND RECRUITMENT MATERIALS — 9

ACADEMIC INFORMATION

REGISTRATION POLICIES — 10
CLASS REGISTRATION PROCEDURE — 10
COURSE LOAD — 10
DEFINING THE UNIT OF CREDIT — 11
ONLINE EDUCATIONAL FORMAT — 11
INSTRUCTOR/STUDENT INTERACTION — 11
LIBRARY RESOURCES — 11
REGISTRATION CHANGES — 12
WITHDRAWAL FROM SPIRIT & LIFE SEMINARY — 12
ADMINISTRATIVE WITHDRAWAL POLICY DUE TO INACTIVITY — 13
CANCELLATION OF SCHEDULED CLASSES — 13
ATTENDANCE POLICY — 13
COURSE EVALUATION — 14

GRADING SYSTEM — 14
GRADING SCALE — 14
VALUES FOR LETTER GRADES — 14
QUALITY POINTS — 15
LATE COURSEWORK SUBMISSION POLICY — 15
INCOMPLETE COURSE POLICY — 15
GRADE POINT AVERAGES — 16
NOTIFICATION OF STUDENT PROGRESS — 16
ACADEMIC INTEGRITY — 16
CODE OF CONDUCT — 16
CONDITIONS FOR READMISSION — 17
TRANSFER OF CREDIT — 17
STUDENT PRIVACY POLICY — 18
GRIEVANCE POLICY — 18
FRAUD AND ABUSE — 19
PLACEMENT POLICY — 19
USING ARTIFICIAL INTELLIGENCE RESPONSIBLY — 19

FINANCIAL INFORMATION
TUITION AND FEES — 20
COURSE OF STUDY DURATION — 20
COSTS FOR THE CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES — 21
COSTS FOR THE BACHELOR IN MINISTRY AND THEOLOGICAL STUDIES — 22
TUITION COST GUARANTEE — 22
FEDERAL FINANCIAL AID — 22
COGOP SCHOLARSHIP — 22
STUDENT ACCOUNT AND FINANCIAL RESPONSIBILITY — 23
PAYMENT PROCESS/OPTIONS — 23
REFUND POLICY — 24
MILITARY REFUND POLICY FOR NATIONAL GUARD OR RESERVE FORCES OF THE UNITED STATES — 25
STUDENT TUITION RECOVERY FUND DISCLOSURES — 25

ACADEMIC PROGRESS
COMPLETION REQUIREMENTS FOR THE CERTIFICATE AND BACHELOR PROGRAMS — 28
PROGRAM COMPLETION — 28
ACADEMIC PROBATION AND SUSPENSION — 28

CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES PROGRAM: CURRICULUM
PROGRAM OBJECTIVES — 29
PROGRAM LEARNING OUTCOMES — 29
SEQUENCE OF CERTIFICATE PROGRAM — 30

BACHELOR PROGRAM - CURRICULUM
PROGRAM OBJECTIVES — 32
PROGRAM LEARNING OUTCOMES — 32

SEQUENCE OF BACHELOR PROGRAM ——— 32
COURSE DESCRIPTIONS ——— 35
STUDENT ACHIEVEMENT INFORMATION ——— 40
ACADEMIC CALENDAR ——— 41
ADMINISTRATION & FACULTY ——— 43
ADMINISTRATION ——— 43
FACULTY ——— 43
CONTACT INFORMATION ——— 48

SPIRIT & LIFE SEMINARY
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DESCRIPTION

Spirit & Life Seminary is the Church of God of Prophecy denominational institution. Spirit & Life Seminary is online educational enterprise that offers the Bachelor in Ministry and Theological Studies and the bachelor equivalency Certificate in Ministry and Theological Studies.

INSTITUTIONAL OBJECTIVES

Spirit & Life Seminary espouses these institutional objectives:

1. To provide educational opportunities that will equip the 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 through 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 programs 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.

CORE VALUES

Spirit & Life Seminary states that its mission, "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 through the power of the Holy Spirit." To achieve and fulfill our mission, Spirit & 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 & 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, and 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.

AUTHORIZATION

The Board of Directors, 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

The Ministry & Theological Studies program 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 programs meet 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.

