



University of Leadership and Ministry

UNILIMI

Student Catalog 2020-2025

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WELCOME

Dear Student,

Welcome to the University of Leadership and Ministry!

I am delighted to welcome you for the 2019-2023 academic years. Thank you for selecting UNILIMI in order to prepare you in the areas of Christian leadership, education and ministry.

Here at the University of Leadership and Ministry we are dedicated to forming exceptionally qualified and professional Christian leaders, who will be both willing and able to fulfill the Great Commission of our Lord Jesus Christ:

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” -Matthew 20:19

At UNILIMI we believe it is vital to increase the laborers for the harvest. The Word of God states, “the harvest truly is plentiful, but the laborers are few”. It is for this reason that we have developed an intensive, yet practical and well structured program that meets the needs of individuals who are very busy but also very eager to learn more about God, his Word and who are willing to go wherever God may send them.

Our focus areas in this institution include Biblical Theology, Family Pastoral Care, Effective Leadership and Ministry skills, accompanied with a formation in character and discipline, group work and much more.

Moreover, UNILIMI contributes to the general well-being of our ministers by providing our students with qualified, professional and authentic resources embodied by our faculty.

In the undying love of Christ, I wish you the most resounding success.

Sincerely,

Dr. Wilfredo Estrada-Adorno

THE HISTORY

The *University of Leadership and Ministry* originated in the heart of Pastor Victor Tiburcio, who yearned for a more intensive and unadulterated preparation of the leadership team that surrounds him. This later evolved into a greater desire to educate the masses that function as the body of Christ here on earth. UNILIMI got its humble beginnings in 2006 as the *Institute of Leadership and Ministry*, which operated under the vision of training and equipping Leaders in ministry, the development of disciples with wholesome hearts and a great attitude towards service, supported by a leadership team that is willing and available.

As a result we have seen hundreds of men and women flourish and impact others with their experience of transformational leadership for the Kingdom of God. The *University of Leadership and Ministry* was therefore created to fulfill the need for ministers to be trained at a higher level, with an innovative and revolutionary vision for the practical exercise of ministry.

Vision Statement

The vision of the University of Leadership and Ministry is to be identified among the Hispanic/Latino Christian community as a Pentecostal, pertinent and redeeming voice in a changing world, driven by Christ's love, truth and grace.

Mission Statement

The University of Leadership and Ministry is a Pentecostal institution of Biblical Higher Education that equips Hispanic/Latino students with spiritual, academic, leadership and cultural competencies to serve effectively in the church and the world to the glory of our Lord Jesus Christ.

Institutional Goals

1. **Pentecostal:** Equip the students with a comprehensive knowledge of the doctrines of the Holiness-Pentecostal interpretation of the Christian Faith.

2. **Biblical:** Equip the students with a comprehensive college level knowledge of the content of the Scriptures.
3. **Spiritual:** Prepare students to demonstrate effective obedience to God under the Lordship of Jesus Christ in the power of the Spirit to convert goals and commitments into action.
4. **Academic:** Train Latino ministers in academic competencies to effectively serve the Church and the world.
5. **Leadership:** Combine life and learning in such a way that the students may acquire the maturity and leadership competencies needed to develop a better understanding of the nature and causes of injustice and take actions to promote a better world and carry out the mission of the Church in the world.
6. **Cultural:** Pursue a community of faith, worship and study, nurturing covenantal relationships and creating awareness of the world mission and global diversity of the Church.
7. **Service:** Prepare men and women to serve as Spirit-filled ministers in the Hispanic communities' churches, in which they are called to serve in today's world.

Tenets of Faith

- a. The Word of God, the Bible, is the revelation of the Eternal God to mankind, it is our standard of faith and conduct, and it does not contain errors in its original words. In the Bible, we find everything man needs to be saved; we learn about the will of God and how to live a good life for Him. Jn 2 Tm. 3:16-17; 1 Pt. 1:23-25.
- b. We believe that there is only one God, He exists and reveals Himself in three persons: God the Father, God the Son, and God the Holy Spirit. Dt. 6:4; Mat. 3:16-17; 28:19; 1 Co. 8:4; Gl. 3:20; 1 Tm. 2:5.
- c. We believe in the deity of our Lord Jesus Christ. Jn. 1:1;20:28; Cl. 2:9-10; Tt. 2:13; Ph. 2:5-8; Hb. 1:8.
- d. We believe in the corporal resurrection of our Lord Jesus Christ, His ascension to heaven, and His Lordship over the church, the universe, and all human activity. He will

come a second time for His church. Jn. 20:27; 24:36; 45-46; 9:28); Lk.24:50-53; Act. 1:9-11; Eph. 4:15-16; Mat. 16:18; 1 Co. 6:20.

- e. We believe that we are saved by grace through repentance and faith in Jesus Christ, justified through Him. Ro. 11:6; Gal. 2:16; 2 Tt. 1:9; 5:4; Eph. 2:8-9.
- f. We believe in the baptism of the Holy Spirit, according to Acts 2:1-4;11 which is for all believers. Jl. 2:28; Luk. 24:49; Jn. 7:38-39; Act. 10:44-46; 19:6; 1 Co. 14:18
- g. We believe in the current validity of biblical gifts and ministries for the edification and improvement of the saints. 1 Co. 12:8-11; Eph. 4:11-12; 1 Pt. 4:10-11.
- h. We believe that the Church is the Body of Christ, called to praise God, to be the agency of evangelization and salvation worldwide for the fulfillment of the Great Commission, integrated by all those who are redeemed through His precious blood. Mat.28: 19-20; Luk. 24:47; Mk. 16:14-18; Jn. 20:19-23.
- i. We believe that Jesus Christ will return a second time to establish the millennial reign of peace. Mat. 24:27; 42; Luk. 21:27; Act. 1:10-11; 1 Thes. 4:16-17; Heb. 9:28; 2 Pt. 3:8-9; Rv. 1:7.
- j. We believe in the final judgment and the creation of new heavens and a new world. Mat. 16:27; 25:31-46; Jn. 5:22; 27; Act. 17:30-31; Ro. 2:6-16; 2 Thes.1:5-10; 2 Pt 3:1-13; Rv. 20:11-15. Is. 65:17-25; Jl. 2:18-27; Ro. 8:19-21; Rv. 21:1.
- k. We believe that the days of creation are literally 24 hours and not millions of years; that in the book of Genesis, although presented in a simple way, provides a trustworthy timeframe for the investigation of origin and the history of life on Earth and the Universe. Ge. 1
- l. We believe that the Flood was a global event exactly as it is narrated in the book of Genesis. Gn. 7:11-12; Mat. 24:37-39; Eph. 5:31.
- m. We believe in the formation of Matrimony between one man and one woman, just as the Bible states it, in order to give origin to a family as the first institution for the formation and protection of all human beings, a crown of God's creation. Gn. 2:22-24; 24; Mat. 19:4-6.
- n. We believe that humans were created in the image and likeness of God. Gn. 1:26-27.

- o. We believe in the five-fold gospel, that is: (1) Jesus saves, (2) Jesus sanctifies, (3) Jesus baptizes with the Holy Spirit, with the initial physical evidence of speaking in other tongues, (4) Jesus heals, and (5) Jesus comes back again. Jn 3:16; Act. 4:11-12; 1 Tim. 1:15; Luk. 19:10; Heb. 10:10;14; 13:12 Ro. 12:1; Mat. 3:11; Act. 2:4; Is. 53:5; Rv. 1:7.

Statement of Values

As a result of its Mission, Vision, Institutional, and Programs Outcomes, UNILIMI will function in order to accomplish the following statement of Values:

1. We are Pentecostals.
2. We are Latinos/Hispanics.
3. We practice honesty.
4. We cherish probity.
5. We have a commitment to Christ.
6. We are committed to the mission of the Church.
7. We are dedicated to the values of the Christian family.
8. We serve God and our neighbors.

BOARD OF DIRECTORS



DRA. HATTIE TIBURCIO
Chairman of the Board of Directors

Hattie Tiburcio graduated from UMD with a Doctor of Law (JD), Master's in Ministry, Master's in Christian Studies from Southeastern Baptist Theological Seminary (SEBTS), and a Bachelors in Theology (UNEV). She was the President of UNILIMI. She is the Founder and Pastor along with her husband, Rev. Dr. Victor Tiburcio, the Senior Pastor of the Aliento de Vida Church, in New York. Professionally, she is a Lawyer, and finds time to teach a course, once in a while.



DR. VÍCTOR TIBURCIO

Founding President and Liaison to
the Board of Directors

Dr. Victor A. Tiburcio has a BA in Social Communication from Universidad Autonoma de Santo Domingo (UASD) and from Universidad Central del Este (UCE). He also has an MA in Christian Studies from Southern Baptist Theological Seminary (SEBTS), and a Certification in Field Traumatology from the University of South Florida (USF)



JAIME TAMAY

Vocal and Treasurer

Jaime Tamay is vocal and treasurer of UNILIMI. He graduated with a B.A. in Accounting and is in the process of completing an M.A. in Accounting from Queens College (CUNY). He also is one of the marriage ministry leaders for the Aliento de Vida church.



RUTH SHEPHARD

Vocal

Graduated with a B.A. in Clinical Psychology from UNEV. Works hand in hand with her husband as Associate Minister for young marriages.



BARRY DEONARINE

Vocal

Barry Deonarine, vocal for the UNILIMI Board of Directors team, is engaged in the general practice of law, representing clients in areas such as real estate and civil litigation, with an emphasis on criminal defense. He graduated from Harvard College with a B.A. in English and American Literature and Language and also graduated from Stanford Law School as J.D. (Juris Doctor).



DORIS E. MAGA

Vocal

Doris E. Maga, vocal for the UNILIMI Board of Director team, is also an Associate Minister in the Couples' Ministry for the Aliento de Vida church. She has a diploma in biblical studies with a specialization in Pastorship from *Damascus School of Ministry to the Damascus Council, Inc.* She has a NY License in financial services. She also graduated as a technician and engineer in programming and analysis from the *University of Panama*.



Dora Maldonado-Molina, vocal for the UNILIMI Board of Directors, has a B.A. in English language arts from Hunter College, an A.S. in Physical Therapy from LaGuardia Community College. She is in the process of obtaining her M.A from Hunter College in Early Childhood Education.

DORA MALDONADO-MOLINA

Vocal



Layton Cervantes, vocal for the UNILIMI Board of Directors team, studied Aviation and Architecture in Farmingdale University and also studied Architecture in the Institute of Design and Construction.

