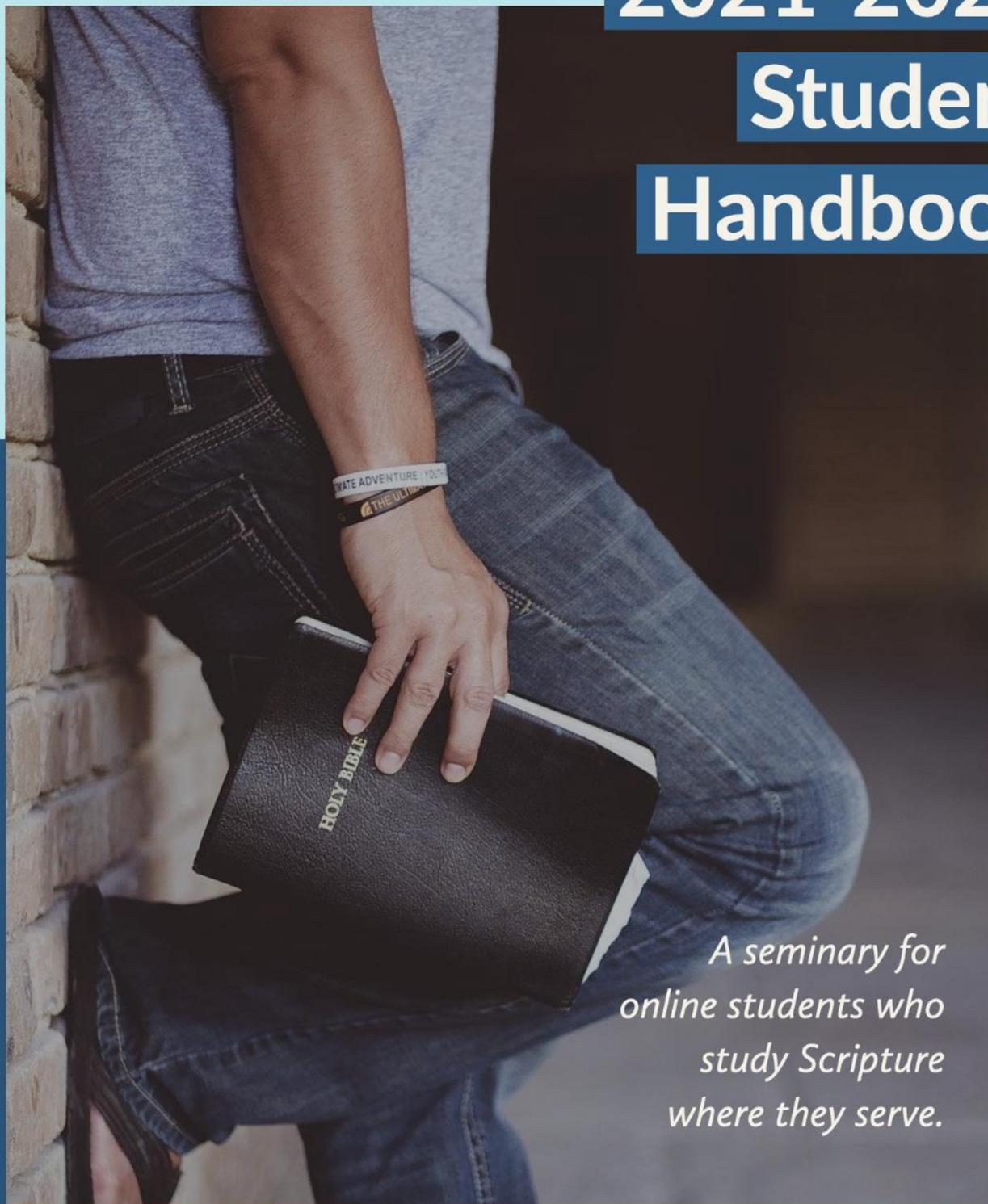




2021-2022

Student

Handbook



*A seminary for
online students who
study Scripture
where they serve.*



STUDENT HANDBOOK
Revised August 24, 2021

Contents

Contact Information	3
Administration.....	3
Faculty	3
From the President.....	4
How does Thirdmill Seminary differ from Third Millennium Ministries?	5
Statements	6
Mission Statement	6
Vision Statement	6
Statement of Faith regarding Historic Evangelical Doctrines	6
Administration and Admissions	7
Discrimination Policy	7
Application Requirements.....	7
Academic Conditional Acceptance and Probation	7
Orientation	8
Technology Requirements	8
Enrollment.....	8
Cancellation Policy	8
Drops/Changes – Online Request Form	8
Late Registration	9
Student Absence and Program Adherence	9
Transfer of Credit	9
Credit for Prior Learning.....	9
Payments and Financial Policies.....	10