ACCREDITATION

Spirit & Life Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Accredited Status as a Category II institution by the TRACS Accreditation Commission on April 29, 2025. This status is effective as of January 1, 2025, and is valid through December 31, 2029. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

STATEMENT OF FAITH

From its beginnings in the early twentieth century, the Church of God of Prophecy, Spirit & 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 Christ. Therefore, we look forward to new heavens and a new earth in which righteousness dwells.

GOVERNANCE

International Assembly of the Church of God of Prophecy

Board of Directors

Spirit & Life Seminary President

Spirit & Life Seminary Faculty and Staff

BOARD OF DIRECTORS

Timothy Coalter, Chair

H. E. Cardin	Cherry Daniels	Jeffery Davis
Daniel Felipe	Dr. Benjamin Feliz	Dr. Angela Lawson
Dr. Shaun McKinley	Dr. Brian Sutton	Woodroe Thompson

FACILITIES

The Spirit & Life Seminary offices are located on the second floor of the Majestic Building, 3800 Keith St. NW, Cleveland, TN 37312. The offices are comprised of the Spirit & Life Seminary president's office, academic dean's office, the director of business and finance's office, the director of student services and registrar's office, the admissions and marketing manager's office, and the Library. These offices consist of 1,930 square feet.

For the purpose of instruction, the main mode of instructional delivery is through online coursework, which includes required texts for individual courses and any supplemental instructional materials identified by course instructors. In the event of hybrid face-to-face instruction, the International Offices has a Ministry Training Center (MTC) 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, including the following:

1. High-speed internet access with wired and Wi-Fi connections
2. Smart televisions in all classrooms for 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. Three 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
10. Individualized climate control in all rooms to allow heat or AC at any level per room
11. Closed-circuit broadcasting to allow 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 Information

ADMISSIONS INTO THE CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES (CMTS) PROGRAM

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 GED/HISET, postsecondary credit in a degree program, 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 nonrefundable 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, they will be required to that they reapply and submit another application fee.

APPLICATION PROCESS FOR THE CMTS PROGRAM

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 under the APPLY NOW option.
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. Documents can also be sent by regular mail.
3. Students must submit one letter of recomendation from someone other than a family member.
4. Pay the nonrefundable $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.

ATB TEST

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

The Ability to Benefit Test consists of a series 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.

ADMISSIONS INTO THE BACHELOR IN MINISTRY AND THEOLOGICAL STUDIES (BMTS) PROGRAM

The applicant will need to present one of the following postsecondary degree transcripts:

- The applicant will need to have a completed associates degree in general education or an associates degree within a related field. The degree must be from an accredited institution's whose accreditation is recognized by CHEA or the U.S Department of Education. The associates degree must have a minimum of 30 credit hours in general education. To meet general education requirements, the student must have the following credits: at least a minimum of 3 hours in humanities/fine arts, a minimum of 3 credit hours in behavioral/social science, and a minimum of 3 credit hours in natural science/math. Up to 24 credits from the associates will be applied to elective hours. The 24 elective credits cannot be duplicated from the credits that are offered at Spirit & Life Seminary. The transfer degree GPA must be a minimum of 2.0.

- The applicant can also be accepted by presenting an official transcript from not completed associate or bachelor's degree program credits. Students must complete a minimum of 54 credits, with 30 of them in general education. To meet general education requirements, the student must have the following credits: at least a minimum of 3 hours in humanities/fine arts, a minimum of 3 credit hours in behavioral/social science, and a minimum of 3 credit hours in natural science/math. Up to 24 credits will be applied towards elective hours. The 24 elective credits cannot be duplicated from the credits that are offered at Spirit & Life Seminary. The GPA for each credit must be 2.0 or higher. The credits must be completed at accredited institution whose accrediting agency is recognized by CHEA or the U.S Department of Education.

- A transcript from a completed accredited bachelor's degree. The degree must be completed at accredited institution whose accrediting agency is recognized by CHEA or the U.S. Department of Education. The Bachelor's degree must have a minimum of 30 credit hours in general education. To meet general education requirements, the student must have the following credits: at least a minimum of 3 hours in humanities/fine arts, a minimum of 3 credit hours in behavioral/social science, and a minimum of 3 credit hours in natural science/math. Up to 24 credits from the bachelor's degree will be applied to elective hours. The 24 elective credits cannot be duplicated from the credits that are offered at Spirit & Life Seminary. The transfer degree GPA must

be a minimum of 2.0.