LAYTON CERVANTES

Vocal



She graduated with a B.A. in Education from Queens College (CUNY). She served as Associate Minister of the Children's Ministry for many years in NY. Along with her husband, Angel Velez, they are currently pastoring a church since February 2017, in the state of North Carolina.

KARI SAMANTHA VELEZ

Recording Secretary

PROGRAMS

College Level Certificates: (30 Credits)

1. Community and Christian Leadership
2. Community Chaplaincy
3. Grow and Walk in the Word

Associate of Arts Degrees in Church Ministries and Leadership: (60 Credits)

1. Church Ministries Minor (12 credits)
2. Christian Leadership Minor (12 credits)
3. Ministry and Social Media (12 credits)

Baccalaureate of Arts Degrees in Church Ministries and Leadership: (120 Credits)

1. Leadership (24 concentration credits)
2. Pastoral Ministries (24 concentration credits)*
3. Children's Ministry (24 concentration credits)
4. Youth Ministry (24 concentration credits)
5. Pastoral Care (24 concentration credits)

*Could be achieved by Traditional and Non-traditional (Competency Based Education).

College Level Certificates: (30 Credits)

This certificate is designed to offer continuing education to pastors and lay leaders to help them efficiently serve the community where they minister. The study program provides a basic understanding of the content of the Christian faith, culture, and the environment in which the students interact to meet the needs and demands of the community sectors they serve. The full-time student can complete the program in one year.

Program Learning Outcomes

1. The curriculum is designed to produce students with comprehensive knowledge of the Bible and the theological content of the Pentecostal faith.
 - a. To comply with this outcome, a comprehensive assessment test will be administered at the beginning and the end of the programs to measure the students' progress in their Scriptures and Theology knowledge.
2. The curriculum will provide educational experiences that prepare students to be obedient to God under the Lordship of Jesus Christ in the power of the Spirit.
 - a. To comply with this outcome, students will be placed in practical contexts of ministries that combine praxis and experience.
3. The curriculum will furnish opportunities for spiritual development and ethical commitment to the Christian values of the church.
 - a. To comply with this outcome, students will be required to demonstrate the values of their Christian Faith in their walk of life.
4. The curriculum will combine life and learning in such a way that the students

will acquire the maturity and professional competencies needed to carry out the mission of the Church in the world.

1. To comply with this outcome, students will be required to submit a journal of supervised ministries done in their different contexts of ministries.

Associate of Arts Degrees in Church Ministries and Leadership: (60 Credits)

This program is designed to develop professionals from a Christian ministerial perspective to intervene with society, community organizations and to offer students the necessary knowledge of the Christian faith, culture, and the environment in which they interact to meet the needs and demands of different community sectors. This is a sixty-hour credits program. The full-time student can complete the curriculum in two years. The program provides the necessary skills so that its graduates can provide a professional quality service of church ministries and leadership to the Hispanic community in the United States and other Hispanic/Latino contexts.

Program Learning Outcomes

1. The curriculum is designed to produce students with comprehensive knowledge of the Bible and the theological content of the Pentecostal faith.
 - a. To comply with this outcome, a comprehensive assessment test will be administered at the beginning and the end of the programs to measure the students' progress in their Scriptures and Theology knowledge.
2. The curriculum will provide educational experiences that prepare students to be obedient to God under the Lordship of Jesus Christ in the power of the Spirit.
 - a. To comply with this outcome, students will be placed in practical contexts of ministries that combine praxis and experience.
3. The curriculum will furnish opportunities for spiritual development and ethical commitment to the Christian values of the church.
 - a. To comply with this outcome, students will be required to demonstrate the values of their Christian Faith in their walk of life.
4. The curriculum will combine life and learning in such a way that the students

will acquire the maturity and professional competencies needed to carry out the mission of the Church in the world.

2. To comply with this outcome, students will be required to submit a journal of supervised ministries done in their different contexts of ministries.

Baccalaureate of Arts Degrees in Church Ministries and Leadership: (120 Credits)

The Bachelor of Arts in Church Ministries and Leadership provides an overall understanding of biblical, theological, ministerial and social sciences studies to prepare students for intercultural ministerial work and effective leadership in the church and the world.

Program Learning Outcomes

1. The curriculum will provide for the development of a community of faith, worship and study, nurturing covenantal relationships conscious of the worldview of the Church.
 - a. To comply with this outcome, students will be required to submit a report of their engagement in community service activities to demonstrate their sensitiveness for the global diversity and mission of the Church.
2. The curriculum will provide for ascertainment and development of gifts, passions, and sense of calling through hands-on ministry, service learning and intellectual studies opportunities.
 - a. To comply with this outcome students will be immersed in on-going experiential ministerial services and leadership activities in local church settings.
3. The curriculum will endeavor to prepare men and women to serve as Spirit-filled ministers and leaders in the Hispanic communities' churches, in which they are called to serve in today's world.
 - a. To comply with this outcome students will be invited to serve in local church settings to demonstrate their ministerial and leadership commitment.

4. The curriculum will strive to bring students to the knowledge of the Word of God, as the revelation of the Eternal God, and as the standard of faith and conduct to mankind.
 - a. To comply with this outcome students must demonstrate a profound and diligent knowledge of the Word of God that triggers a coherent worldview for thinking and living. by submitting a ministerial report of their projects in local church settings.
5. The curriculum will provide for passionate participation in God's global mission and Kingdom priorities.
 - a. To comply with this outcome students will be required to get involved in activities that promote the global mission and priorities of the church.

STUDENT DEMOGRAPHICS

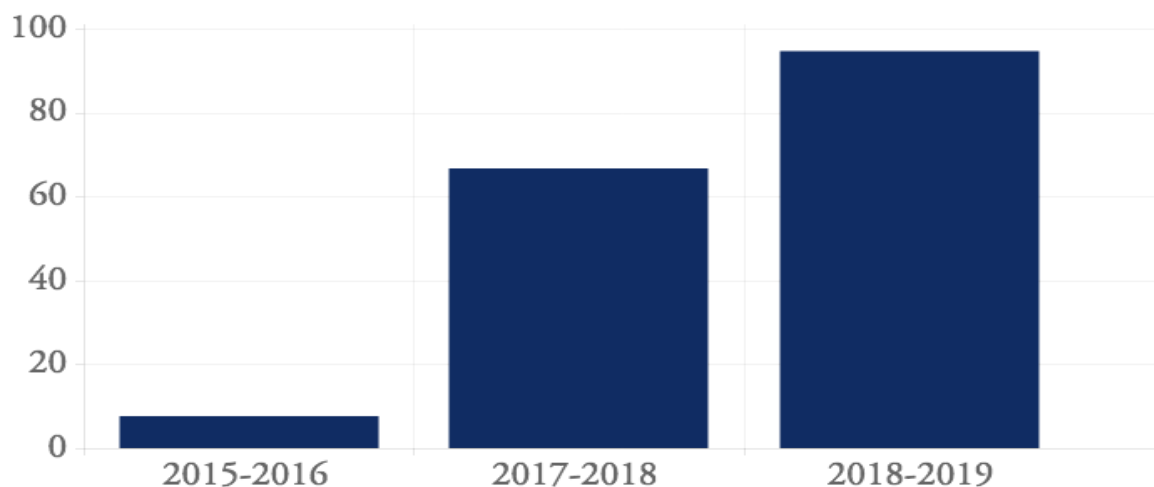
Enrollment of students taking courses through UNILIMI from 2015-2019:

2015-2016: 8 students

2017-2018: 67 students

2018-2019: 95 students

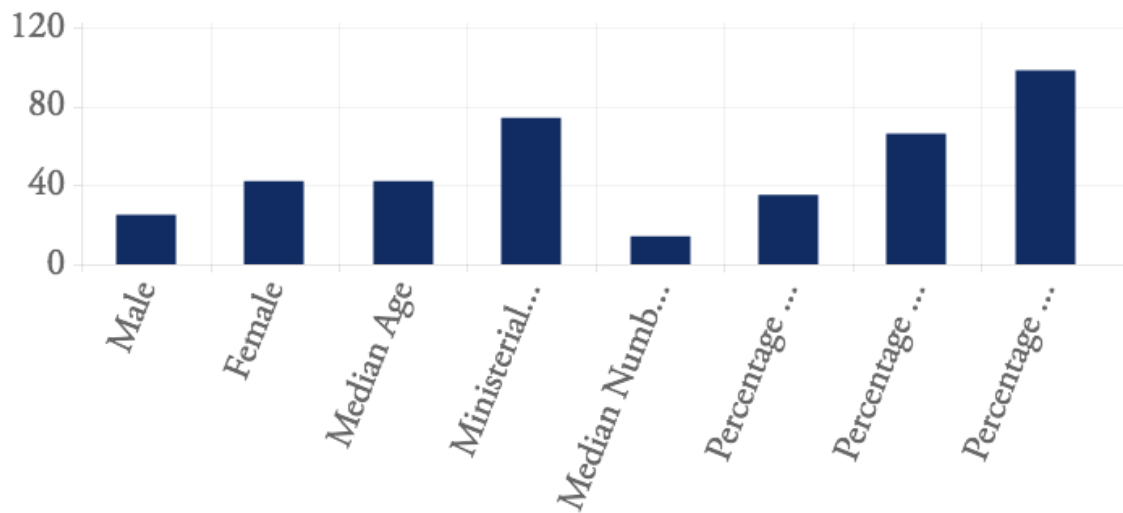
ENROLLMENT DEMOGRAPHICS



Enrolled Students

The current 2019-2020 enrollment is 69. The demographics of the current student body include the following:

Male-26
Female-43
Median Age-36-45
Race/Ethnicity- Hispanic
Ministerial Experience: about - 75%
Median number of years in ministry- 15 years
Percentage currently pastoring- about 36%
Percentage that want to pastor- 67%
Percentage that want to teach- 99%



BACHELOR COURSES		
CODE	COURSE	CREDITS
GS-099	Competencies of information and technology	3 Credits
GS-103	Thinking and critical analysis	3 Credits
GS-201	Biology and Theology	3 Credits
GS-204	Art and Culture	3 Credits
GS-240	Human Growth and Transformation	3 Credits
GS-241	Human Sexuality	3 Credits
GS-300	Introduction to Sociology	3 Credits
GS-302	Introduction to Psychology	3 Credits
CODE	COURSE	CREDITS
COM-100	Spanish	3 Credits
BIB-101	New Testament I (The Four Gospels)	3 Credits
BIB-100	Old Testament I (The Pentateuch)	3 Credits
EDU-100	Christian Education (Teaching Methods)	3 Credits
BIB-102	Biblical Hermeneutics	3 Credits
BIB-103	New Testament II (The Book of Acts)	3 Credits
BIB-104	Old Testament II (Historical Books)	3 Credits
THE-100	Theology I	3 Credits
BIB-106	New Testament III (Paul's Letters)	3 Credits
HIS-100	History of the Church I	3 Credits
MIN-100	Homiletics I	3 Credits
MIN-101	Christian Marriage and Family	3 Credits
CODE	COURSE	CREDITS
MIN-202	Evangelism and Discipleship	3 Credits
BIB-205	Old Testament III (Poetic Books)	3 Credits
THE-201	Theology II	3 Credits
MIN-203	Pastoral Counseling I	3 Credits
MIN-204	Leadership	3 Credits
MIN-205	Homiletics II	3 Credits