Financial Responsibilities	10
Payment of Fees and Refunds	10
Collection Policy	10
Scholarships	11
Indemnification	11
Code of Conduct	11
Academic Integrity	11
Christian Sexual Ethics	12
Policy on Discipline	12
Student Complaints	12
Class Participation	12
Managing Schedule	13
Dress Guidelines	13
Policies and Procedures - Academics	14
Grading System	14
Incomplete Grade	14
Withdrawal Policy	15
Grading Policy for Late Work	15
Satisfactory Academic Progress	15
Granting of Diplomas / Graduation	16
Transcript Requests	16
Other Things to Keep in Mind	16
Handbook Amendments	16
Privacy Issues	16
Ordination	17
Spouse Discount	17
Resources for Success	17
Library	17
Orientation Course	17
Mentors	17
Academic Calendar 2021-2022	18
Student Acknowledgement	19



Contact Information

Seminary for the Third Millennium
Doing business as Thirdmill Seminary
316 Live Oaks Boulevard
Casselberry, FL 32707

Email admissions@thirdmillseminary.org

Website thirdmillseminary.org

Administration

President and Academic Dean, English Program	Gregory Perry, Ph.D.
Academic Dean, Spanish Program	Jeff David, D.Min.
Director of Curriculum Development	Richard Ramsay, D.Min.
Director of Administration & Student Services	Mauricio Sanchez, MBA
Curriculum Consultant and Compliance Officer	Bob Brumley, Ph.D.
Director of Instructional Design, Spanish	Rosalía Sanchez, M.S.
Director of Instructional Design, English	Scott Simmons, M.Div.
Registrar & Communications	Darlene Perry, B.A.

Faculty

Seminary Taught in English

Greg Perry, Ph.D. (Dean)
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

Jeff David, D.Min. (Decano)
David Correa, D.Min.
Richard Crane, M.Div.
Richard Ramsay, D.Min.
Sebastián Romero Orellana, M.A.
Cristián Sepúlveda Iribarra, Candidato 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.

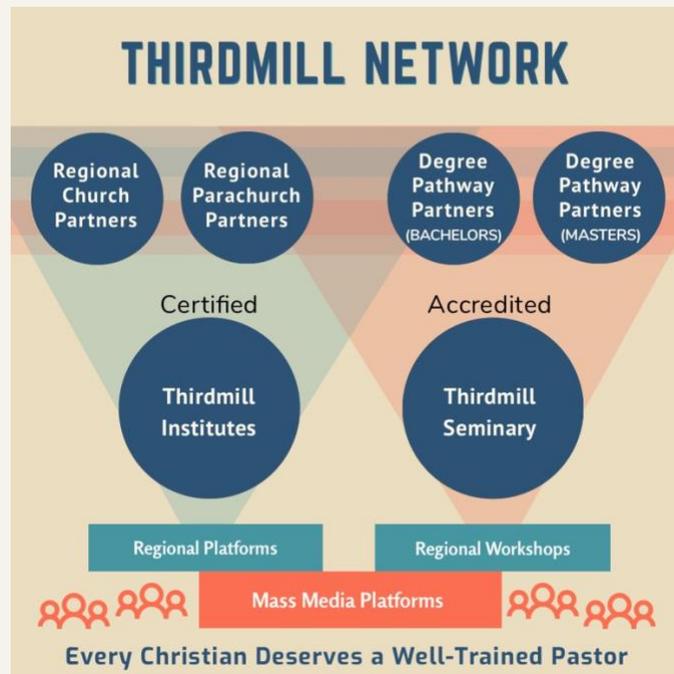
We believe that God directs our steps and that he has directed you to Thirdmill Seminary. We are honored you have chosen to pursue furthering your knowledge of our Lord and Savior, Jesus Christ, through us. We will be praying for you during your educational journey and wish you many blessings along the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



Greg Perry, PhD
President, Thirdmill Seminary

How does Thirdmill Seminary differ from Third Millennium Ministries?