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, and (2) the appropriate nonrefundable 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,they will be required to reapply and submit another application fee.

APPLICATION PROCESS FOR THE BMTS PROGRAM

Academic requirements – postsecondary degree trascript

1. Students must fill out an application at slsem.org under the APPLY NOW option.
2. Pay the non-refundable $50.00 application fee to Spirit & Life Seminary.
3. Submit an official associate's or bachelor's level transcript. The transcript can also be sent by regular mail or via email at admissions@slsem.org. A Transcript Evaluation Fee will be collected as part of this process for the first three transcripts that are being evaluated. The academic dean will evaluate the transferable credits within 5 to 10 business days and after the application and transcript evaluation fees are paid.
4. Students must submit one letter of recomendation from someone other than a family member.
5. Students will receive a confirmation email upon completion of the application process. Please follow the directions in the confirmation email.

VERIFICATION OF STUDENT IDENTITY

Spirit & Life Seminary makes every effort to verify the student's identity. All Admissions records are maintained securely in a password-protected administrative account by the admissions manager. Admissions documents are maintained in password-secured One-Drive and Populi files for three years subsequent to completion or withdrawal from SLS.

Upon admission to the Seminary, the student is required to upload into the Populi learning management system (LMS) the photo/scan of his/her government-issued ID or passport and a profile picture for his/her student account.

If a potential student uses the option of completing the Ability to Benefit (ATB) Test for admissions, he/she must present their government-issued ID to the examiner before the test is administered.

After being accepted as a student at SLS, the student's personal account is created in Populi. The student is assigned a username and self-generates a password known only to the student for access to his/her Populi account.

Upon successfully completing a program with Spirit & Life Seminary, the student must present a government-issued ID to verify his/her identity to receive a diploma. If unable to attend the graduation exercise to accept the diploma in person, the student will have to email a digital image of a government-issued ID to verify his/her identity before the diploma will be sent to him/her.

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.

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 (see dates on Academic Calendar, p. 41).

ADVERTISING AND RECRUITMENT MATERIALS

In compliance with the Tennessee Higher Education Commission Postsecondary State Authorization Rules and Regulations 1540-01-02.20 (Representations, Advertising, and Solicitations), Spirit & Life Seminary's recruitment and advertising efforts are primarily handled by the admissions manager's office. The manager disseminates recruitment and advertising materials and also handles all measures of inquiry concerning interest in the Seminary program of study. All printed materials for recruitment are systematically reviewed and kept updated with current, accurate information about the Seminary.

Academic Information

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 open 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
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 for which you want to register.
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 course(s), 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 approximately 18 hours per week working on each three-credit-hour course. A student enrolling in 12 credit hours (four 3-credit-hour courses) in a semester is considered full-time. Completing 12 credits per semester student and 3 credits (one 3-credit-hour course) each summer will enable a 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 each 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 page 30 of this catalog.

DEFINING THE UNIT OF CREDIT

The unit of credit is the semester hour. A semester hour is one 50-minute period of instruction per week for 15 weeks or the equivalent. Each in-class period is supported by two hours of outside-class work. Online courses meet for eight-week sessions. For each credit of online work, the student should expect to invest an average of six hours per week.

ONLINE EDUCATIONAL FORMAT

The Spirit & Life Seminary programs are 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 programs. To access the student portal, follow this link:

slsem.populiweb.com

INSTRUCTOR/STUDENT INTERACTION

The courses will include regular and substantive interaction between the instructor and the student. This interaction will take place in the following manner:

- Email – The instructor will respond to emails from students within 48 business hours. Students are encouraged to correspond with the instructor on any issues/questions related to course content, assignments, expectations, etc. Students must use the SLS email account provided to all students and instructors.
- Written Work – The instructor will provide feedback on written work via Populi, including grades, comments, and completing the grading rubric (when applicable).
- Discussion Forums – Students are expected to participate in discussion forums. In addition to student-to-student interaction, the instructor will also interact with students in the discussion forum. Students will also receive feedback and grades on any discussion in Populi.
- Live Lectures – An instructor may choose to hold a live lecture. Students are encouraged but are not required to attend the lecture meetings. Students are encouraged to send any questions they may have to the instructor prior to the meeting. The lecture will be recorded, and those students who cannot participate live will be able to watch the recording in their Populi Lesson tab for that week.