BIB-207	Old Testament IV (Major Prophets)	3 Credits
BIB-208	New Testament IV (Romans and Galatians)	3 Credits
HIS-201	History of the Church II (The XX Century Reform)	3 Credits
BIB-209	Old Testament V (Minor Prophets)	3 Credits
BIB-210	New Testament V (Universal Letters)	3 Credits
THE-202	Theology III	3 Credits
CODE	COURSE	CREDITS
THE-303	Theology and Pastoral Work	3 Credits
MIN-306	Pastoral Counseling II (Bible, Sexuality, Family and Church)	3 Credits
THE-304	History of Religions and Sects	3 Credits
MIN-307	Church Administration	3 Credits
MIN-308	Church Growth	3 Credits
MIN-309	Missions	3 Credits
COM-302	Introduction to Journalism and Social Communications	3 Credits
EDU-302	Introduction to Philosophy and Sociology	3 Credits
THE-305	Christian Ethics	3 Credits
BIB-311	Eschatology (Daniel and Revelations)	3 Credits
MIN-310	Church Planting	3 Credits
MIN-311	Grade Work/Ministry Supervision	3 Credits
CODE	COURSE	CREDITS
EDU-400	Children's Ministry	3 Credits
THE-400	Apologetics	3 Credits
MIN-400	Youth Ministry Leadership	3 Credits
COM-400	Journalism and Social Communications II (How to write)	3 Credits
MIN- 401	Chaplaincy Ministry / Inductive Bible Study	3 Credits
MIN-402	Ministry Life and Disciplines	3 Credits
MIN-403	Christian Service (Praise and Worship)	3 Credits
MIN-404	Church Planting	3 Credits
HIS-400	History of the Church (Pentecostalism)	3 Credits
MIN-410	Grade Work	3 Credits

CODE	COURSE	CREDITS
EDU-405	ABC of Children's Ministry	3 Credits
THE-401	Biblical Theology of Children's Ministry	3 Credits
EDU-406	Children and Pre-adolescent Psychology	3 Credits
MIN-405	Leadership and Administration of Children's Ministry	3 Credits
EDU-407	Creative Teaching	3 Credits
EDU-408	Event Planning	3 Credits
EDU-409	Counseling and Education	3 Credits
EDU-406	Children's Discipleship and the 4-14 Window	3 Credits
MIN-407	The Cell Group Vision, MPI Retreats (ADV)	3 Credits
MIN-410	Grade Work / Supervised Practice	3 Credits
CODE	COURSE	CREDITS
MIN-411	ABC of Youth Ministry	3 Credits
MIN-412	Context and Culture	3 Credits
MIN-413	Counseling	3 Credits
MIN-414	Leadership and Ministry	3 Credits
MIN-415	Evangelism and Cell Group Work	3 Credits
MIN-416	Discipleship and Teaching	3 Credits
MIN-417	Activities	3 Credits
MIN-418	Creative Communication	3 Credits
MIN-419	Proper Planning	3 Credits
MIN-420	Praise and Worship	3 Credits
MIN-410	Grade Work and Supervised Practice	3 Credits

Degree programs of study offered by University of Leadership and Ministry have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon assessment of program quality under established licensing standards.

COURSE DESCRIPTION

Course Key:

COM: Communications and Languages

BIB: Bible

EDU: Christian Education

GS: General Studies

THE: Theology

HIS: History of the Church

MIN: Ministry

Course Descriptions

GS-006 Introduction to Computer Science: An introduction to the intellectual enterprises of computer science and the art of programming. This is an introduction to the intellectual enterprises of computer science and the art of programming for majors and non-majors alike, with or without prior programming experience. An entry-level course teaches students how to think algorithmically and solve problems efficiently.

GS-007 Government for the community and organizational leadership: This course will teach the student to examine models of successful leadership and cultivate your own leadership skills. You will be equipped to participate in the planning and execution of change within organizations while helping to minimize potential conflict that can result. The degree coursework strengthens interpersonal and organizational communication skills as well as research interpretation with application to needs assessment or program evaluation. Written communication is emphasized to improve organizational reporting at all levels.

GS-099 Information and technology skills: Introduces students to the fundamental concepts in information technology (IT) that provide the technical underpinning for state-of-the-art applications. A perspective on the range of information technology is presented. Historical development and social implications of efforts in information technology form an integral part of the course.

GS-101 Research and Academic Writing: A writing workshop designed to reinforce essay composition skills and introduce students to the practice of writing for academic purposes. It will prepare students for work in high level English courses in which research writing is a

requirement. It introduces basic research writing skills including: conducting research, note taking, paraphrase, summary, direct quotation, positioning, and MLA or APA style citation.

GS-103 Thinking and critical analysis: The purpose of this course is to develop thinking skills. We live in a society where mass-media produces a lot of information. Not all of it is true or well-grounded in fact. The key challenge in an information age is to know how to judge the quality of the information, opinions, and arguments that we are exposed to on a daily basis. This includes the ideas, arguments and assertions that we see, hear or read in the news, in coursework, on the job and in all human relations. Critical thinking is a fundamental leadership competency. Leaders are often presented with information from a variety of sources and about areas where they have no expertise.

GS-201 Biology and Theology: This course offers the student the opportunity to enter into the dialogue between theology and biology as different and interrelated human disciplines. The experience gained in this course will lead the student to have useful knowledge to face the controversy between religion and evolution. The course is investigative in nature, so the student will experience how to solve the problem by exercising their experience in the search for answers to existing questions related to biology and theology.

GS-204 Art and Culture: In this course we study the history of expressive and material cultures around the world, with particular emphasis on industrialized nations. Course topics include the study of social identification, and the production, consumption, and reception of cultural forms. Using historical and ethnographic scholarship as well as primary sources (literature, films, pictures, and music), students will study and apply theories of popular culture and aesthetic hierarchy; explicate the historical contexts of various artistic movements; discuss cultural imperialism; address problems of cultural appropriation, creativity, and identity; and examine cultural expressions of social differences and deviance.

GS-240 Human Growth and Transformation: This course is intended for psychology students as well as for students in disciplines that require knowledge and understanding of how people grow and develop throughout the lifespan. The course provides an in-depth discussion of theoretical perspectives and research findings that have helped to increase our knowledge and understanding of factors that influence our physical, cognitive, and psychosocial development.

GS-241 Human Sexuality: This course will introduce students to various aspects of human sexuality. The framework for this course is based in psychology and the social sciences, so the material we cover will include biological, cultural, and historical viewpoints. This course will help students understand key terms and dimensions of human sexuality, and to evaluate major

theories and issues in this area. It is my hope that through this course, you will better understand and respect yourself and others.

GS-300 Introduction to Sociology: This introductory course in sociology has been designed to provide you with a basic understanding of the questions sociologists ask. Over the course of the semester we will be covering the major fields of the discipline such as social theory, inequality, the family, deviance and social movements. Taking this class will prepare you for more advanced work in these various sociological subfields. The readings also introduce you to the different methods sociologists use to answer their questions.

GS-302 Introduction to Psychology: The purpose of this course is to introduce students to the topics and issues that psychologists study, the research methods they employ, their major findings, and the ways in which psychologists apply the research findings to the solution of personal and societal problems. Also, this course provides students with the basic terminology and principles that enable them to take more advanced courses in psychology if they wish to learn more about some particular area.

GS-303 History of Cuba: This course explores the history of Cuba from two particular perspectives. First, we aim to understand big ideas and processes, such as slavery, emancipation, liberalism and socialism through the lives of ordinary people. This means thinking about how everyday life and the state and its institutions are related to one another and shape each other.

GS-304 U.S. History: The United States History course is a survey of United States History from the Pre-Columbian period to the present day. This Course makes history more meaningful to the students by presenting historical events through the eyes of the people who experienced them. An introductory study of United States history. Surveys colonial America, the American Revolution, development of the Constitution, awakening and early society, slavery, sectionalism, Civil War and reconstruction.

GS-305 Introduction to Philosophy and Sociology: This course is a topical and historical introduction to the discipline and practice of philosophy. Through analysis of texts, discussion, participation, and lecture, the student will gain an understanding of philosophy both as a unique discipline that investigates some of the most profound questions about ourselves and the world, and as a practice that illuminates our scientific, social, and individual existences.

GS-306 Humanities I: The humanities course is designed to be an integrated study of history, literature, language, philosophy, the visual arts, theatre, dance, and music. Emphasis is placed on critical thinking, creativity, and the rights and responsibilities of the individual in a society.

GS-307 Humanities II: This course examines an array of major literary works from the past 200 years. Exploring different views of modernity from global perspectives, we will examine the ways that these texts negotiate between representations of individual consciousness and society.

GS-322 History of the western civilization: Explain how political, economic, military, religious, and cultural factors influenced the development of Western civilization from 1648 to the present.

GS-340 The face and situation of the Latino in the United States: This course is aimed at bringing awareness of the reality that Latino lives in the United States. We will study the history, origins of Hispanics / Latinos and places of high concentration within the United States. We will learn to value the effort, rather than risk, that thousands take to improve their quality of life and those of their families, crossing borders. We will analyze the involvement and ministry to this group from the perspective of the church. Finally, we will develop a work plan that can be implemented by the pastoral ministry, in order to present a tool that can be used in local churches.

GS-404 The Ideology of the XXI Century: The impact of postmodernism over the family, the church, and society. A three-credit blended learning course, to revise postmodernism as a Western ideology in the XXI, and its impact over the nuclear family. At the end the graduate will be able to understand postmodernism as the soul of the XXI century, and its impact over the current society and family.

BIB-100 Old Testament Survey: A general introduction to the Old Testament, with special attention to the first five books of the Bible, better known as the Pentateuch or Torah, emphasizing the origins, early history of humanity and the people of Israel. Examines the concepts of the inspiration, revelation, canonicity and infallibility of the Scriptures.