Many students find Thirdmill Seminary because they are first exposed to Thirdmill's award-winning video lessons produced by Third Millennium Ministries (Thirdmill). For those of you who are just learning about the Thirdmill Network, a question we hear often is, "How does Thirdmill Seminary fit within the Thirdmill Network? This is an important question that relates to our vision. Thirdmill is fostering a worldwide network of learning communities that span barriers of language, cost, and technology to interpret and apply Christian Scripture in the Church's mission to disciple the nations.



Thirdmill offers various methods of accessing course content on mass media platforms, like satellite television and the YouVersion app, through online platforms, like myThirdmill.org and TGC Learn, or on various storage devices that can be sent by request. These learning methods are self-directed for one's own edification. Thirdmill Institute(s) offer a certification process in co-operation with regional church leaders to validate learning by using auto-scored tests and quizzes and offering an opportunity to earn a certificate. Finally, Thirdmill Seminary is a fully online seminary in which students can earn a Master of Arts in Christian Studies in either English or Spanish. This approach offers subjective assessment through professor, peer and mentor interaction, in depth assignments scored by the professor and seminary credit earned at the conclusion of the course. Moreover, Thirdmill Seminary partners with other degree-granting institutions who use Thirdmill curriculum.

While Thirdmill offers its curriculum at no cost other than printing, storage device and shipping, if requesting materials, Thirdmill Seminary charges an assessment fee for each academic credit.

While the content of the Thirdmill curriculum will always be available for free, the service of evaluating a student's work for academic credit requires subject area expertise and ministry experience, which must be supported with fees.

Statements

Mission Statement

Thirdmill Seminary provides affordable access to a multilingual, globally resourced theological education, 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 worldwide network of learning communities that spans barriers of language, cost and technology 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.

Thirdmill Seminary does not have full-time administrative staff. We are available via email and typically respond within 24 hours. Student Services hours are available Monday - Friday 8:00 a.m.-4:00 pm EST.

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.

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)
- Government issued identification

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 register for the next term.

If a student begins pursuit of a Thirdmill degree and has a 2.5 GPA from the undergraduate degree granting institution or lower, the student is placed on conditional acceptance 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 in the first term, the student will then be placed on academic probation with the expectation that the student will achieve a 3.0 GPA or better during that second term. If the student is unable to achieve a 3.0 GPA for the second term, the student will be placed on academic probation for one term in which the student will not be permitted to enroll. Specific steps to follow in order to return to Thirdmill Seminary will be assigned by the registrar's office.

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 admissions@thirdmillseminary.org.

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.

Enrollment

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

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.

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.

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.

Student Absence and Program Adherence

If a student has not taken a course during an 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.

Transfer of Credit

Thirdmill participates with partnership institutions to offer unique educational experiences. A maximum of twelve credit hours may be transferred into the program. See credit transfer form and course upgrade policy in the catalog.

Credit for Prior Learning

Transcripts are reviewed by an 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.

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 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.

Payment of Fees and Refunds

If a student must withdraw for any reason up to but not including the midterm exam, the student will receive 100% of the assessment fee returned, minus any application fee and book cost incurred by the student. If the student has completed the mid-term but not the final exam, the student will receive 50% of the assessment fee returned, minus any application fee and book cost incurred by the student. If the student does not complete the final exam or final paper, no percentage of assessment fee, application fee or book cost will be reimbursed to the student.

Completed by Student	Percentage Assessment Fee Returned to the Student Minus the Application Fee/Book Cost	Percentage Assessment Fee Retained by the Institution
First day of class up to one week after first class meeting	100%	0%
After the first week of class up to and including the Midterm Exam but not Final Exam	50%	50%
Immediately following the midterm exam to the Final Exam and/or Final Paper	0%	100%

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.

Scholarships

Thirdmill Seminary has received its 501(c)(3) status as a non-profit organization which permits us to raise and award funds for student scholarships. All funds are distributed through a regular scholarship application and award process. If you or your church would like to contribute to our scholarship fund, please contact our President at gperry@thirdmillseminary.org.

Indemnification

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

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 Director of Student Services 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 admissions@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, or the respective commission in the state where they reside.