LIBRARY RESOURCES

PITTS DIGITAL LIBRARY, A PROJECT OF PITTS THEOLOGY LIBRARY IN COOPERATION WITH EMORY UNIVERSITY

SLS students will receive an email from OpenAthens to their SLS email address requesting that they set up a free digital library account. This account will allow them to access EBooks, professional journal articles, theology and religion resources for research purposes. Students can ask for help using this website: https://guides.theology.library.emory.edu/c.php?g=1364472&p=10079573

TENNESSEE ELECTRONIC LIBRARY (TEL)

The Spirit & Life Seminary Library supports the ministry program curriculum with over 4,200 volumes in print materials and audio visuals that are available the hours the seminary is open for business. The Tennessee Electronic Library (TEL) at (URL:http://tntel.info) is available anywhere, anytime to all Tennessee residents. TEL provides free online access to selected electronic databases for all libraries serving citizens of the State of Tennessee: public, academic, school, and not-for-profit special libraries. The Tennessee Electronic Library is made possible through funding provided by the General Assembly of the State of Tennessee, the U.S. Institute of Museum and Library Services, and through pledges from Tennessee libraries. TEL is administered by the Tennessee State Library and Archives, a division of the Tennessee Department of State, Tre Hargett, Secretary of State.

Out of state residents (students, instructors, and staff) may access TEL by searching URL:http://infotrac.galegroup.com/itweb/tel_a_ecpci and typing the password: elvis.

ADDITIONAL 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

4. UNESCO Digital Library: unesdoc.unesco.org/library

5. Microsoft Academic Search / Semantic Scholar: https://www.semanticscholar.org/

6. Directory of Open Access Journals: 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 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. 24). 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.28 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 & Life Seminary Refund Policy will be implemented if a refund is appropriate.

WITHDRAWAL FROM SPIRIT & LIFE SEMINARY

Any student wishing to withdraw from the Spirit & Life Seminary shall notify the registrar's office through email to express that intent. Upon receiving such email notice, the registrar will direct the student to complete the Withdrawal form provided online. Following online submission of the student's Withdrawal form, 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.

ADMINISTRATIVE WITHDRAWAL POLICY DUE TO INACTIVITY

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 asdministratively withdrawn and will necessitate reapplication to Spirit & 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 students who had enrolled.

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 by submission of discussion assignments in the online forum every week. Students must meet the seven class minimum attendance requirement by submiting all weekly discussion assignments. If the student fails to submit two weekly discussion assignments, the student will be placed on Academic Probation (p. 28). 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 & Life Seminary course. We ask for completion of the Course Evaluation so that Spirit & 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**.

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 is 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 is given for a class dropped in compliance with the Withdrawal Policy.

GRADING SCALE

A	**100-93**	**A-**	**92-90**		
B+	**89-87**	**B**	**86-83**	**B-**	**82-80**
C+	**79-77**	**C**	**76-73**	**C-**	**72-70**
D+	**69-67**	**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

LATE COURSEWORK SUBMISSION POLICY

There is an expectation that all course assignments must be submitted no later than the prescribed due date in 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 & 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.

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 programs. 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 programs, 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.

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 are 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 Spirit & Life Seminary 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. A Transcript Evaluation Fee will be collected as part of this process for the first three transcripts that are being evaluated. The transfer of credit request must be approved by the Spirit & Life Seminary's academic dean. There is no guarantee all credits will be accepted.

• The maximum number of credits that a student may transfer to the bachelor program is 87 out of the 120 credit hours required for completion of the program. Only courses passed with a grade of C or better may be transferred unless the student is being accepted based on completed associate degree. In the event a student transfer credits from a completed associate degree, courses with a passing grade will be transferred in. A Transcript Evaluation Fee will be collected as part of this process for the first three transcripts that are being evaluated. The transfer of credit request must be approved by the academic dean of Spirit & Life Seminary. There is no guarantee that 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.