BIB-101 New Testament Survey: Examination of the history of the early church and its connection to the apostolic ministry, mainly that of Paul's. The purpose, structure and message of the book of Acts are analyzed. The student will focus specifically on the work of the Holy Spirit in those early years. Similarly, geographical and historical aspects of nature that come to frame the apostolic and missionary work for the evangelization of the world known at that time and its implications and impact on the work of the current church.

BIB-102 Hermeneutics: An introduction to the basic principles of biblical interpretation, emphasizing the application of these in personal studies, providing an important basis for the preparation of preaching and teaching of the Holy Scriptures.

BIB-103 New Testament II: Examination of the history of the early church and its connection to the apostolic ministry, mainly that of Paul's. The purpose, structure and message of the book of Acts are analyzed. The student will focus specifically on the work of the Holy Spirit in those early years. Similarly, geographical and historical aspects of nature that come to frame the apostolic and missionary work for the evangelization of the world known at that time and its implications and impact on the work of the current church.

BIB-104 Old Testament II: Presents part of the historical and cultural context in which the people of Israel developed through the books of Joshua to Esther. This course focuses on the differences in the various types of governments Israel had. From the ruling theocracy in the days of Joshua, falls and rises in the reign of the judges, the birth, development and fall of monarchies to different captivities due to their disobedience to God.

BIB-106 New Testament III: Throughout this course the students examine practical ways the content, subject matter, possible dates, contexts and purposes of each of the Pauline letters. I and II Corinthians, Ephesians, Philippians, Colossians, I and II Thessalonians, I and II Timothy, Titus, and Philemon. The students will understand that the writings of the Apostle Paul are almost half of the New Testament and that they disclosed much of Christian theology.

BIB-203 New Testament (Luke and Acts): This Luke- Acts is studied under 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, especially as these are relevant for the Pentecostal faith.

BIB-205 Old Testament III: During this study, students will focus specifically on the six Poetic Books of Hebrew poetry. During the time of the monarchy, which is the most flourishing period in the production of songs and poems; it is deeply linked to the life of the people of Israel. Students however will discover in these writings that the same situations and needs of the people of God in those days are similar to those faced by believers today. The study includes the books of: Job, Psalms, Proverbs, Ecclesiastes, Song of Songs and Lamentations.

BIB-206 Wisdom Literature: During this study, students will focus specifically on the six Poetic Books of Hebrew poetry. During the time of the monarchy, which is the most flourishing period in the production of songs and poems; it is deeply linked to the life of the people of Israel. Students however will discover in these writings that the same situations and needs of the people of God in those days are similar to those faced by believers today. The study includes the books of: Job, Psalms, Proverbs, Ecclesiastes, Song of Songs and Lamentations.

BIB-207 Old Testament IV: It is a dynamic approach to the content of the books that recount the historical context. Ministerial and significance in the current of the greatest prophets whose writings are: Isaiah, Jeremiah, Lamentations, Ezekiel and Daniel. With the message of these four prophets and his five books, students discover how important it is and note that many of his prophecies are yet to be fulfilled.

BIB-208 New Testament IV: It is a study in which the cultural, historical and doctrinal context is examined in a practical way. In the Epistles to the Romans and Galatians, trying to guide the student to identify the biblical message of these letters and apply it to the current time.

BIB-209 Old Testament V: In this subject the student will focus on the prophetic writings of the Old Testament by the twelve Minor Prophets: Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah and Malachi. The study of these prophecies is from the punishment of Israel, because of his sin, but with a promise of restoration. It will continue with the approaching of the messianic prophecies. Also taking into account the fulfillment of prophecies as in the case of those deported to exile in Assyria and Babylon. Likewise, repentance and conversion of Israel to the end of time.

BIB-210 New Testament V: A study of the Universal or General Letters or Epistles: Hebrews, James; 1st, 2nd and 3rd Peter; 1st, 2nd and 3rd John and Jude. These epistles of great importance allow students to obtain firsthand information concerning the environment of the time, life and thinking style of the church in its early years. You will discover the marked Jewish accent, specifically James and Jude, and the way each author makes his approach to Christianity, without departing from the fundamentals.

BIB-211 New Testament VI: Contextual study of theology-Luke. This course covers major Lukan themes and sets forth the distinctive contribution of Luke-Acts to the New Testament and the canon of Scripture, providing students of the Bible with an in-depth and holistic grasp of Lukan theology in the larger context of the Bible.

BIB-212 Pastoral Faith: A pastoral vision of the Christian faith (James). This course will introduce the work of pastoral ministry by looking at its biblical foundations, theological concerns and practical responsibilities. Students will also interact with classic literature in the field of pastoral ministry.

BIB-213 Old Testament IV: The Book of the Prophet Jeremiah: Leadership, theology, exile, suffering, and hope of a society in crisis.

BIB-240 Biblical Foundations of Chaplaincy: This course is designed to familiarize students with the biblical foundation that supports the ministry of chaplaincy and consolation to those who suffer. Special attention will be given to the consolation ministry of Jesus, recorded in the Gospels.

BIB-250 Contextual study of Luke's theology: A detailed study of the theology of the Gospel of Luke and its implications for the church today.

BIB-311 Eschatology: This course takes students through the books of Daniel and Revelation, the study and analysis of the final events or the latest things about the kingdom of God, the Second Coming of Christ, death and the Last Judgment.

BIB-320-340 Exegesis of an Old Testament Book: Students will work on the book of the Old Testament of his/her preference.

BIB-341 Study of the book of Hebrews: A detailed study of the content and theology of the book of Hebrews

BIB-341-358 Exegesis of a New Testament Book: Students will work on the book of the New Testament of his/her preference.

BIB-400 History, Literature and Theology of the Old Testament: This course covers a survey of the history, literature, and theology of the Old Testament. Emphasis is on the content of the thirty-nine individual books that comprise the canon of the Old Testament. Attention will also be given to the transmission of the text and the canonization of the Old Testament. Students are exposed to the critical issues and scholarly methods employed in the modern study of the Old Testament. Attention is also given to the inductive Bible study method and the practical relevance of the Old Testament for today.

BIB-401 History, Literature and Theology of the New Testament: This course covers a survey of the history, literature, and theology of the New Testament. Emphasis is on the content of the twenty-seven individual books that comprise the canon of the New Testament. Attention will also be given to the transmission of the text and the canonization of the New Testament. Students are exposed to the critical issues and scholarly methods employed in the modern study of the New Testament. Attention is also given to the inductive Bible study method and the practical relevance of the New Testament for today.

BIB-402 Biblical Archeology: An introduction to biblical archaeology focusing on significant archaeological discoveries in Israel, Egypt, Syria, and Palestine. The course will survey the

modern archaeological methods, with special attention to the exegesis related to the Old Testament.

BIB-403 Study of the books of Ruth and Esther: Detailed study of the impact of Ruth and Esther on the Judeo-Christian faith.

BIB-425 Biblical Greek I: Studying the bible requires research, and proving a general understanding of Greek, one of the languages that the bible was written, will provide a powerful tool to better interpret passages written in Greek.

BIB-426 Biblical Greek II: A second level studying the bible requires research, and proving a general understanding of Greek, one of the languages that the bible was written, will provide a powerful tool to better interpret passages written in Greek.

BIB-427 Biblical Hebrew I: An introduction to the fundamentals of classical Hebrew with primary emphasis on the strong verb and basic vocabulary.

BIB-428 Biblical Hebrew II: A second level of the fundamentals of classical Hebrew with primary emphasis on the strong verb and basic vocabulary.

COM-302 Social Communications I: A training which seeks to immerse the student in the concepts, techniques and fundamentals to understand and manage, elementally, the media through which public opinion is methodically created. It is also to assert the principle that the church used properly, contributes more effectively to world evangelization. Similarly, it seeks to awaken a conscience in the proper use of the means that God may be glorified. Not using these to dogmatize or to argue, but to evangelize. Build and bring maturity to the recipients of those means. The student will understand the importance of newspapers, magazines, radio, television, internet, etc. The ones that are most effective in the purpose of the church and how to make the most use.

COM-305 Development of proposals to obtain funds: The goal of this course is to help you develop a proposal for an educational or development project for which you could seek funding.

COM-306 The art of listening and active communication: This course is designed to practice the art of listening deeply to other people, get in touch with your own needs and desires, exercise self-listening, communicate our needs and desires as clearly and effectively as possible, and open the conflicts of any relationship, looking for the way that the different ways of feeling or thinking can coexist with each other. It is, therefore, about discovering and sharing different ways to live our relationships with authenticity. Special attention will be paid to developing in

students the ability and sensitivity to listen and respond constructively to patients and interviewees.

COM-307 Interpersonal relations and conflict management: This course is designed to help students examine the importance of healthy human relationships in the ministerial context. Students will have the opportunity to discover Biblical principles of interpersonal communication and conflict management in personal relationships. The course will give special importance to communication models: nonverbal messages, physical and emotional exhaustion, and other strategies that help Christian leaders develop interpersonal communication skills. Similarly, the course focuses on the nature of conflict, how to identify common conflict management styles, and how to manage conflict acceptability and productivity.

COM-400 Social Communications II: A training which seeks to immerse the student in the concepts, techniques and fundamentals to understand and manage, elementally, the media through which public opinion is methodology created. It is also to assert the principle that the church used properly, contributing more effectively to world evangelization. Similarly, it seeks to awaken a conscience in the proper use of the means that God may be glorified. Not using these to dogmatize or to argue, but to evangelize. Build and bring maturity to the recipients of those means. The student will understand the importance of newspapers, magazines, radio, television, internet, etc. The ones that are most effective in the purpose of the church and how to make the most use.

COM-402 Thought and Critical Analysis: This course summarizes the goals and consequences of critical thinking, as well as items to be aware of when learning how to think critically, including cognitive biases and logical fallacies. The course also covers the value that comes from both individual thinking and group-based thinking, as well as the various disadvantages that come with both territories.

COM-424 Modes of Analysis: In this course, the student will learn to analyze various types of text in a profound way. The objective is for each student to extract the valuable information in each text and from that point, come to their personal conclusion. The student will read poems, biblical passages and short essays. It is the job of the student to break down each passage; find the underlying meaning of the passage. The student will answer questions such as "What is the author saying, is his argument coherent, is the data accurate, etc."

EDU-100 Teaching Methods: Students will learn how to prepare and structure lessons to capture the attention of their students, using dynamic and modern teaching techniques. Students will be immersed in the process of teaching the Bible accurately and creatively.

EDU-203 Creative Education: An introduction to education using modern technological and cyber tools.

EDU-302 Introduction to Philosophy and Sociology: This introduction presents briefly the predominant philosophical and sociological thoughts in different periods of history with their respective authors whose arguments and thoughts have been hitting the church through the ages in order to destroy it. This time the student can appreciate a confrontation to such ideas through the Word of God. This course provides an excellent tool against such distorted ideas emerging postmodernism reflected in the media affecting families and society in general.

