

Thirdmill Seminary

# STUDENT HANDBOOK

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2022-2023



[thirdmillseminary.org](http://thirdmillseminary.org)

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STUDENT HANDBOOK

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## Contact Information

Seminary for the Third Millennium

*Doing business as* Thirdmill Seminary

316 Live Oaks Boulevard

Casselberry, FL 32707

Email [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org)

Website [thirdmillseminary.org](http://thirdmillseminary.org)

## Administration

Gregory Perry, Ph.D.

President

Bob Brumley, Ph.D.

Academic Dean, English Program & Compliance Officer

Jeff David, D.Min.

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Rosemary Gitonga, MCI, MACI

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Administration and Communications Director

Richard Ramsay, D.Min.

Director of Curriculum Development

Rosalía Sanchez, M.S.

Director of Instructional Design, Spanish, Registrar

Scott Simmons, M.Div.

Director of Instructional Design, English

## Faculty

### Seminary Taught in English

Greg Perry, Ph.D.

Ben Chen, Ph.D., M.Div.

Ra McLaughlin, M.Div.

Andrew Parlee, Ph.D.

Richard Pratt, Jr., Th.D.

Scott Simmons, M.Div.

### Seminary Taught in Spanish

David Correa, D.Min.

Richard Crane, M.Div.

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Sebastián Romero Orellana, M.A.

Cristián Sepúlveda Irribarra, Candidato Ph.D.

Gabriela Tijerina-Pike, Ph.D.

## From the President

Welcome to Thirdmill Seminary. Together, we study, interpret and apply the Scriptures to our lives as disciples of Christ. As we grow, we'll be strengthened by the Holy Spirit and each other to equip God's people for discipling the nations.

Thirdmill Seminary is designed primarily for co-vocational church leaders. Many of you are working a second or third job to support your family, while you serve Christ and the local church. Our program is **on-the-job-training** in ministry, a partnership between church and seminary that allows you to work and study at the same time. Our goal is for you to put the results of your study to work immediately; to field test what you're learning from God's Word. Every Thirdmill Seminary student must **work with a local pastor or mentor** in each course. You'll meet with your mentor several times throughout the course to discuss the things you're learning, to talk and pray about how they apply to your own discipleship, and to put into practice as you're learning right away in your ministry activities.

Another unique feature of Thirdmill Seminary is that each one of our courses includes a **spiritual formation** dimension. We utilize different forms of prayer, meditation, Scripture memory, and other spiritual disciplines like fasting, journaling, and service, to assist you with applying the Bible to your own life as a Christian. As we practice spiritual formation, our **network of learning communities** is cultivating a biblical imagination and a love for God, for our neighbor and for ourselves that will produce good fruit in our ministry practices.

One more unique element of Thirdmill Seminary is our **multilingual program**. We currently offer both English and Spanish programs. And we'll add other language programs as we develop faculty and financial resources to support them. Finally, Thirdmill Seminary offers a radically **affordable fee structure**. We charge an application fee to support the process for considering your application and its supporting documents. We charge an assessment fee for each credit hour, because each hour of credit is supported by a major assessment that is evaluated by our faculty.

We believe that God directs our steps and that he has directed you to Thirdmill Seminary. We are honored you have chosen to pursue furthering your knowledge of our Lord and Savior, Jesus Christ, through us. We will be praying for you during your educational journey and wish you many blessings along the way.

A handwritten signature in black ink, appearing to read "Greg Perry". The signature is fluid and cursive, with the first name "Greg" and last name "Perry" clearly distinguishable.

Greg Perry, PhD  
President, Thirdmill Seminary

## Statements

### Mission Statement

Thirdmill Seminary provides affordable access to a quality, multilingual theological education by distance learning, so Christian leaders can study Scripture deeply and communicate its teachings clearly where they serve Christ and His Church.

### Vision Statement

Thirdmill Seminary is developing a network of learning communities that spans barriers of language, cost and distance to interpret and apply Christian Scripture in the Church's mission to glorify God and disciple the nations.

### Statement of Faith regarding Historic Evangelical Doctrines

We believe that Scripture consists of the 39 books of the Old Testament and the 27 books of the New Testament as originally inspired and given by the Holy Spirit. We believe that Scripture is infallible, inerrant, and to be received, read, believed and obeyed as the written Word of God.

We believe Scripture reveals only one living and true God, who exists in the three persons of the Godhead: the Father, the Son and the Holy Spirit. These three are one God, the same in substance, equal in power and glory.

We believe in the full deity and full humanity of Jesus Christ, in his virgin birth, his sinless life, his miracles, his substitutionary and atoning death, his bodily resurrection, his ascension to the right hand of God the Father, his present rule over and intercession for the Church, and his visible return in power and glory.

We believe in the present ministry of the Holy Spirit, whose work of regeneration is essential for salvation. By the Spirit's sanctifying power, which indwells all believers in Christ, we are enabled to live godly lives of worship and service.

We believe in the bodily resurrection of every person for the final day of judgment before the Lord Jesus Christ — the lost unto eternal punishment and the saved unto eternal life.