STUDENT PRIVACY POLICY

To comply with Family Education Rights and Privacy Act (FERPA), Spirit & 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 requesting the student's information.

Access to Student Records by the Student

Almost all individual student 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's academic dean by email or letter:

Albert Murza

Academic Dean of Spirit & Life Seminary

Email: amurza@slsem.edu

P. O. Box 2910

Cleveland, TN 37320-2910

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 may file a complaint with the following

Tennessee Higher Education Commission (THEC)

Division of Postsecondary State Authorization

404 James Robertson Parkway

Nashville, TN 37243-0830

Telephone: 615-741-5293

Transnational Association of Christian Colleges and Schools (TRACS)

If a student does not find relief at the institutional level, he/she may contact the Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551 (434) 525-9539 www.tracs.org/resources.

FRAUD AND ABUSE

In compliance with the Tennessee Higher Education Commission Postsecondary State Authorization Rules and Regulations 1540-01-02.19(1), Fair Consumer Practices and Complaints, and 1540-01-02.20 Representations, Advertising, and Solicitations, 1540-01-02.149(5) Financial Standards, Spirit & Life Seminary expends great effort to ensure and demonstrate that what is being represented in all of its printed documents is done accurately. Compliance with these standards consistently occurs in daily operations and interactions with students, faculty, and staff. The institution's grievance protocol is available to any person who is interested in filing a grievance.

PLACEMENT POLICY

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

USING ARTIFICIAL INTELLIGENCE RESPONSIBLY

Although, Spirit & Life Seminary does not ban ChatGPT, Grammarly, or any other AI-powered writing aids when the tools are used to support students' studies. Spirit & Life Seminary prohibits any use of AI-powered tools to generate content and for the student to present the AI content as original work. This includes not allowing AI to significantly modify existing student work to the point that the assignment is no longer in the student's own words. This kind of behavior goes against academic integrity policy.

Financial Information

TUITION AND FEES

Application Fee: $50.00

ATB Test Fee: $25.00

Tuition: $150.00 per credit hour; $450.00 per 3-credit course

COGOP Scholarship

Part-Time Student: $65.00 per credit hour; up to $195.00 per 3-credit course

Full-Time Student: $75.00 per credit hour; up to $225.00 per 3-credit course

Technology Fee: $30.00 per session (non refundable)

Registration Fee: $30.00 per session (non refundable)

Late Registration Fee: $10.00 per session

Textbooks: Estimate of $50 for textbooks per class

Transcript Fee: $10.00 per transcript

Transcript

Evaluation Fee: $10.00 for three transcripts

Graduation Fee:

Certificate Program: $150.00

Bachelor Program: $200.00

The Graduation fee is not prorated; non-participation does not exempt a graduate from any part of the fee.

Graduation Late

Application Fee: $25.00

Directed Study Fee: $25.00

Audit Fee: $50.00 per credit hour; $150.00 per 3-credit course

COGOP Audit Fee

Scholarship: $25.00 per credit hour; up to $75.00 per 3-credit course

COURSE OF STUDY DURATION

Full-time Student

The certificate and bachelor programs are 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

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 or bachelor program across a five-year period of time.

COSTS FOR THE CERTIFICATE IN MINISTRY AND THEOLOGICAL STUDIES

Tuition costs for students for the 66 credit hours of study at $150.00 per hour would be $9,900.00.

Students are assessed a $30.00 registration fee per session for a total cost of $360.00 registration fee.

Students are assessed a recurring technology fee of $30.00 per session at a total cost of $360.00 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	$9,900.00	Tuition	$9,900.00
Registration fee	$360.00	Registration fee	$360.00
Technology fee	$360.00	Technology fee	$360.00
Textbooks	$1,400.00	Textbooks	$1,400.00
Graduation fee	$150.00	Graduation fee	$150.00
Total	**$12,170.00**	**Total**	**$12,170.00**

COSTS FOR THE BACHELOR IN MINISTRY AND THEOLOGICAL STUDIES

Tuition costs for students for the 66 credit hours of study at $150.00 per hour would be $9,900.00.

Students are assessed a $30.00 registration fee per session for a total cost of $360.00 registration fee.