EDU-305 Human rights: This course is designed to highlight human rights and human dignity. The course will pay special attention to contemporary contexts in Latin America where human rights are violated, in order to learn how to effectively deal with the way and form of conflict resolution and contribute to developing a culture of peace for all.

EDU-306 Family life cycle: This course has been designed to help students understand the nature and functions of the family in the different Latin American peoples in their life cycle. Special attention will be given to modern findings in the area of human development through the different stages of the life cycle and the impact of cultural factors on that development will be carefully examined.

EDU-307 Christian education and community services: This course will provide students with a solid understanding of the theoretical foundations of effective Bible education as well as with an assortment of practical tools and materials to assist in their implementation.

EDU-308 Development of a comprehensive community intervention philosophy: Students will assess the challenges of community development in the context of the current socio-economic realities, diverse demographics, gender, age, class, ethno-cultural, and disability. Students will grasp the historic and current approaches to community development and will be able to communicate these theories and concepts to an analysis of how communities work for social change and social justice.

EDU-406 Children and pre-adolescent Psychology: This course seeks that the student acquires fundamental knowledge of the chronologic, pedagogic and sociologic focus of development during each period of childhood until the second stage of adolescence which will allow the children's leaders to give more effective and efficient attention to the children and preadolescents that they reach and disciple for Jesus Christ. It is of central importance that in this course the student learns how children think and what their greatest emotional needs are.

HIS-100 History of the Church I: This is a course in which a general tour is done, an elementary way in the history of the Christian church starting from the apostolic church, its expansion among the Gentiles, the imperial persecutions, the development of sects and heresies, the imperial church, emergence and development of the papacy, birth and rise of the Muslims, the Crusades, the Renaissance and the Reformation, etc.

HIS-201 History of the Church II: In this course the students will make a deeper study of the History of the Church, stopping at four key areas: History of the Protestant Reformation, its protagonists and the significance of this movement, 1. The Inquisition and the Counter Reformation. 2. Origins of Christianity .3. Surge of Pentecostal denominations and development of the movement. 4. History of Christianity in Latin America.

HIS-202 History of the Church II (The XX Century Reform): A continuation of History of the Church II, concentrating on great leaders of the church in the modern period of church history from the Reformation to the twentieth century.

HIS-204 History of Latinos in the United States: This course is aimed at bringing awareness of the reality that the Latino lives in the United States. We will study the history, origins of Hispanics / Latinos, and the places of high concentration within the United States. We will learn to value the effort, rather than risk, that thousands take to improve their quality of life and that of their families, crossing borders. We will discuss the involvement and ministry to this group from the perspective of the church. Lastly, we will develop a work plan that can be implemented by the pastoral ministry, in order to present a tool that can be used in local churches.

HIS-400 Pentecostalism history: An analysis of Pentecostal history and theology

HIS-424 Hebrew Roots in Christianity: A course in which the Bible is studied from a historical point of view as an object of analysis and as a Hebrew book, its canonic sources and apocryphal sources, social and cultural elements of the different biblical epochs, idiomatic bases, symbolism and metaphor.

MIN-100 Homiletics I: This course is a practical instruction for students to learn how to effectively communicate the Word of God and make them aware that aside from the call and anointing, we must spend time preparing the sermon.

MIN-101 Christian Marriage and Family: This analysis is done from a biblical perspective on all matters related to marriage and family. Studies each of the parties within their respective roles and responsibilities, and how to interact within the home, church and society. All this in

order to work towards healthier families.

MIN-200 Pastoral care: Caring for parishioners from the perspective of the Christian faith

MIN-201 Introduction to Leadership and Ministry: This course makes a general study on the integration of ministerial / pastoral and leadership theory and practice in the Hispanic Pentecostal context. This is a leadership course that will discuss different leadership theories and concepts from a ministerial and ecclesiastical perspective, applicable to your ministerial context. Emphasis will be placed on those concepts that help to open a ministry, according to divine design, imparting models that prepare the leader / pastor, and how this impacts leadership and decision-making in their ministry. In addition, the culture and identity of the ministerial context will be examined to better understand leadership dynamics.

MIN-202 Ceremonies and components of the structure of Christian worship: Study and review of the ceremonies and structure that shape the cult. The structure of the different ceremonies and structure of Christian worship will be analyzed.

MIN-204 Leadership: This is a course in which students will learn to use the various tools available to have effective leadership. Implementing good principles and leadership skills demands greater influence and reach; exploring their characteristics and concepts.

MIN-205 Community Service Ministries: An opportunity for students to learn experientially by engaging in a community service activity. Students will learn directly about the dynamics and functions of community organizations.

MIN-232 Religion and Culture: A cultural studies approach encourages students to consider the role religion plays in creating and responding to popular culture. Focuses on key theorists in both religious studies and popular culture studies to explore the interactions between the two areas. Combines theory with practical case studies ensuring students learn how to apply theories to actual examples from popular culture.

MIN-235 Leadership and Ministry: An interdiction to the distinctive principles of Christian leadership. The course seeks to evaluate contemporary thought about leadership with a view to assisting each student in achieving the most significant leadership skills possible. Attention is given to developing a biblical philosophy of leadership and ministry.

MIN-301 Principles of Administration: This course is a survey of the major concepts and ideas shaping the field of public administration today, emphasizing public management,

bureaucratic processes and politics, budgetary activities, legal dynamics, and administrative responsibility.

MIN-302 Organization and structure of the Church in Latin American: This course is designed to familiarize students with the administrative structure of the Church in Latin America, both locally, nationally and regionally. The purpose is that the students know the ecclesiastical context within which they carry out their chaplaincy ministry and use the resources of the organization's structure.

MIN-306 Pastoral Counseling: In this course of pastoral counseling will be analyzed in the light of the Scriptures, theories related to human consciousness. The different techniques and methods of counseling situations that arise in the process of counseling are addressed. It will also dedicate a space to everything related to marriage, separation, sex, dating, childhood and adolescence, which are the issues that are presented more often the counselor, dependence on alcohol, drugs and emotional problems. In such situations, the student is prepared with the help of the Holy Spirit, and knows how to act and find a Christian solution.

MIN-307 Church Administration: The Body of Christ appears here as the entity conformed by the people and the various structures. Jesus Christ is set as the ultimate administrator. Presenting fundamentals and practices of good management, adapting to the reality or context of each particular church, presenting the pastor as its administrator at all times.

MIN-308 Church Growth: The biblical principles that lead to church growth. The causes of a true comprehensive multiplication of a congregation with deep doctrinal convictions and also properly trained to use the resources developed and analyzed today.

MIN-309 Missions: This course is intended to form a biblical perspective, familiarize the students with the missions as powerful instruments of God. From apostolic times to the present, positively affecting communities and entire nations today. The challenge to the church is to strengthen this important area before the Great Commission of our Lord Jesus Christ is fulfilled.

MIN-310 Church, State and Gospel: How to establish healthy relationships with the state from the ecclesial context.

MIN-311 Integral development of the church: It includes the study of the integral development of the church as a healthy organism and its implications for the fulfillment of the mission in the light of the Word of God. The fulfillment of the mission by the church is the will of God. This mission has to do with the urgent proclamation of the integral gospel of our Lord Jesus Christ in the context of the kingdom of God.

MIN-312 Nonprofit Administration: Fundamentals of legal and managerial responsibilities in non-profit organizations. Survey course of the history, structure, breadth and depth of the sector. Contains theoretical and case-based discussions of setting organizational direction, increasing productivity, enhancing organizational survivability, and interacting effectively both within and across organizations.

MIN-313 Foundations for Pastoral Counseling to Latinos: This class is a general introduction to biblical pastoral counseling involving the Latino communities, including an overview of current trends in counseling theory and practice and the role of counseling in public, private and church settings.

MIN-400 Public responsibility and ethical leadership: This course provides a comprehensive assessment of the student's ethical leadership and decision-making skills. Through interactions with relevant parties, textbook study and testing, and research of contemporary topics, the course will aid in applying previous course materials into the students' ministries; the students will have the ability to relate leadership topics to ethical decisions and effectively relate such knowledge to others.

MIN-401 Parliamentary Rules: Here it is presented in simple and practical difficulties that arise more frequently in discussions at meetings and how to solve them in an orderly and fair manner, based on prescribed regulations. The student will learn how to properly follow the parliamentary order, knowing the rights of others and yours, achieving streamlining the issues that have been subjected to assembly.

MIN-402 Organizational Dynamics: This course is about identifying the need for change, assessing change options, planning for change, and then implementing the necessary change process to achieve successful outcomes. The course will draw on various theoretical foundations and business cases to develop an understanding of effective leadership of innovation and change.

MIN-404 Leadership and administration of church and community programs: The purpose of this course is to provide the student with the basics of Christian leadership and administration built around servant and transformational leadership principles.

MIN-405 Leadership and Administration of Pastoral Children's Ministry: This seminary is directed to making students see the importance of developing a good leadership (compassionate and exemplary) and administration of children's ministry in the local church or institution, defining the components and basic tasks, the planning, organization and evaluation of programs and educational ministries, including the selection, training and supervision of the personnel.

Finally, it seeks a harmonious execution of the basic leadership principles with those of administration and planning applied to children's ministry.

MIN-406 Management and administration of social projects: This course has been designed to train students in skills for the systematic application of the series of knowledge, concepts, core processes, tools and techniques in the management of socially based projects. Students are encouraged to develop administrative skills to achieve excellence in project management. Special attention will be paid to the conception, design, control, evaluation, management and execution of participatory social intervention projects that interpret and act on development trends in Latin America at national, regional and local levels.

MIN-407 ABC of Children's Ministry: This is a course in which the characteristics of a child in his physical, emotional, social and spiritual development are identified in the different stages of growth taking into account their particular values and needs to reach and disciple them with the gospel of Jesus Christ, utilizing the appropriate methods to guide them to the most adequate learning. The student will be able to know a variety of methodologies to use and above all understand the need and the process through which children give their heart to Jesus converting to Him.

MIN-408 Event Planning of Pastoral Children's Ministry: This course focuses on the planning of children's events to be executed with excellence with the end means of winning children and preadolescents evangelistically and discipling them in a creative way. Amongst those events we include camps, biblical schools, treats, trips, etc. The course provides tools according to the specific characteristics of each age.

MIN-409 Counseling and Education Pastoral Children's Ministry: This is a course that seeks to equip the students with the necessary tools to understand childhood making a special emphasis on at risk children and giving accompaniment to the families addressing the problems faced in childhood, and empowering the church for a more effective attention of the personal and familiar difficulties that children face. It will train the student to participate in integral attention programs for the healthy development of children and preadolescents.