### Doctrinal Standards

A more complete statement of our doctrinal standards can be found in the Westminster Confession of Faith together with its Larger and Shorter Catechisms.

## Administration and Admissions

The purpose of policies and procedures is to bless others by clearly explaining expectations and

requirements of the seminary. If there are any questions regarding these policies, please do not hesitate to ask any of our faculty or staff. We are available via email and typically respond within 24-48 hours. Our Student Services team respond to messages during regular business hours Monday - Friday.

### Application Requirements

A student's application and materials are submitted into the Student Information System. They are reviewed by the Registrar and the Admissions Committee for entrance into the seminary.

All of the following documentation must be in place for a student to be admitted:

- Completed application form and payment of application fee
- Pastor or Mentor Recommendation Form
- Bachelor's degree
- Official Transcript(s) from bachelor's program(s)
- Current government-issued identification with photo

### Academic Conditional Acceptance and Probation

A student who has been accepted on conditional status due to unofficial transcripts, must provide Official Transcripts by the conclusion of the first term in order to enroll in the next term. Official transcripts are sent directly by the undergraduate degree granting institution and sent to the seminary mailing address or by email to [admissions@thirdmillseminary.org](mailto:admissions@thirdmillseminary.org).

### Conditional Acceptance

If a student begins pursuit of a Thirdmill Seminary degree and has a 3.0 GPA from the undergraduate degree granting institution or lower, the student may be accepted conditionally with the expectation that the student will achieve a 3.0 or better in the first enrolled term at Thirdmill Seminary. If the student does not achieve a 3.0 GPA by the end of the second term, the student may be placed on academic probation. Students must maintain an overall grade point average (GPA) of 3.0 or higher to maintain their good standing and eligibility for graduation.

### Cancellation Policy

Students who cancel their enrollment within 5 days of signing the enrollment agreement will receive a full refund of any assessment fees paid to the Seminary. In order to communicate the cancellation, a student will notify the Registrar and/or their professor in writing by email.

### Credit Hour Policy

We follow the Carnegie hour with 45 hours of activity per credit hour during each eight-week term. We are able to provide the time allocation for all activities in all courses to show how they equal 135 hours for a 3-credit course, 90 hours for a 2-credit course, and 45 hours for a one credit course.

### Discrimination Policy

Thirdmill Seminary does not discriminate in its admission of students on the basis of race, ethnic heritage, gender or sexual orientation. In keeping with Scripture's description of human beings, created in the image of God as male and female, we hold to a biblical description of marriage between one man and one woman. Husband and wife become one flesh in their joint commission to multiply God's image and to steward God's gifts in covenant faithfulness to God and each other. Therefore, we believe the gift of human sexuality is for expression in the bond of marriage only, and is stewarded faithfully in chastity outside of marriage. Students of Thirdmill Seminary are expected to exhibit these character qualities and relational practices as important aspects of Christian behavior and servant-leadership.

### Drops/Changes – Online Request [Form](#)

Courses may be dropped without penalty prior to the first Friday after the first day of class. No course may be dropped after the first week of class without written consent of the professor.

If the student simply discontinues attending class without submitting a Withdrawal request form, the student will be liable for the entire assessment fee for the class and will receive a "W" (withdrawn) for the course. Upon submission of the request, the student will be responsible for assessment fee in accordance with the refund policy and the transcript will show the student's withdrawal (W).

A course may be changed from Credit to Audit at any time through the end of the second week of the term. If done within the first two weeks of the course, payment will be adjusted to be assessed audit fee for the second half of the course. An audit student may change from audit to credit by submitting a statement of approval signed by the professor of the course and paying the increased assessment fee.

A student may be added to a course within the first week of the course, but not after.

### Enrollment

Enrollment will take place once all holds are removed, and the signed Enrollment Agreement is received and accepted. Access to the course will be given on the first scheduled day of the term.

### Fees 2022-23

*All payments are made in USD*

\$10 Application Fee

\$125 Student Assessment Fee per Credit hour

\$2,250 Total Student Fees for the Graduate Certificate\*

\$6,500 Total Student Fees for the Masters in Christian Studies\*

*\*The cost for required books is additional and averages between \$30 - \$50 per course or \$300 - \$500 per academic year for full time students.*

### Language Proficiency

Each applicant must demonstrate proficiency in the language of the program to which they are applying. If the applicant is not a native speaker, their writing samples on the application do not exhibit proficiency, and/or their undergraduate degree is not in the language of the program to which they are applying, the Admissions Committee may request that the applicant take a language proficiency test. If requested, the applicant must bear any cost to access and take the proficiency test. Applicants must score in the B-2 range on the CEFR Global Scale ([English](#) or [Spanish](#)) in order to have their application considered further.

### Late Registration

Registrations happening after the first meeting of class and prior to the second meeting, are only permitted with written permission from the professor of the course. No registration is permitted once the second week of the term begins.