Students are assessed a recurring technology fee of $30.00 per session at a total cost of $360.00 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	$9,900.00	Tuition	$9,900.00
Registration fee	$360.00	Registration fee	$360.00
Technology fee	$360.00	Technology fee	$360.00
Textbooks	$1,400.00	Textbooks	$1,400.00
Graduation fee	$200.00	Graduation fee	$200.00
Total	**$12,220.00**	**Total**	**$12,220.00**

TUITION COST GUARANTEE

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

FEDERAL FINANCIAL AID

Spirit & Life Seminary does not participate in the federal financial aid program.

COGOP* SCHOLARSHIP

After admission, all COGOP students are automatically eligible for the COGOP scholarship. However, a minimum cumulative GPA of 2.0 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 placed on academic probation. Students who fail to raise their grades after one session to the cumulative 2.0 GPA and/or have no grade lower than a C will be ineligible for the COGOP scholarship the following semester. Students may be eligible for the COGOP scholarship after meeting the requirements for 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 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 director of business and finances 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:

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

- Ability To Benefit (ATB) Test fee:

  The applicant will receive an email with a link to schedule the ATB Test and to pay the ATB Test fee if the applicant is required to take the Ability to Benefit Test. The applicant will be redirected to the "Calendly" website to schedule the ATB Test, fill out personal card information for payment, and click on "Schedule Event."

- Tuition and other fees:

  The student will receive an invoice in their Populi student account under "My Profile -> Financial." On the right-hand side, the student will see the total amount owed to Spirit & Life Seminary. by clicking on the "Make a Payment" button under the "Total Amount." The student will be redirected to the financial form that will need to fill out in Populi. FWhen the card information has been entered, the student clicks the the "PAY NOW" button.

Cash Payment:

Student can come to the Spirit & 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 & Life Seminary staff at 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 a Spirit & 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 a Spirit & 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 a Spirit & 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 a Spirit & 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

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.

MILITARY REFUND POLICY FOR NATIONAL GUARD OR RESERVE FORCES OF THE UNITED STATES

If a student is ordered to national guard duty or federal active duty during active enrollment in one or more Spirit & Life Seminary courses, the student will be allowed to choose from one of the following options:

a) Make arrangements with some of the student's instructors for grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped, and tuition and mandatory fees for the course shall be refunded.

b) Make arrangements with the student's instructors for course grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full

c) The student may withdraw from the courses he/she was enrolled in. The student will receive a full refund of tuition and fees for the courses from which he/she has withdrawn.

STUDENT TUITION RECOVERY FUND DISCLOSURES (CALIFORNIA RESIDENTS ONLY)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan

approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Academic Progress

COMPLETION REQUIREMENTS FOR THE CERTIFICATE AND BACHELOR PROGRAMS

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

1. Satisfactorily complete the specified curriculum as outlined in the catalog
2. Satisfactorily complete a minimum total hours from courses which is 66 credit hours for the Certificate and 120 credit hours for the Bachelor's (including the transfer credit hours)
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 & Life Seminary

PROGRAM COMPLETION

Students will be eligible for program completion after the requirements for their programs are met. A diploma 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 or bachelor 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.

Certificate in Ministry and Theological Studies program

Curriculum

CMTS PROGRAM OBJECTIVES

Spirit & Life Seminary espouses these program objectives:

1. To provide educational opportunities that will equip the 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

PROGRAM LEARNING 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 their ethical application to daily living
5. A knowledge of the Church of God of Prophecy's history, polity, and doctrine.

SEQUENCE OF THE 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
CM*	Elective*	3

SPRING		
BI125	Survey of the Old Testament	3

SUMMER		
	COURSE	CREDITS
CM*	Elective*	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

***CONTEXTUAL MINISTRIES ELECTIVE COURSES:**

Choose two of the following courses:

- CM200 Essentials of Children's Ministry
- CM225 Essentials of Youth Ministry
- CM250 Essentials of Church Planting

Bachelor in Ministry and Theological Studies program

Curriculum

BMTS PROGRAM OBJECTIVES

Spirit & Life Seminary espouses these program objectives:

1. To provide educational opportunities that will equip the 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

PROGRAM LEARNING 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 bachelor's 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 their ethical application to daily living
5. A knowledge of the Church of God of Prophecy's history, polity, and doctrine

SEQUENCE OF THE BACHELOR PROGRAM

The requirements and recommended sequence of courses for the Bachelor 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
CM*	Elective*	3
BI125	Survey of the Old Testament	3

SUMMER		
	COURSE	CREDITS
CM*	Elective*	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

66 CREDITS

In addition to the 66 credits Spirit & Life Seminary offers, students are expected to transfer in 54 credits as part of the admissions process.