MIN-410 Supervised Pastoral Ministry: In this part we help the student finalize their ministry Project by practicing it in the way made possible with the pastoral supervision and delegated leaders and those authorized to do the part of supervision in the execution of certain assignments as part of their project. The student must also do a presentation of their final work defending it before the designated professors to accompany and evaluate them in order to be graded.

MIN-411 ABC of Youth Ministry: This is an introductory course focused on the more relevant aspects of general youth ministry from the local church, seeking to understand the needs and dynamic of the youth, their more frequent problems, goals and purposes, relationships, evangelism-cells-discipleship-leadership etc.

MIN-412 Context and Culture Pastoral Youth Ministry: Is a course that seeks to immerse the student in the sociological or worldview context that molds the life of the youth of today to understand the cultures and subcultures, ways of thinking and acting from the concepts of urban tribes to the different generations of the time with the means to use the appropriate instruments and methodologies to reach and bring them to the feet of Jesus Christ.

MIN-413 Counseling Pastoral Youth Ministry: This course seeks to equip the student with the basic knowledge of the different stages of human development, emphasizing adolescence and early adulthood with the means of understanding and using counseling tools, especially biblical ones in different problematic, obstacles and situations of you with an integral vision: body, soul and spirit and its implications with the vision of helping the counselee reach the purpose of God for their life. In this same course the issues of sexuality, addictions and interpersonal relationships are dealt with.

MIN-414 Leadership and Ministry Pastoral Youth Ministry: This course deals with the process of formation and the life of a leader, the scenes and practices of leadership with the challenge of modeling a life identified and molded by Christ in an integrate manner with the passion of the Holy Spirit and the personal disciplines that allow us to be the most effective possible, leading and equipping others.

MIN-415 Evangelism and Cell Group Work Pastoral Youth Ministry: Is a practical submersion to different tools and evangelistic models, especially of the Outreach Groups through the cells or small groups. Emphasizing the authority of the Christ-centered message, seeking to awaken compassion for the lost and motivating the participants to effectively organize at least one evangelistic event in their area as a requirement to pass the course.

MIN-416 Discipleship and Teaching Pastoral Youth Ministry: This course focuses on the student learning to integrate the most known pedagogic methods adapting them to the current needs of youth discipleship, with the end goal of forming an integral biblical worldview in their lives so they can consolidate their faith and the faith of others forming disciples who are faithful to Christ and his Church.

MIN-417 Youth Activities Pastoral Youth Ministry: Is a course that teaches the importance, functions and philosophy of well planned and executed youth ministry, such as camps, retreats,

field days, talent presentations (talent-show), short term missions trips, etc. It also emphasizes the practice to develop capacities that produce effective events. They are asked to participate in the planning and execution of some fundamental events.

MIN-418 Creative Communication Pastoral Youth Ministry: This is a course to train the student in the development of his abilities and communicative talents preparing messages and teachings in the youth field in a biblical way using creativity, taking advantage of the arts, technology, and all means of communication to be more effective in captivating the attention of the targeted public, without losing the balance between the content of the message and the way in which we present it.

MIN-419 Proper Planning Pastoral Youth Ministry: In this course the students are challenges to do what would be the Project of their youth ministry using all of the instruments and resources they've learned so far in a projection for the next years practicing careful planning and strategies with goals and proper finances always harmonizing with the vision and mission of the church in which they work and with other local ministries.

MIN-420 Praise and Worship Pastoral Youth Ministry: Is a course focused on understanding the connection of praise and worship in the Christian-evangelical service and especially in the youth service. The main focus is in creating a conscience of what a true worshipper of the Lord is and what he shouldn't be. The origin of music, their effects on the people and societies and the importance that its well use has to glorify God and awaken the mood amongst the congregants, as well as evaluating the lyrics and content of what we sing.

MIN-421 Strategic Planning: Strategic planning: Vision and realization of the achievable ministerial project.

MIN-422 Human Development and Growth: This course explores individuals throughout the lifespan in the areas of cognitive, personality, physical, and social development specifically through the examination of various theories. Understanding development crises, specific interventions, and optimal wellness are key content areas within this course. Additionally, this course provides a framework for understanding the impact of various situational, environmental, and sociocultural factors on individuals and their families and communities.

MIN-423 Ministerial life and Christian disciplines: A study of the theology and practice of the classical spiritual disciplines including prayer, fasting, biblical meditation, and acts of service. This course is designed to help students understand, engage in and lead others in the practice of the spiritual disciplines commended in Scripture and developed throughout the history of the Church.

MIN-430 The Church and Politics: An examination of why the church has a role in the political world. Politics is a human activity and has a moral and religious dimension, on that basis the church must let its voice be heard in the political arena.

MIN-431 Organization and Developments of Ministries I: A study of the dynamics of leadership development in both the leader's own life and in the ministry organization.

MIN-432 Organization and Developments of Ministries II: This course will provide strategies and practices for the continued development of the ministry leader and for growth of new leaders for the church or ministry organization.

MIN-433 Chaplaincy I: An introduction to chaplaincy ministry. The chaplaincy focuses on crisis counseling and seeks to integrate theory with practice.

MIN-434 Chaplaincy II: Students are equipped to serve as chaplains in an institution, such as a hospital, prison, or rescue mission. Chaplains provide moral support and give advice to individuals facing personal or emotional difficulties.

MIN-435 Ethical and Legal Foundations for Chaplaincy: This course is a study of theoretical and applied ethical leadership for chaplains serving as religious representatives and leaders in primarily secular, pluralistic environments. It will broadly explore the field of ethics from theological and philosophical perspectives providing the student with insights to critique them against biblical truth. The course will prepare chaplains to engage ethical problems through the development and application of a biblically based ethical decision-making model and personal code of ethics. Additionally, the course will address the ethics of evangelism, civil discourse, and the free exercise of one's faith in a pluralistic culture.

MIN-436 Chaplaincy History and Models: This course will provide a brief history of chaplaincy development and familiarize the student with the role of the chaplain and methods appropriate to the Latin American context in which the chaplain serves: Prisons, hospitals, nursing homes, nursing homes, children and houses of abused women. The student will be helped to develop the necessary competencies to serve efficiently in the aforementioned community contexts.

MIN-437 The chaplain as a person: This course is aimed at helping the chaplaincy student to examine his leadership style and ministerial competencies in a Latin American context of plurality of expressions of faith. Special attention will be given to the chaplain's personal and spiritual development as a spiritual leader in a pluralistic ministerial context.

MIN-438 Chaplaincy and social reality: This course has been designed to help students develop basic knowledge of the social concepts and processes that influence the practice of chaplaincy in ministerial contexts in Latin America such as: prisons, hospitals, children's homes, women battered and nursing homes. This course will also attempt to help students develop basic knowledge about the population they will serve in different Latin American contexts.

MIN-439 Ethical and Legal Foundations of Chaplaincy: This course will examine the professional ethics of service professions from different angles to help the chaplaincy student better equip themselves in their areas of professional service. Special attention will be given to theological mores for professional ethics and the need to demonstrate consistency and transparency in beliefs, thought, words and deeds. Students will be challenged to examine and articulate their own belief system in relation to their ethical practice and to build bridges through which an ethical ministerial practice is structured within their beliefs and value system.

MIN-440 Legal, ethical and professional issues of pastoral care for the family: The purpose of this course is to help students develop ethical, legal, and professional practices in counseling.

MIN-450 Pastoral intervention in Crisis situations: Helps pastors and leaders to deal with pastoral needs. This course is designed to assist students in counseling in times of crisis and trauma in the contexts of chaplaincy ministry in Latin America. It will include an overview of help relationships in crisis situations, using skills to listen and respond appropriately, and building spiritual resources to respond and intervene in times of crisis. It tries to help students develop the basic skills necessary to be effective Christian chaplains in these cases. It seeks to create in students a conviction that the Word of God in counseling can help people find meaningful answers to life's crises and trauma.

MIN-451 Expository Preaching: Study of expository preaching which is driven by the use of the text and which honors the truth of the Scriptures as given by the Holy Ghost. Its objective is to discover the meaning inspired by God through historical, theological and grammatical investigation and interpretation.

MIN-452 Youth Ministry: Preparatory course for the minister involved in youth education and/or ministry.

MIN-453 Ceremonies and components of the structure of Christian worship: This course is designed to help students deepen their theological understanding of Christian worship and broaden their liturgical experience as a way to communicate faith with individuals and communities. Through lectures, readings, discussions, presentations, and worship exercises,

students will be encouraged to become creative spiritual worship leaders who can help their congregations live faithfully in the presence of God in various spheres of life.

THE-100 Theology I: In this course, students become familiar with the basic biblical doctrine on the Holy Scriptures, the revelation and inspiration; God, his attributes, his decrees, its nature, the Trinity and the subject of angels, Satan and evil spirits or demons.

THE-101 Introduction to Doctrines I: This course aims to provide an introduction to the ways in which theology can enrich and be enriched by the arts. Covering a wide range - including literature, painting, film, music and drama - it seeks to show how central theological doctrines can transform the way we perceive and make art, and how the arts in turn can enrich our understanding of some of the central tenets of the Christian faith.

THE-201 Theology II: This course is given in two parts: Part I: everything the Bible teaches about the fair presentation of man, sin and atonement. Part II: a study related to Christ, his teaching and his work.

THE-202 Theology III: This course covers the following topics: Topic I: salvation, divine healing, the Holy Spirit, its nature, work and gifts. Topic II. The church, nature, work, ordinances, worship and organization. Eschatology, death, intermediate state, the resurrection, afterlife destiny of the righteous and the wicked. Topic III: The Rapture and the Second Coming of Christ.

THE-203 Introduction to Apologetics: This is an introductory course for Christian students to begin to understand the roots of their faith. The apologetics student will learn how to defend their faith on scriptural grounds giving evidence of the masterful work of our Creator.

THE-204 Apologetics: The Resurrection of Jesus Christ: Study on the investigation and defense of the resurrection as a biblical, historical and real event. Students in this course will be exposed to expert commentary and biblical exegesis of the resurrection. As the main objective, the student will reach their own conclusions.

THE-222 The Holy Spirit in the ministry of the Church: Study of the work of the spirit in the life of the church. This course offers a comprehensive study of the work of the Holy Spirit in the life of the Church, emphasizing the believer's training for service.

THE-302 Pentecostal Theology and Spirituality: This course is an introduction to the study of the roots, origins and challenges of the initial period of the Pentecostal movement. Special attention will be given to the different Pentecostal currents that have impacted the Americas.