### Leave of Absence and Program Time Limits

If an admitted and enrolled student encounters unforeseen circumstance which interfere with their ability to complete their program, they may apply for a leave of absence from the program for up to one full academic year. Using the [Leave of Absence request form online](#) or available upon request from the Director of Administration, students must formally request a leave of absence from the Academic Dean of their language program. Regular updates are expected and will be coordinated between the student and their Dean. If leave is granted, students may enroll in courses five terms after their leave is granted without reapplying. However, the faculty have established a **time limit** of nine (9) academic years to complete the Master of Arts program, and four (4) academic years to complete the Graduate Certificate. In order to graduate beyond those time limits, students must request and receive an extension from their Academic Dean, who will bring their request to the Executive Committee of the faculty for consideration and a decision. Students who request an extension will be notified within two weeks of their request.

If a student has not taken a course during one full academic year, and the curriculum is changed by the faculty during that time, the student must follow the revised academic catalog and NOT the one in which they started.

## Orientation

The Orientation Course is required. All Thirdmill Seminary students will view the student orientation [video](#) which describes the unique elements and rhythm of our program of study. Students must also read and sign this Student Handbook, indicating their agreement to abide by our Code of Conduct, policies and procedures. As we develop other modules in our online orientation course, students will be required to complete them as well. Students will print the Student Acknowledgement form on the last page of the handbook, sign, scan or photograph, and email it back to [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org).

## Proctored Assessment Procedures

Students will be required to provide a copy of their government-issued photo ID and a unique password to access exams. Faculty may also require students to fulfill an assessment or exam in the presence of his or her mentor, or take exams via videoconferencing with cameras on.

## Technology Requirements

To complete courses at Thirdmill Seminary, you will need to have consistent access to a computer with a reliable internet connection. Most of the learning materials that you will be using in our courses are compatible with Adobe PDF, Microsoft Office, and QuickTime Player. Our learning platform, Moodle, can be accessed by the latest versions of IE, Safari, Opera and Chrome, but we recommend you use the latest version of Mozilla Firefox. Although working through a mobile device is not recommended, it is an option. There is no need to purchase software to study at Thirdmill Seminary.

## Time to complete the Master's Program

Students who take up to six credits per term can complete the program in 2 years and students who take up to four credits per term can complete the program in 4 years.

## *Transfer of Credit - Acceptance of Transfer Credit Disclosure*

### Transferring Credit from another Institution

A maximum of twenty (20) credit hours may qualify for transfer credit into the Master's program. Review the credit transfer application form and course upgrade policy in the Catalog. To apply for transfer credit, fill out the credit transfer application form and submit it to your program dean for consideration by the curriculum committee.

### Transferring Credit to another Institution

Transfer of credits to another institution cannot be guaranteed because it is always determined by the receiving institution.

## Upgrade Policy and Prior Learning Assessment

For those who have completed a Thirdmill course on myThirdmill.org or with another academic partner that uses Thirdmill curriculum, academic credit may be available. It is important that students realize that Thirdmill courses are used in different degree programs with different requirements and levels of assessment.

A student who completes a course on myThirdmill.org, including the study guides, quizzes and/or exams, may be eligible for graduate level credit through Thirdmill Seminary. First, they must apply and be admitted to a graduate program at the Seminary. Once admitted, they must complete this course upgrade process to the satisfaction of the faculty member who is assigned to supervise the course for which they are seeking upgrade credit. The process must meet the fundamental requirements of this policy, while allowing freedom within these boundaries for the supervising faculty member and student to provide a sharper focus or more specifics.

1. Submit a Request - Once admitted to Thirdmill Seminary, students must submit a request to initiate a course upgrade process by contacting the professor of the course, the registrar, and the Moodle Manager.
2. Complete a Graduate Research Assignment - Following the guidelines for reading and writing requirements per credit hour being evaluated, supervising faculty will assign a graduate research project to the student that incorporates graduate-level readings and/or viewings of the faculty forums that accompany most Thirdmill courses. Once student is enrolled, he/she will participate in: all activities except for the objective quizzes and tests.
3. Evaluating and Awarding Credit – Within 2 weeks of a student’s submission of their graduate research assignment and study guides, the supervising faculty member will provide a written evaluation to the program director and to the student that provides a basis for awarding or denying academic credit.
4. Fees and Limits – Upon approval, the student is given an Enrollment Agreement with the fee for the course to equal one credit hour. Upon successful completion of the requirements, the student will receive the full credits of the course selected and approved for the upgrade. The number of credit hours that can be awarded for course upgrades is a maximum of 20 credits.

Transcripts are reviewed by the Admissions Committee. When a student inquires about the seminary’s acceptance of prior learning in a particular content area, the Admissions Committee will review that content and determine if the student may be exempted from that content in the Thirdmill Seminary curriculum. The Committee will notify the student within two weeks after it has reached its decision.

## Code of Conduct

### Academic Integrity

As part of our mission to equip Christian leaders, we expect godly integrity in the academic work you do at Thirdmill Seminary. At the heart of this integrity is a commitment to accurately represent yourself and your work to others.