TOTAL OF 120 CREDITS

***CONTEXTUAL MINISTRIES ELECTIVE COURSES:**

Choose two of the following courses:

- CM200 Essentials of Children's Ministry
- CM225 Essentials of Youth Ministry
- CM250 Essentials of Church Planting

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 an 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 presiding bishop 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, 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.

CM250	ESSENTIALS OF CHURCH PLANTING	3 CREDITS

This course covers the theological, practical, and strategic aspects of planting a church. The course examines the biblical foundations for church planting and the theological concepts that underlie the practice. Students will explore the practical considerations involved in planting a church, such as finding a location, building a team, and developing a ministry plan. Attention will be given to the strategic aspects of church planting, including how to identify potential target communities, how to assess the readiness of those communities for a new church, and how to communicate the message of the gospel to those communities effectively.

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. Students will be given the opportunity to develop a church budget which reflects the strategic goals of the local church.

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. Additionally, 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

This course presents 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, etc. —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.

Student Achievement Information

RETENTION RATE*

Program	2024-2025	2023-2024	2022-2023	Average
Certificate	**0%**	**0%**	**0%**	**0%**
Bachelor**	**0%**	**0%**	**0%**	**0%**

*Retention rates for certificate and bachelors programs are fall-to-fall based on first-time, full-time status.

**Spirit & Life Seminary did not begin enrolling students in the bachelor program until January 2024, following the program's approval in May 2023.

GRADUATION RATE***

Program	2024-2025	2023-2024	2022-2023	Average
Certificate	**0%**	**0%**	**0%**	**0%**
Bachelor**	**0%**	**0%**	**0%**	**0%**

****The completion and graduation rates for certificates, associate degrees, and bachelor degrees are measured at 150% of the expected time for completion (bachelor degree rate is 6 years from the first enrollment)**

Academic Calendar

(Subject to Change)

FALL 2026

Enrollment Period	June 20 – Aug. 1	Session 1
Registration dates	July 19 – Aug. 6	Session 1
Classes:	Aug. 10 – Oct. 4	Session 1
Enrollment Period	Aug. 22 – Oct. 3	Session 2
Registration dates	Sept. 16 – Oct. 8	Session 2
Classes:	Oct. 12 – Dec. 6	Session 2
Offices closed for holidays	Dec. 22, 2026 – Jan. 3, 2027	
Offices reopen	Jan. 4 , 2027	

SPRING 2027

Enrollment Period	Nov. 21, 2023 – Jan. 2	Session 1
Registration dates	Dec. 2, 2023 – Jan. 10	Session 1
Classes:	Jan. 11 – Mar. 7	Session 1
Enrollment Period	Jan. 23 – Mar. 6	Session 2
Registration dates	Feb. 17 – Mar. 11	Session 2
Classes:	Mar. 15 – May 9	Session 2
Commencement Ceremony	May 15	

SUMMER 2027

Enrollment Period	Mar. 28 – May 18
Registration dates	May 11 – May 29
Classes:	May 31 – July 25

FALL 2027

Enrollment Period	June 20 – Aug. 1	Session 1
Registration dates	July 13 – Aug. 7	Session 1
Classes:	Aug. 9 – Oct. 3	Session 1
Enrollment Period	Aug. 22 – Oct. 3	Session 2
Registration dates	Sept. 14 – Oct. 9	Session 2

Classes:	Oct. 11 – Dec. 5	Session 2
Offices closed for holidays	Dec. 23, 2027 – Jan. 2, 2028	
Offices reopen	Jan. 3 , 2028	