THE-303 Theology and Pastoral Work: This course aims to make students recognize that the fundamental support of the authority of pastoral work is in the Word of God, which we will give meaning and value now and for eternity. The student will have a clear reality and knowledge of the one true God, His people and the fulfillment of His purposes on human beings, to carry out the work entrusted to it. The aspect of what is going on and intellectual training. The scope is highlighted with practical assignments.

THE-304 Sects and Heresies: This training course is given to students to know the origin and history of the various sects and heresies, which are confronted with the truth of Scripture.

THE-305 Christian Ethics: This course will examine: (1) the foundations of ethics; (2) contexts of contemporary ethical decisions; (3) methods of the moral decision process; (4) the relations of norms informed by the biblical text, the relations of values and virtues with society; (5) the role of the church in its context; and (6) the application of the selected themes to the daily life of the believer and the church.

THE-306 The concept of hope in the Christian faith: In this course, the concept of hope of the Christian faith will be studied and analyzed critically. The foundations of hope will be reviewed from the content of the New Testament and how some church thinkers have explained that content. The theology of hope by theologian Jüngen Moltmann will be analyzed in detail. The relevance of Christian hope for the contemporary believer and its importance in the evangelization of the church in its context of service where its ministry has been incarnated will be evaluated.

THE-320 The problem of evil and the Christian faith: Study of the implications of evil for the Christian faith.

THE-401 Biblical Theology of Pastoral Children's Ministry: This is a course where the forms, ways and occasions of how God has worked with children throughout the Bible and the importance of family involvement in the life of the child and the ministry for them in the local church are studied. In this sense the mission and vision of the local congregation in regard to childhood are examined, seeking to make it more effective for the involvement of pre-adolescents and children propelling them to be filled with the Holy Spirit.

THE-402 Contextual theology: A study of the way local communities and culture groups receive the Christian faith, apply its message to their life contexts, and voice its relevance through writings and traditions. The course also will consider roles and methods of the persons who participate in contextualizing theology, including those who contribute from the outside.

THE-404 Hymnology, Worship and Pentecostal Liturgy: A study of the hymnology, worship and liturgy of the Pentecostal cult and its importance in preserving Pentecostal spirituality and theology. The importance of hymnology in the course of history and its relevance to worship in the church will be analyzed. Pentecostal hymnology will be analyzed in detail and how it has helped to preserve the content of the fivefold gospel (Christ saves, Christ sanctifies, Christ baptizes, Christ heals and Christ comes).

THE-410 Challenges of Contemporary Pastoral Theology: This course seeks to examine the contemporary challenges of pastoral theology. The implications of the encounter between the Christian faith and the culture where it is incarnated will be studied.

THE-412 Pentecostal Theological Foundations for Ministry: This course is designed to help students understand the theological foundations of the Church of God that sustain pastoral practice in all ministerial settings of its ministers. Special attention will be given to the Pentecostal Wesleyan roots that inform the pastoral practice of chaplaincy.

THE-413 Spirituality and Pluralism: This course is designed for people who have felt God's call to chaplaincy ministry. The course is intended to familiarize students with the content of Christian spirituality from the perspective of the Pentecostal faith and the challenges they will face ministering in contexts outside of the traditional church ministry, such as: work areas, hospitals, homes of retirees, jails, wandering shelters, etc.

THE-414 Biblical Theology of the Family: The original family project, polarization after the fall, and Jesus restores the original project. A three-credit course to study the biblical family project, from creation, the Law of Moses, and its restoration in the ministry of Jesus Christ. At the end of this course the graduate will be able to vindicate the biblical marital and family project, in comparison to other arrangements especially in the postmodern thinking.

UNILIMI'S POLICY/ PROCEDURES

Determining Credit Hours

One college credit hour is considered when a student completes at least one hour of class per week (in a classroom or online), accompanied by about two hours of out-of-classroom work (may include but not limited to homework, discussions, quizzes, labs, etc.) in a total of 4-8 weeks (depending if course is Intensive or Regular).

Credit Transfer

Transfer of credits earned at another institution will be based upon the subject material that corresponds to the curriculum of “University of Leadership and Ministry (UNILIMI). We will not accept credits that do not relate to our curriculum. Credits with a **Grade Point Average** less than 2.0 are not transferable. The number of transferable credits will be determined by the Academic Dean. The student will then be informed of the number of credits that transferred. University of Leadership and Ministry (UNILIMI) will not approve more than 90 credits for the bachelors. Students wishing to transfer credits to another institution may do so by making a formal request to the Director of University of Leadership and Ministry (UNILIMI) accompanied by the name and address of the institution. A transcript of the student’s grades and credits will be mailed directly to the institution.

Tuition

- **Certificates** \$100.00 per module or course
- **Associates** \$150.00 per module or course
- **Bachelors** \$150.00 per module or course
- **Registration** \$25.00 per year
- **Graduation Fee** \$100.00

Student Refund Policy

No refund will be made for registration or examination fees. Refunds on tuition will be made as follows:

Refund Policy					
COURSE PERIOD	BEFORE START DATE	1 WEEK	2 WEEK	3 WEEK	4 WEEK
8 weeks courses	100%	90%	75%	50%	25%
5 weeks courses	100%	90%	25%	-	-
Workshops/Intensive Courses	100% (no refund 24 hours before the event)	-	-	-	-

All tuition, book fees, and other financial obligations must be paid in full before diplomas and transcripts are issued.

Reduction of Charges for Withdrawing from the University

- Any student who reduces to “0” hours on the online courses or who officially withdrew from the University will receive a reduction of tuition and fees based on the appropriate semester schedule below.

Refunds for Drop in Hours:

- Students who decrease their course load through the end of the Late Registration period, as defined in the current University Catalog, without reducing to zero hours, will receive a refund of fees previously paid.
- Students who reduce their course load after Late Registration will receive no refund for this reduction.
- Students registered in Part of Term courses, such as 1st and 2nd eight weeks, have until the “Last day to Add / Drop w / no W” to drop with 100% refund.
- No other refund is applicable for these courses. Please refer to the Important Dates calendar for this date.

Grading

The goal of the University of Leadership and Ministry (UNILIMI) is to provide a performance-based degree program, which identifies knowledge skills and outcomes required to demonstrate achievement. Students are given a variety of ways to acquire and demonstrate the required competencies. Grades for completed courses are recorded using the symbols, definitions and grade points shown below:

Grading Scale

Letra	Puntaje mínimo	Equivalente numérico	Puntaje medio final	Fracaso
A	95.00	100.00	4.00	
A-	90.00	94.00	3.70	
B+	85.00	89.00	3.30	
B	83.00	84.00	3.00	
B-	80.00	82.00	2.70	
C+	77.00	79.00	2.30	
C	74.00	76.00	2.00	
C-	70.00	73.00	1.70	
D+	68.00	69.00	1.00	
D	64.00	67.00	1.00	
D-	60.00	63.00	1.00	
F	0.00	59.00	0.00	✓

Academic Recognitions

UNILIMI's Academic Recognitions	
Summa Cum Laude:	3.90 – 4.00 GPA
Magna Cum Laude:	3.80 – 3.89 GPA
Cum Laude:	3.70 – 3.79 GPA

UNILIMI'S COMPLAINT AND GRIEVANCE PROCEDURES

Complaint Policy:

This policy is intended to provide fair and prompt consideration to all staff complaints. The University encourages all staff to use the complaint procedure without fear of prejudice or retaliation within the limits of the preview process and with the assurance that his/her confidence will be respected.

It is the policy of the University to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors. This complaint policy does not apply to complaints about employment actions based on internal and external departments and/or University reorganization, financial necessity or budget determinations, and termination from employment. Complaints about harassment as defined by the University's policies on Prohibited Discrimination and Sexual and other Unlawful Harassment will be investigated and resolved according to that policy, not this one. Copies of these policies are available in the Department of Human Resources.

Definitions:

Complaint: An issue brought forth by a staff member concerning the workplace which may include, but is not limited to, working conditions, performance, policies, procedures, or problems with co-workers or supervisors. A complaint is not an issue that is a "grievance" as defined below. The Complaint Procedure is not a vehicle to alter University, School or College, or local unit policy.

Grievance: A complaint of a staff member concerning termination of employment of that staff member who has passed the introductory period and/or concerning any other adverse employment action directly affecting the staff member and which the staff member believes is a violation of written University policy or is a violation of federal or state employment laws or regulations.

Staff: Regular full-time or part time University employees, excluding faculty and Union employees.

Procedures:

Only a regular full-time or part-time staff member, i.e. one who has completed his/her introductory period, is entitled to initiate the Complaint Procedure: Staff members in their new hire introductory periods may follow steps one and two in the Informal Complaint Procedure. Human Resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential. In the course of fact finding and resolving the matter, some dissemination of information to others may be necessary or appropriate. Retaliation of any kind by an employee of the University against another employee, as a result of that employee seeking resolution under these procedures in good faith, cooperating in an investigation, or otherwise participating in the process, is prohibited and may be the basis for disciplinary action, including termination. Supervisors will provide the staff members involved in the complaint adequate time away from their duties for proper due process.

Informal Complaint Procedure

1. Staff who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that cause the concern. The supervisor should address the issue within three (3) working days.
2. If the concern is not resolved with the staff member's supervisor, the staff member may bring the issue to Human Resources. Human Resources will mediate and facilitate a solution satisfactory to all parties.
3. If the parties cannot reach a satisfactory conclusion, the staff member may choose to file a formal complaint with Human Resources. (Human Resources will notify all parties if it appears that a satisfactory conclusion is not likely.)

Formal Complaint Procedure

Written Complaint

1. Staff members must submit all formal complaints in writing. The document should describe the incident or complaint and the evidence upon which it is based. The document should describe the issue with specific facts, including: personnel involved, events, dates and other information relating to the complaint. The complaint should be marked “Personal and Confidential” and addressed to the Director of Human Resources. The document should be filed as soon as possible, and within 20 days of when Human Resources has notified the parties that a satisfactory resolution is not likely.
2. Human Resources records all written complaints and sends the staff member a written acknowledgement that the complaint was received and is under review.

Human Resources Inquiry/Investigation

3. Human Resources (or the Director’s designee) investigates the complaint, meeting separately with the staff member and others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The investigation is completed within ten (10) working days from the date Human Resources receives the written complaint.
4. Within ten (10) working days after the conclusion of the investigation, Human Resources will prepare a written report of the investigation and findings; written notification to the complainer and the individual or supervisor against whom the complaint is made, that the investigation with recommended resolution is complete.