First, we expect members of our learning community to follow the rules under which quizzes, exams, papers, and projects are to be completed and submitted for academic credit. This includes a commitment to do your own work.

Second, we expect students to give credit to others for their ideas by documenting them appropriately in written and oral presentations. Both of these activities—cheating and plagiarism—are violations of the ninth commandment, which forbids bearing false witness. According to Miriam-Webster’s dictionary, plagiarism is, “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source [... or] to commit literary theft: present as new and original an idea or product derived from an existing source.”

The first violation of this academic honesty standard may result in failure of the assignment or test question and could, depending on the assignment, result in failure of the class. A second violation of this standard will result in a review by the Curriculum Committee of the faculty and possible dismissal from the institution. The student has the right to appeal the Committee’s decision via a letter submitted to the Academic Dean of their program. The Dean will bring the appeal to the Executive Committee of the Faculty for consideration and action.

### Christian Sexual Ethics

Thirdmill Seminary does not discriminate in its admission of students on the basis of race, ethnic heritage, gender or sexual orientation. In keeping with Scripture’s description of human beings, created in the image of God as male and female, we hold to a biblical description of marriage between one man and one woman. Husband and wife become one flesh in their joint commission to multiply God’s image and to steward God’s gifts in covenant faithfulness to God and each other. Therefore, we believe the gift of human sexuality is for expression in the bond of marriage only, and is stewarded faithfully in chastity outside of marriage. Students of Thirdmill Seminary are expected to exhibit these character qualities and relational practices as important aspects of Christian behavior and servant-leadership.

### Policy on Discipline

If student behavior leads to disciplinary action, the student will first be informed by the Academic Dean in writing. A plan of resolution will be presented, requiring the student’s signature. Criteria will be evaluated after the appropriate time determined by the office and written communication will follow.

Thirdmill Seminary is proud of the culturally diverse population it serves. Any form of

discrimination or harassment has no place among us.

With regards to relationships between the sexes, proper Christian conduct is to be maintained.

### Student Complaints

Students have the right and privilege to express any concerns they might have with any aspect of their educational experience. Please adhere to the following steps when addressing concerns:

- Seek godly counsel by discussing with your mentor. Sometimes, an unaffiliated perspective allows for wise insights.
- Communicate with the offending party. Misunderstandings can be addressed biblically by communicating to one another in Christ-like love.
- If neither one of these approaches works, a grievance regarding a program, procedures, faculty or an administration issue, may be addressed by submitting a formal complaint to the seminary via email. Please contact [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org) so that we may direct you accordingly.
- If a student or other community member remains unsatisfied with the response of Seminary to the matter, they may file a complaint with the [Florida Department of Education's](#) Commission for Independent Education at 325 W. Gaines Street, Suite 1414 Tallahassee, FL 32399-0400, phone: 850-245-0505, or the respective commission in the state where they reside ([available online](#)).

### Class Participation

Student participation is mandatory for discussion forums, mentor meetings, and professor tutorials. If circumstances prevent you from attending live tutorials, then watching the video recording is mandatory. If anything interferes with your ability to be involved, please communicate with your professor immediately.

### Managing Schedule

Most of our students are part-time, taking one to two classes per term. We understand the demands of ministry, employment and family obligations. Therefore, our curriculum is designed in such a way to allow for those demands. Students have the flexibility to take one to two courses per term, depending on their needs. Courses are offered in sequence though, so be sure to note pre-requisites and take those in sequence.

### Dress Guidelines

We know you sometimes study in the comfort of your own home and that we come from different cultures. Please be mindful of being appropriately and modestly dressed during Faculty Tutorials and video meetings with Thirdmill faculty, staff and students.

## Policies and Procedures - Academics

### Satisfactory Academic Progress

Students must maintain an overall grade point average (GPA) of 3.0 to maintain their good standing and eligibility for graduation. Should students fall below a 3.0 GPA, they must meet with their Academic Advisor to develop a plan of study that provides the student with the best possibility of achieving academic success, which may include recommending a reduced course load, taking a term off, or a leave of absence. The faculty will review the student's academic performance and the circumstances of their learning. This may result in a change of the student's status to "academic probation," which must be remediated before a student can graduate. A student's failure to restore their good standing by remaining on academic probation for two 8-week terms or more may result in their dismissal from their program by the faculty.

Grade point average (GPA) is calculated by the total number of grade points earned on a 4.0 scale multiplied by the number of course credits to determine the total number of quality points. *For example, if you earn an A in two courses, one course with 3 credits ( $4.0 * 3 = 12$  quality points), and another course with 2 credits ( $4.0 * 2 = 8$  quality points). Your total number of quality points for the term would be  $12 + 8 = 20$ . The total number of quality points is then divided by the total number of credit hours attempted. In this example,  $20 / 5 = 4.0$*  For satisfactory academic progress, students must maintain an overall grade point average (GPA) of 3.0.

### Academic Credit Policy

The threshold for academic credit to be awarded is a final course grade of 70% or higher. **No credit will be granted for a course grade lower than 70%.** If a student does not reach this minimum standard for final course assessments as well as final grades, he or she will have to repeat an assessment and/or the course and achieve a grade of 70% or higher in order to gain the required credit.