SPRING 2028

Enrollment Period	Nov. 21, 2028 – Jan. 2	Session 1
Registration dates	Dec. 7, 2028 – Jan. 8	Session 1
Classes:	Jan. 10 – Mar. 5	Session 1
Enrollment Period	Jan. 23 – Mar. 6	Session 2
Registration dates	Feb. 15 – Mar. 10	Session 2
Classes:	Mar. 13 – May 7	Session 2

SUMMER 2028

Enrollment Period	Mar. 28 – May 9
Registration dates	May. 6 – May 27
Classes:	May 29 – Jul. 23

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)

Administration & Faculty

ADMINISTRATION

Dr. Jeremiah Barker, President

Albert Murza, Academic Dean

Jacob A. Coleman, Director of Business and Finance

Debbie Freeman, Registrar and Director of Student Services

Gayla Brewer, Director of Library Services

Carimet Sidney, Admissions and Marketing 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.

Full-time:

Rock, Simon

Salinas Alayo, Yerson

Part-Time/Adjunct

Chen, Samson B.

Cruz, Fernando Lopez

Harper, Timothy S

Hutchinson, Barry

Lowry, Larry

Murza, Albert

Murza, Kristen

Rodriquez, Elias

CHEN, SAMSON B.

Master of Arts (MA) in Religion

Gordon Conwell Theological Seminary——————— 2018

Bachelor of Science (BS) in Building Technology

University of Manchester: Institute of Science and Technology — 1989

CRUZ, FERNANDO LÓPEZ

Doctor of Ministry (DMin)

Gordon Conwell Theological Seminary — 2019

Master of Arts (MA) in Religion

Evangelical Seminary of Puerto Rico — 2016

Bachelor of Arts (BA) in Biblical Interpretation

Theological University of the Caribbean — 2012

HARPER, TIMOTHY

Doctor of Philosophy (PhD)

Southern Baptist Theological Seminary — 2024

Doctor of Ministry (DMin)

Ashland Theological Seminary — 2012

Master of Divinity (MDiv)

Ashland Theological Seminary — 1999

Master of Arts (MA) in Biblical Studies

Cincinnati Christian University — 1995

Bachelor of Arts (BA) in Bible and Psychology

Kentucky Christian University — 1993

HUTCHINSON, BARRY S.

Master of Arts (MA) in Religion

Gordon Conwell Theological Seminary — 2017

Master of Business Administration (MBA)

University of Central England — 2007

Master of Science (MS) in Manager & Organization Development

University of Central England — 2001

Bachelor of Arts (BA) in Business Studies

University of Wolverhampton — 1994

LOWRY, LARRY

Master of Divinity (MDiv)

Samford University — 1996

Master of Science (MS) in Religion

Pentecostal Theological Seminary — 1977

Bachelor of Science (BS) in Accounting

Lee University — 1976

MURZA, ALBERT

Education Specialist y (EdS)

Liberty University — 2026

Master of Divinity (MDiv)

Pentecostal Theological Seminary — 2022

Certificate (BE) in Church Ministry

European Theological Seminary — 2017

MURZA, KRISTEN

Master of Arts (MA) in Church Ministries

Pentecostal Theological Seminary — 2022

Bachelor of Arts (BA) in TESOL

Lee University — 2018

ROCK, SIMON

Master of Arts (MA) Biblical Studies

Lee University — 2017

Certificate (BE) in Church Ministry

European Theological Seminary — 2016

RODRIGUEZ, ELIAS

Doctor of Ministry (DMin)

Gordon-Conwell Theological Seminary — 2007

Master of Divinity (MDiv)

Church of God Theological Seminary — 2007

Doctor of Dental Surgery

Autonomous University of Santo Domingo, DR — 1984

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.edu
Phone: 423-559-5515

Jeremiah Barker, DMin | jbarker@slsem.edu
President
Albert Murza, EdS, MDiv | amurza@slsem.edu
Academic Dean
Jacob A. Coleman, MBA | jcoleman@slsem.edu
Director of Business and Finance
Debbie Freeman, MSME | dfreeman@slsem.edu
Registrar and Director of Student Services
Gayla Brewer, SLIS, MSLS | gbrewer@slsem.edu
Director of Library Services
Carimet Sidney | csidney@slsem.edu
Admissions & Marketing Manager

Spirit & Life
SEMINARY