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. All 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

Grading System

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

Percentage	Letter Grade	4.0 Scale for GPA	
95 - 100	A	4.00	Course work is assessed using a 100 point grading system. Corresponding letter grades indicate A = Excellent, B = Good, C = Satisfactory, D = Marginal, F = Failing. The minimum passing grade for each course is 60%. 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 satisfactory academic progress, students must maintain an overall grade point average (GPA) of 2.5.
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+	1.33	
64 - 66.99	D	1.00	
60 - 63.99	D-	.67	
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.

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.

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 complete a Withdrawal Form (link obtained [here](#) or from the website or the Registrar) and submit it online. Students who withdraw will be responsible for 50% of their assessment fees if they withdraw before 5pm on the fourth Friday of the academic period. Students who withdraw after the fourth Friday of the academic period will be responsible for 100% of their assessment fees of the course from which they are withdrawing.

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

Satisfactory Academic Progress

Students must maintain an overall grade point average (GPA) of 2.5 to maintain their good standing and eligibility for graduation. Should students fall below a 2.5 GPA, 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. This faculty review may also result in recommendations to the student and to faculty. 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 earned 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 2.5.

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

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 admissions@thirdmillseminary.org and provide the Registrar with details of where to send the transcript.

Other Things to Keep in Mind

Handbook Amendments

Amendments in the Student Handbook will occur no later than June 30th, 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. The Academic Catalog is also published annually. However, students follow the academic program and policies outlined in the catalog the year the student began at Thirdmill Seminary.

Privacy Issues

According to the Federal Education Rights to Privacy Act (FERPA) students have the right to review their educational records. They have the right to request changes to those records if they can prove they are currently in error. Information about a student's records will not be

released to third parties without the expressed, written consent of the student (including transcripts and financial records). However, Thirdmill Seminary reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of Thirdmill Seminary, including tax reporting, compliance with federal and state laws and court orders, and financial complications or audits. We will request such third parties maintain the confidentiality of student records.

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.

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.

Resources for Success

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 through classes in which students are enrolled.

Orientation Course

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

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."

Academic Calendar 2021-2022

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

Term 1 (Fall Term 1) August 16-October 10, 2021

Admission Application Deadline for Term 1 July 19

Deadline for Scholarship Application August 2

Assessment fees due August 20

Term 1 Courses

The Gospels (BIB505) – 3 credit hours

Kingdom, Canon and Covenant of the Old Testament (BIB501) – 2 credit hours

Term 2 (Fall Term 2) October 18-December 12, 2021

Admission Application Deadline for Term 2 September 20

Deadline for Scholarship Application October 4

Assessment fees due October 22

Term 2 Courses

He Gave Us Scripture, Part 1 (BIB515) – 3 credit hours

The Apostles' Creed (THE502) – 3 credit hours

Term 3 (Spring Term 1) January 10-March 6, 2022

Admission Application Deadline for Term 3 December 13

Deadline for Scholarship Application December 27

Assessment fees due January 14

Term 3 Courses

He Gave Us Scripture, Part 2 (BIB516) – 3 credit hours

We Believe in God (THE508) – 2 credit hours

Outreach Practicum (MIS503) – 1 credit hour

Term 4 (Spring Term 2) March 21 – May 15, 2022

Admission Application Deadline for Term 4 February 21

Deadline for Scholarship Application March 7

Assessment fees due March 25

Term 4 Courses

Kingdom and Covenant in the New Testament (BIB502) – 2 credit hours

We Believe in the Holy Spirit (THE505) – 2 credit hours

Term 5 (Summer) May 30-July 24, 2022

Admission Application Deadline for Term 5 May 2

Deadline for Scholarship Application May 16

Assessment fees due June 30

Term 5 Courses

He Gave us Prophets (BIB513) – 3 credit hours

Capstone (MIS600) – 3 credit hours

Student Acknowledgement

I acknowledge I have read the **Thirdmill Seminary** Student Handbook for the year 2021-2022. Further, I agree to abide by the guidelines and rules contained in this handbook.

Student Name: _____

Student Signature: _____

Date: _____

Please print and sign your name, and electronically submit by using [ilovePDF.com](https://ilovepdf.com) or other tool and email to admissions@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 admissions@thirdmillseminary.org.