### Grading System

Thirdmill Seminary grades on a 100 point grading scale and is designated with a plus/minus system.

Percentage	Letter Grade	4.0 Scale for GPA	
95 - 100	A	4.00	<p>Course work is assessed using a 100-point grading system. Corresponding letter grades indicate A = Excellent, B = Good, C = Satisfactory, D/F = Failing. The minimum passing grade for each course is 70%.</p> <p>Grade point average (GPA) is calculated by the total number of grade points earned on a 4.0 scale divided by the total number of credit hours attempted.</p> <p>For satisfactory academic progress, students must maintain an overall grade point average (GPA) of <b>3.0</b>. <b>No credit will be granted for a course grade lower than 70%.</b></p>
90 - 94.99	A-	3.67	
87 - 89.99	B+	3.33	
84 - 86.99	B	3.00	
80 - 83.99	B-	2.67	
77 - 79.99	C+	2.33	
74 - 76.99	C	2.00	
70 - 73.99	C-	1.67	
67 - 69.99	D+	0	
64 - 66.99	D	0	
60 - 63.99	D-	0	
below 60	F	0	
Incomplete	I	n/a	
Withdrawal	W	n/a	

This grading scale is applied to objective quizzes, mid-term exams, and final exams. Discussion forum posts are graded on the basis of a weighted scale that is posted in the online classroom and here:

- Content Knowledge (35%)
- Critical Engagement (25%). *Note that critical thinking is different from criticism.*
- Communicating Clearly and Effectively (25%)
- Approach to Application (15%)

While we value content and want to validate its transfer, we are just as interested in assessing how students use knowledge in their personal lives and ministry.

Assessments which require students to analyze, synthesize, and prioritize the material such as research papers, exegetical papers, or ministry projects are graded with the use of rubrics.

These rubrics are introduced and explained in faculty tutorials and posted in the online classroom.

All quizzes, tests, discussion forum posts, and other assessments have clear due dates that are printed in the class syllabus and posted in the online classroom. Students are expected to meet those deadlines. If unforeseen circumstances occur, students may submit a request for an extension to their professor who will evaluate their request and respond with a decision.

### Grading Policy for Late Work

Some work, like quizzes and exams, cannot be submitted late without special permission, requested and granted, ahead of time. Work submitted past the deadline will be penalized 2 points per day (except Sundays). No work will be accepted in a class after the last day of the academic period, unless an “incomplete” has been requested and granted.

2-point penalty for each day late	8 days late	-16 points
2 days late -4 points	10 days late	-20 points
4 days late -8 points	12 days late	-24 points
6 days late -12 points	14 days late	-28 points

### Incomplete Grade

If a student experiences unforeseen, life-disrupting circumstances, they may apply for an “Incomplete” grade with their professor and the Dean of their program. If granted, an “incomplete” grade allows a student to submit unfinished work at a deadline set by the professor and Dean. To seek permission, the student must obtain and use the form provided by the Registrar and send it with an email to their professor and Dean. The professor and Dean will notify the student and Registrar of their decision in writing within a week of their receipt of the student’s request for permission.

Please note that granting a request for a grade of “incomplete” is rare. Because our Seminary operates on 8-week academic terms with one to two weeks between terms, the maximum timeframe for completing and grading incomplete course work is four weeks. This is in the interest of both the student and our faculty, who must manage work from prior and current terms simultaneously in rare cases where an “incomplete” is granted.

## Graduation Requirements

Students who are enrolled in the Graduate Certificate Program are required to complete a total of 18 credits, including

- BIB501 Kingdom, Covenants and Canon of the Old Testament (2 Credits);
- BIB502 Kingdom and Covenant in the New Testament (2 Credits);
- BIB515 He Gave us Scripture 1 (3 credits);
- BIB516 He Gave us Scripture 2 (3 credits)
- Plus 8 credit hours of electives chosen by the student.

In order to complete these credits satisfactorily and graduate, the student must maintain an overall grade point average of 3.0 or better, and be in good academic standing during the term in which they graduate. The Graduate Certificate Program focuses on the first and most important resource for sustainable ministry—Scripture. It does not require the completion of any of the practicums (though they can be taken for elective credit) nor the Capstone Portfolio and Project. Students in the Certificate Program may not enroll in the Capstone course.

Students who are enrolled in the Master of Arts Program are required to complete 52 credit hours that include the Discipleship Practicums and the Capstone Portfolio and Project. In order to complete these credits satisfactorily and graduate, the student must maintain an overall grade point average of 3.0 or better, and be in good academic standing during the term in which they graduate. The Master of Arts Program focuses on all five learning outcomes articulated above.