Appeal of Decision

5. All parties have the right to appeal the complaint resolution. Either party may file a written appeal to the Director of Human Resources within ten (10) working days of the decision. If no appeal is filed during that time, the terms of the resolution will be recorded and signed by the parties and the Director of Human Resources.
6. The Director of Human Resources will render a final decision normally within ten (10) working days following receipt of the appeal.

Grievance Policy:

This policy is intended to provide fair and prompt consideration to staff grievances. It provides an opportunity to resolve disputes concerning adverse employment actions including termination of employment. The University encourages all staff to use the grievance procedure without fear of prejudice or retaliation within the limits of the preview process and with the assurance that his/her confidence will be respected.

It is the policy of the University to provide an effective and timely method for staff to bring forth employment issues and concerns. This grievance procedure is intended to resolve those issues or conflicts regarding a staff member's belief that an adverse employment action, including termination from University employment, violated University policy or violated state or federal law. This grievance policy is the exclusive means of determining if such an action is in violation of University policy. This policy does not apply to complaints about working conditions, performance, policies, procedures, or problems with co-workers or supervisors. Complaints of this nature are addressed in the University's Complaint Procedure.

Complaints about harassment as defined by the University's policies on Prohibited Discrimination or Sexual and other Unlawful Harassment will be investigated and resolved according to that policy. Copies of these policies are available in the Department of Human Resources and on the Human Resources website at www.unilimi.org.

Procedure:

Only a regular full-time or part-time staff member, i.e., one who has successfully completed his/her new hire introductory period, is entitled to use the Grievance Procedure. Grievances by two or more employees, related to the same incident, may be consolidated for purposes of the Grievance Procedure by mutual agreement between the University and the staff members with the grievances.

Step 1 – Initial Resolution of Grievance

The staff member with the grievance will discuss the issue with the supervisor responsible for the employment action. A representative from Human Resources may be present for the

discussion. This discussion should take place within five (5) working days after learning of the action or decision being grieved. The staff member and supervisor shall attempt in good faith to discuss the grievance and resolve it. Where resolution of a grievance is not possible, the staff member may proceed to the next step of the grievance process.

Step 2 – Department Head Review

If the matter is not satisfactorily resolved in Step 1, the staff member may file a written grievance with the head of the department in which the grievance arose within five (5) working days after the initial discussion. If the department head is the staff member's direct supervisor, the written grievance should be addressed to the department head's supervisor. The document should describe the grievance with specific facts, including: the reason for the grievance, personnel involved, events, dates, the remedy requested, and other information relating to the grievance. A copy of the grievance should be provided to the Director of Human Resources. The department head or designee will review the grievance and meet with the staff member(s), supervisor and others who may have knowledge of the decision or action, as appropriate. The department head should inform his/her supervisor of the pending grievance. This review will take place within five (5) working days of receiving the grievance. The department head or designee shall provide the staff member(s), supervisor, his/her own supervisor and the Director of Human Resources a written decision regarding the grievance within five (5) working days after completing the review.

Step 3 – Department of Human Resources Review

If the matter is not resolved, the staff member may file an appeal with the Director of Human Resources. This appeal should be filed within five (5) working days of receipt of the department head's decision in Step 2. The written appeal should include the written grievance submitted to the department head in Step 2, the basis for the appeal, and why the department head's decision should be reviewed. The Director of Human Resources or his designee will review the appeal, and meet with the staff member(s), supervisor and others who may have knowledge of the decision or action, as appropriate. The Director will review the appeal within ten (10) working days after receiving the written appeal. The Director of Human Resources

shall provide the staff member, supervisor, and department head a written decision regarding the appeal within five (5) working days after completing the review.

Step 4 – Neutral Arbitration

Neutral arbitration allows the staff member and the University to each present their case to an independent, impartial professional arbitrator for final disposition. If the staff member disagrees with the decision in Step 3, he/she may file a written request for neutral arbitration with the Director of Human Resources. The request must be submitted within twenty (20) calendar days of receipt of the determination of the Step 3 appeal. If the staff member does not request neutral arbitration, then the written decision at Step 3 shall be final and binding as to any and all allegations of a violation of University policies. In order for neutral arbitration to be considered, the grievance must concern the termination of employment or an adverse employment action (after the successful completion of the introductory period of employment). The staff member must maintain the action was a violation of written University policy or a violation of federal or state law. The staff member and the Director of Human Resources will sign a written agreement within fourteen (14) calendar days to initiate the request to proceed with arbitration, and that the arbitrator's decision is final and binding and judgment thereon may be entered in court. A neutral arbitrator will be selected by mutual agreement of the staff member and the Director of Human Resources. If they cannot agree on an arbitrator, they will jointly submit the matter to the American Arbitration Association ("AAA"). AAA will select an arbitrator from its employment panel of arbitrators experienced in university employment matters. Staff may learn more about AAA at its website: www.adr.org. The arbitrator will conduct the review according to the Employment Dispute Rules of AAA North Carolina. The arbitrator will determine the dispute and schedule hearings as appropriate.

Within thirty (30) calendar days of completing the hearings, the arbitrator will issue a written decision, which shall be final, binding and conclusive upon the parties. The decision is binding in any state or federal court with jurisdiction. The staff member and the University will equally share the cost of the professional fees of the arbitrator, unless the arbitrator awards otherwise pursuant to the law.

OTHER ISSUES RELATING TO COMPLAINTS AND GRIEVANCES

Other Forums

If at any time before or during this procedure the staff member files a complaint or grievance in another forum, the University reserves the right to discontinue the complaint or grievance proceedings if, in its judgment, it determines that continuation will not conclude the matter with finality or will be unnecessarily duplicative.

Procedure Changes

Changes to these procedures may be made as needed. Requests for changes should be directed to the Registrar.

STUDENT COURSE EVALUATION

Every student will have the opportunity to complete an evaluation of the course. This evaluation will be available during the last week of the duration of said course. Each teacher is responsible for showing their students how to complete the course evaluation. In the event that a professor does not inform the student how to complete the evaluation of the course, he or she should contact the office of the academic dean as soon as possible.

POLICY FOR WITHDRAWING FROM THE COURSE:

When any student wishes to withdraw from the current course, follow the following procedure:

- 1). You must contact the registrar's office in writing requesting to be withdrawn from the course in question.
- 2) The student will receive a written communication verifying that the withdrawal has been processed.
- 3). All withdrawals must be requested before the fourth week of classes.
- 3). Refunds will be made in accordance with the policy published in the UNILIMI student catalog; a drop in the first week of classes will receive a 90% refund; a drop in the second week will receive a 25% refund. After the second week there will be no refund.
- 4). Any student who does not request their withdrawal within the established time will be responsible for the total cost of their class and must pay their debt before being registered in a future course.

POLICY FOR FINAL ASSIGNMENT SUBMISSIONS:

Tardiness in the delivery of final assignments during the academic year are not to be considered for grade after the published due date and a "zero" will be recorded in the grade book. If a student has an excuse, which he / she would like to be taken into account, the student must fill out an Assignment Extension Request form at unilimi.org.

PLAGIARISM AND DECEPTION POLICY:

Plagiarism consists of (1) using someone else's ideas without giving credit; (2) citing material from published or unpublished works, whether purchased or copied, or oral presentations without giving proper citation; (3) paraphrasing published or unpublished material, written or oral, without proper citation; (4) another student's paper copy with or without the student's permission. Materials, whether published or not, purchased or copied from another writer must be identified by the use of quotation marks or block citation and documentation with the specific citation of the source. Paraphrased material should also be attributed to the original author.

Cheating is engaging in dishonest behavior, such as: (1) allowing another student to copy your paper; (2) the use of notes or other material when taking an unauthorized exam; (3) a copy of the answers to the examination questions; (4) engaging in obtaining unauthorized copies of exam questions (including assisting another person in doing so); (5) calling answers to an exam. Students who have copied and submitted another person's class assignments and / or assignments as their own, or submitting assignments as a result of themselves, but have been made by someone else, are guilty of plagiarism and are cheating.

Any student found guilty of plagiarism or cheating as described above, or something similar, will face, at a minimum: (1) Faculty discipline on the first offense, along with a "Report of Plagiarism / Cheating", presented; (2) Academic Affairs discipline for recidivism. For the second offense, the student will receive an "F" for the course. For the third offense, students will be dismissed from the institution. Keep in mind that first serious offenses can be dealt with

more harshly than just skipping homework or testing.

ATTENDANCE POLICY¹

- a. Students are expected to attend all class sessions and be on time for each session. If a student is absent more than 40% (2 meetings) of class time, an administrative withdrawal is applied. Students with problems beyond their control that have affected their attendance (for example: National Guard, death of a family member, documented health problems, etc.) may request that they be allowed to submit a research paper that will replace the time of class missed. NOTE: A directed investigation fee must apply.
- b. Students who are 15 minutes late for each class session will be considered absent. A student may be late for the first half of a class session and be counted present for the second half. A student may be present for the first half of a class session and be counted absent for the second semester if the student does not return from vacation or leaves before the end of the class.
- c. Due to the nature of the digital classroom, online students should prevent any technical difficulties by logging in 5 minutes early.
- d. If a student needs to leave the classroom for personal reasons (bathing or drinking water), they should not exceed 10 minutes of absence. A student who leaves before the instructor dismisses the class will be considered truant.
- e. Mission trips and ministry activities will not count as excused absences and should not be scheduled to interfere with class attendance. Exceptions include responsibilities in ministry that involve unavoidable circumstances such as officiating at funerals.

RECORDINGS OF THE CLASSES AND POWER POINTS

A. Recordings of the classes:

- a. The recording of a course constitutes a work tool owned by the University, which will be guarded by the Office of the Academic Dean. The University Administration has decided not to share these recordings in the courses within the Populi educational platform. The use of these recordings by students is subject to:
 - i. Students enrolled in courses with good attendance.
 - ii. Request in writing to the Office of the Academic Dean.
 - iii. It can be used as reference material and / or research for a current course.
 - iv. The student agrees not to copy, share or use these recordings outside of academic use for the course in which they are enrolled.

¹ Approved by the Board of Directors of UNILIMI in ordinary session of Monday, December 13, 2021.

B. Power Points:

- a. The *PowerPoints* are working tools and privately owned by each lecturer. The UNILIMI Administration does not require that they be shared within the Populi educational platform.
- b. If the teacher wishes to share these study aids within the Populi platform, it is a voluntary act of the teacher. Students who wish to obtain a copy of said *PowerPoints* that have not been published in Populi should contact the professor directly and make the request.
- c. The student agrees not to copy, share or use these presentations outside of academic use for the course in which he or she is enrolled.
- d. This policy applies exclusively to synced courses.