## Granting of Diplomas / Graduation

In order for students to receive their diplomas, all required course learning outcomes must be completed with satisfaction for the program in which they are enrolled. The student will complete an Application with the following completed Graduation Checklist:

- I have an overall GPA of 3.0 or better, and am currently in good academic standing.
- I have fulfilled enough requirements of my degree or certificate program, that I am enrolling in the courses that will complete those requirements in the next term.
- My financial account is current.
- If in the Master's program, I have completed all practicums and am, therefore, registering for the Capstone Portfolio and Project course.
- I have met with an academic advisor who has reviewed my Student Record, and provided his or her signature below.
- I have completed and signed the Graduation Application.
- I will submit this form to the Registrar with my Enrollment Agreement before classes start.

## Honor Roll

Students with a Grade Point Average (GPA) of 3.5 or higher for the term will be noted “with distinction” and a list of students achieving this distinction will be published at least once each term on social media channels and once each year to the Board of Directors.

## Request for Accommodation

From time to time, a student has a diagnosed disability which may affect the course of their education. If you have one or more disabilities that you wish to disclose to the Registrar in order to request accommodation(s) related to your disability, please know that we will respond with utmost confidentiality and support you in ways that are possible in the online classroom environment. We require documentation of your disability from your physician and request that you share prior experience with accommodation. Disclosing apparent and non-apparent disabilities is at your discretion. Our education team is grateful for the opportunity to serve you.

## Transcript Requests

The first official transcript requested by the student is free. Transcripts after the initial request are \$15 each including postage. The student must email [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org) and provide the Registrar with details of where to send the transcript.

## Withdrawal Policy

A student may withdraw from a course with no impact on their GPA after the Add/Drop date. To withdraw from a course, **students must inform the Registrar**. If a student withdraws during Week 1 (up to 11:59pm ET on Saturday of the first week), the student will be refunded 100% of the assessment fees paid, not including the application fee and book costs incurred by the student. If the student withdraws during Weeks 2-4 (before 11:59 pm ET on Saturday of the fourth week), the student will be refunded 50% of the assessment fee, not including the application fee and book cost incurred by the student. If the student withdraws between Weeks 5-8 (after 11:59 pm ET on the fourth Saturday), no assessment fees, application fee or book cost will be refunded to the student.

## Other Things to Keep in Mind

### Amendments to the Handbook

Amendments in the Student Handbook will occur no later than June 30<sup>th</sup>, prior to the next academic year's publication. Students are responsible for maintaining familiarity with the current year's handbook and adhering to its code of conduct, policies and procedures. Students follow the academic program and policies outlined in the catalog the year the student began at Thirdmill Seminary. The academic Catalog is published annually, and approved amendments are posted online.

### Privacy Issues

The Federal Education Rights to Privacy Act (FERPA) passed in 1974 serves to protect educational records. Students have the right to review their educational records and the right to request

changes to those records if they can prove they are currently in error. No educational institution may disclose “personally identifiable information in education records” without written consent.

FERPA provides for information from a student’s record to be disclosed without consent under the following conditions (34 CFR § 99.31), and after a request for information is validated by the Seminary:

- Seminary officials with educational need-to-know;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations to carry out their accrediting functions;
- To comply with a judicial order or lawfully issued subpoena.

See full details at the US Department of Education website related to [FERPA here](#).

**Thirdmill Seminary** maintains student record data designated as “directory information” that includes:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Legal name     | <input type="checkbox"/> Program of study    | <input type="checkbox"/> Photograph, if provided |
| <input type="checkbox"/> Local address  | <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Enrollment status       |
| <input type="checkbox"/> E-mail address | <input type="checkbox"/> Degree(s) received  | <input type="checkbox"/> Church Affiliation      |
| <input type="checkbox"/> Phone number   | <input type="checkbox"/> Honors              |  |

### [Request to Withhold Information](#)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), students have the right to withhold the disclosure of directory information.

If the student does not want Thirdmill Seminary to release directory information, he/she must submit a request to the Office of the Registrar in writing from his/her email address on record with an attached photo identification. The non-disclosure request will remain in effect until the Office of the Registrar receives a written request to remove the non-disclosure status. A form on the following page is provided as an example.

## Non-disclosure Request Form

### THIRDMILL SEMINARY NONDISCLOSURE REQUEST

Send this page with photo ID to: [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org)

I understand *Seminary for the Third Millennium* (doing business as Thirdmill Seminary) does not sell, give, exchange or otherwise supply my information to any company or individual.

I request that Thirdmill Seminary **does not disclose** my directory information, specified by the checked boxes on the list below, to others unless such disclosure meets the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Legal name     | <input type="checkbox"/> Program of study    | <input type="checkbox"/> Photograph         |
| <input type="checkbox"/> Local address  | <input type="checkbox"/> Dates of attendance | <input type="checkbox"/> Enrollment status  |
| <input type="checkbox"/> E-mail address | <input type="checkbox"/> Degree(s) received  | <input type="checkbox"/> Church Affiliation |
| <input type="checkbox"/> Phone number   | <input type="checkbox"/> Honors              |   |

Your name, degree and honors will be listed in a Commencement program and announcement at your graduation unless you specifically request otherwise by checking the box below (*note that potential employers may request verification of graduation and the seminary will be unable to confirm if the nondisclosure box is checked below*).

- I do not want my name, degree and honors listed in the Commencement program or announcement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (Please Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address on Record: \_\_\_\_\_

This form must be received directly from the student to the Registrar. A current photo ID will be required. The non-disclosure request will remain in effect until the Office of the Registrar receives a written request to remove the non-disclosure status.

The Seminary privacy policies are located at <https://www.thirdmillseminary.org/privacy>.

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### THIRDMILL SEMINARY STUDENT RECORD

You have full access to your record at the Student Information System, Classe365. If you have a question about your Student Record, contact the Registrar at [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org).

You may not use FERPA to challenge a grade you have legitimately earned — only errors in the record.

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The student holds the right to file a complaint with the U.S. Department of Education concerning alleged failures by Seminary for the Third Millennium to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Student Privacy Policy Office, 400 Maryland Ave., SW, Washington, DC 20202-8520.

## Human Subject Research Policy

Research for the final Capstone project at Thirdmill Seminary is based on literary texts (Scripture and commentaries), personal reflection on the educational process, and the cultural realities of the student's ministry context. Research on human subjects is not required, nor is it allowed.

## Ordination

Thirdmill Seminary does not ordain anyone to the ministry but can provide students with general information regarding typical processes, not pertaining to any specific church. We regularly field questions from ordaining bodies about the content and assessments of our courses, and accept invitations to explain our programs before presbyteries and other ordaining bodies. All inquiries should be directed to the Rev. Scott Simmons, our Church Liaison, at [ssimmons@thirdmill.org](mailto:ssimmons@thirdmill.org).

## Spouse Discount

Thirdmill Seminary realizes that ministry is a joint effort, especially when spouses are called to work together. Therefore, we make it possible for spouses who are both enrolled in the seminary at the same time a 33% discount as long as they are enrolled in the same academic period and are current with their assessment fees. Students are counted as current as long as fees for prior classes are paid in full before they register for a new academic period.

## Payments and Financial Policies

### Financial Responsibilities

Perhaps the unique element that has generated the most enthusiasm is our **affordable assessment fees**. Since the content of our program is readily available at no cost, we charge assessment fees, not tuition. Our fee structure is designed to support faculty supervision and evaluation of student work. We want to attract and retain faculty who have expertise in their field of study and who have put that knowledge to work in the ministry of the church.

Assessment fees provide a portion of what we pay to our credentialed faculty. We also charge an application fee, which helps support our student services staff and tools like Classe365, our Student Information System. Thirdmill Seminary believes no one should be excluded from a seminary education for economic reasons. That's why we've worked hard to keep our fees as low as possible. Invoices are delivered to the student's email on file.

### Refund Policy

Students are responsible for the full amount of their assessment fees for the courses in which they enrolled. The refund of fees is determined by the date of the student's withdrawal or termination in relation to the cancellation and/or withdrawal policies. As a time-based refund policy, students who never begin or cancel enrollment before the course begins will receive a full refund. Students who complete up to one week of the course will receive a full refund.

If a student must withdraw for any reason during Week 1 (up to 11:59pm ET on Saturday of the first week), the student will be refunded 100% of the assessment fees paid, not including the application fee and book costs incurred by the student. If the student withdraws during Weeks 2-4 (before 11:59 pm ET on Saturday of the fourth week), the student will be refunded 50% of the assessment fee, not including the application fee and book cost incurred by the student. If the student withdraws between Weeks 5-8 (after 11:59 pm ET on the fourth Saturday), no assessment fees, application fee or book cost will be refunded to the student.

<b>Date that a student withdraws from a course</b> (each term is 8 weeks long)	<b>Percentage Assessment Fee Returned to the Student Minus the Application Fee/Book Cost</b>	<b>Percentage Assessment Fee Retained by the Institution</b>
Week 1: The first day of the course through the end of the first week of the term (before 11:59 pm ET on the first Saturday)	100%	0%
Weeks 2-4: The second week through the end of the fourth week of the term (before 11:59 pm ET on the fourth Saturday)	50%	50%
Weeks 5-8: The fifth week through the end of the term (after 11:59 pm ET on the fourth Saturday)	0%	100%

## Sample Calculations

### **Sample #1 - 100% refund**

Student A enrolled in a 2-credit course. In accord with our assessment fee structure, the student was billed \$250 (2 credits x \$125 per credit hour). Student A paid the full balance upon receipt of the invoice. He canceled enrollment prior to the end of the first Saturday of the term. For Student A, \$250 or 100% of the fees are refunded. The application fee and costs incurred related to books are not refunded.

### **Sample #2 - 50% refund**

Student B enrolled in a 3-credit course. In accord with our assessment fee structure the student was billed \$375 (3 credits x \$125 per credit hour). Student B paid the full balance upon receipt of the invoice. Student B notified the Registrar she has decided to withdraw from the course prior to the 4th Saturday of the term. Because Student B paid the full balance, this student received a 50% refund (\$187.50). The application fee and costs incurred related to books are not refunded.

### **Sample #3 - no refund**

Student C enrolled in a 2-credit course. In accord with our assessment fee structure, the student was billed \$250 (2 credits x \$125 per credit hour). Student C paid the full balance of \$250 upon receipt of the invoice. However, Student C notified the registrar after the 4th Saturday of the term that he was withdrawing from the course. Because Student C completed more than 50% of the course, he will NOT receive a refund. The application fee and costs incurred related to books are not refunded.

## Collection Policy

The student will be informed of a past due balance via contact information shared by the student such as e-mail, phone, and letter before being reported to a collection agency. However, if a past due balance remains beyond 90 days, and several attempts have been made to collect the debt to no avail, then a collection agency could be contacted to assist in resolving the issue. Students who have accounts that have been referred to a collection agency may not re-enroll and/or participate in courses until past due amount is paid in full.

## Indemnification

No insurance is provided through Thirdmill Seminary for its students and as such, Thirdmill Seminary has security against legal liability.

## Scholarships

If a student who has been admitted to the seminary is in need of additional financial support, they may apply for a scholarship. Dependent on funds available, scholarship awards are for one course per term for one academic year. Books are not included. Requirements include:

- Students must have already applied and been accepted into Thirdmill Seminary
- Students must be enrolled in the M.A. degree program
- Students must remain in good academic standing
- Students complete this Scholarship Application Form
- Students must remain a member in good standing of a local church, and be serving the church in some form of Christian ministry, whether on a volunteer or paid basis
- Students must request support from their local church before applying for this scholarship
- Students must resubmit a new application each academic year

## Resources for Success

### Digital Library

Thirdmill Seminary is completely online educational institution. Therefore, access to libraries is encouraged via online affiliations as well. Currently, we offer links to resources on the website, EBSCO on the learning platform, and through classes in which students are enrolled.

### Mentors

Courses at Thirdmill Seminary carry a strong emphasis on personal application and strengthening our ministry skills. To that end, all students are required to recruit and interact with a mentor as you walk through each course. Select local pastors or mentor(s) who supervise or work closely with you in ministry. They must be faithful people of character, seasoned with longer and more varied experience than you. Your mentor must be available to meet with you approximately four (4) times, or as the course requires. Upon meeting with your mentor on specified occasions to talk through issues of application related to the course materials, you and your mentor will then complete a one-page "Mentor Meeting Report."

### Orientation Course

Keep the orientation [video](#) course as a reference during your time at Thirdmill Seminary.

## Academic Calendar 2022-2023

Add / Drop [Request Form](#) - due prior to first Friday of each term

### Term 1 August 15 – October 9, 2022

Admission Application Deadline for Term 1	July 29
Deadline for Scholarship Application	July 27
Assessment fees due	August 19

#### [T1 Courses 2022-23](#)

*The Pentateuch, Part 1 (BIB503) – 3 credit hours*  
*Building Your Theology (THE501) – 2 credit hours*  
*Discipleship Practicum - Worship (MIS501) – 1 credit hour*

### Term 2 October 17 – December 11, 2022

Admission Application Deadline for Term 2	September 23
Deadline for Scholarship Application	October 7
Assessment fees due	October 21

#### [T2 Courses 2022-23](#)

*The Apostles' Creed (THE502) – 3 credit hours*  
*The Pentateuch, Part 2 (BIB517) – 3 credit hours*  
*We Believe in Jesus (THE509) – 3 credit hours*

### Term 3 January 9 – March 5, 2023

Admission Application Deadline for Term 3	December 23
Deadline for Scholarship Application	December 30
Assessment fees due	January 13

#### [T3 Courses 2022-23](#)

*The Book of Acts (BIB504) – 2 credit hours*  
*What is Man? (THE510) – 3 credit hours*  
*Discipleship Practicum - Outreach (MIS503) – 1 credit hour*

### Term 4 March 20 – May 14, 2023

Admission Application Deadline for Term 4	February 24
Deadline for Scholarship Application	March 10
Assessment fees due	March 24

#### [T4 Courses 2022-23](#)

*Heart of Paul's Theology (BIB514) – 2 credit hours*  
*Making Biblical Decisions (THE513) – 3 credit hours*  
*Discipleship Practicum - Spiritual Nurture (MIS502) – 1 credit hour*

### Term 5 June 5 – July 30, 2023

Admission Application Deadline for Term 5	May 12
Deadline for Scholarship Application	May 26
Assessment fees due	June 9

#### [T5 Courses 2022-23](#)

*Your Kingdom Come: Eschatology (THE511) – 2 credit hours*  
*Capstone Project & Portfolio (MIS600)*

## Student Acknowledgement

I acknowledge I have read the **Thirdmill Seminary** Student Handbook for the year 2022-2023. Further, I agree to abide by the guidelines and rules contained in this handbook.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit your response via the online [acknowledgment form](#) here.

Or print and sign your name, and electronically submit this form by using ilovePDF.com or other tool and email to [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org).

**New students must read this Student Handbook upon enrollment.** Please use it as you prepare for classes and address any questions you might have to [registrar@thirdmillseminary.org](mailto:registrar@thirdmillseminary.org).

