



POLICY MANUAL

MASTER'S PROGRAM IN LEADERSHIP AND MANAGEMENT OF THE CHURCH

LEE UNIVERSITY-SEBIPCA

ADMISSION POLICY

Admission to the Master's Program in Leadership and Management of the Church is based on the submission of a formal application and the evidence that the applicant possesses the necessary qualities for successful achievement in terms of character, ability to study, appropriate academic foundations, purpose and personality. Lee University and SEBIPCA admit students to this program regardless race, color, nationality or disability.

1. Forms

The admission forms are mailed at the request of those who are interested in studying in the program. The admission forms can also be obtained from our website.

2. Admission Requirements

2.1 No student who has failed his postgraduate studies in another seminar or university and can not stay in that program and institution will be admitted in the Master's Program in Leadership and Church Administration, except in special cases.

2.2 To be eligible for admission the applicant must have received a bachelor's diploma in theology or its equivalent; also, an applicant may be eligible for admission if he/she has another bachelor's diploma and a high school in theology or its equivalent.

2.3 Students on academic probation, those students with a lower average than 75% (3.0 GPA) in their previous postgraduate studies, can be accepted. If they do not fulfill the academic requirements of the program, they will be removed.

3. Documentation for admission

Anyone interested in enrolling in the Master's Program in Leadership and Church Administration offered by Lee University and SEBIPCA must submit the following:

3.1 The completed registration form with all supporting documents.

3.2 An official transcript of the seminary or university in which he/she did his/her undergraduate studies. If the person concerned does not have a bachelor's diploma in theology or its equivalent but has another bachelor's diploma, he/she must submit an official bachelor's transcript and a transcript of his/her high school in Theology, Bible or Ministry.

3.3 Authenticated photocopy of the bachelor's diploma in Theology or its equivalent. If the interested person does not have a bachelor's diploma in theology or its equivalent but has another bachelor's diploma, he/she must submit a certified copy of the bachelor's diploma and a certified copy of his/her high school in Theology, Bible or Ministry.

3.4 An application fee of \$ 25.00, non refund or transferable.

3.5 Recent medical certificate

4. Notification of acceptance or non-acceptance

When the above requirements are accomplished, the Academic Dean's office, through the Coordination Post-Graduate Programs of the SEBIPCA will notify students of their acceptance or non-acceptance. Lee University - SEBIPCA may refuse admission and enrollment to students, or may admit them on academic probation. Admission policies are reviewed annually by the Admissions Committee.

5. Any exception to these policies must be approved by the President of SEBIPCA and the Direction of Post-graduate Programs in Christian Ministry of Lee University.

**CREDIT
TRANSFER
POLICY**

Lee University and SEBIPCA can validate the credits in the Master`s Program in Leadership and Church Administration of postgraduate students or graduates of postgraduate programs which come from other properly recognized and accredited Seminaries and Universities.

Credit Transfer Policies for a graduate student to be admitted to the Master's Program in Leadership and Church Administration are the following:

1. The interested person must submit an official transcript from all postgraduate studies with a grade point average of not less than 75% (3.0 GPA) or its equivalent.
2. The interested person will not be credited more than 6 credit hours. And these are only credited if the quality of previous learning experiences is verified.
3. The accreditation will be recorded in the Lee University transcript only after the successful completion of the first two years in the Master`s Program in Leadership and Church Administration.
4. Accreditation will have a cost \$50.00 per course.
5. Any exception to these policies must be approved by the President of SEBIPCA and the Direction of Post-graduated Program in Christian Ministry of Lee University.

**ATTENTION TO
STUDENT
DISSATISFACTIONS
AND REFUND
POLICY**

The students are informed of all the services offered by SEBIPCA before, during and after the intensive courses (seminars) through the different levels of organization in SEBIPCA.

1. Organization of the Student Council

Students organize a Student Board under the direction of the SEBIPCA Postgraduate Program Coordination. The Student Board will be the liaison between students and SEBIPCA.

2. Individual Dissatisfactions

2.1 If a student has an individual dissatisfaction he/she shall verbally present it to the SEBIPCA Postgraduate Program Coordination.

2.2 The Postgraduate Program Coordination verifies that the dissatisfaction is related to a service offered to students by SEBIPCA.

2.3 If the dissatisfaction is related to a service offered to students by SEBIPCA, the Postgraduate Program Coordination Program executes an action to satisfy the student and then notifies the student of the action taken.

3. Group Dissatisfactions

3.1 If the dissatisfaction is widespread and comes from a considerable group of students, the Student Board must submit it in writing to the Coordinator of the Postgraduate Program of the SEBIPCA.

3.2 The SEBIPCA Postgraduate Program Coordination attending to the Student Board verifies if the dissatisfaction is related to a service offered to the students by SEBIPCA.

3.3 If the dissatisfaction is related to a service offered to the students by the SEBIPCA the Postgraduate Program Coordination executes an action to satisfy the students and then notifies the Student Board of the action taken.

4. Dissatisfactions Record

The SEBIPCA Postgraduate Coordination Program will have a clear and accurate record of the dissatisfactions submitted by students, whether they be individual or group, and how they were resolved.

5. Economic Refund

5.1. Due the program is offered by extension, intensive courses of a week, and outside of United States, no cash will be refunded to any student.

5.2. In the case that a student withdraws during the intensive course by major force (death in the immediate family, accident, etc.); internal decisions will be taken to evaluate some percentage of refund.

6. Any exception to these policies must be approved by the President of SEBIPCA and the Direction of Post-graduate Program in Christian Ministry of Lee University.

**GRADE
ADJUDICATION
POLICY**

The policy for the adjudication of grades is as follows:

1. Grades

- 1.1 The professor will send the Academic Deanship the final sheet grades thirty days after the deadline for submission of post-seminary assignments.
- 1.2 The Academic Deanship will send each student their course grades no more than thirty days after receiving the grades from the professor, excepting those who request the removal of an "I", incomplete.
- 1.3 The results obtained in each course will be published individually on the SEBIPCA website.
- 1.4 For reasons of confidentiality and privacy rights, SEBIPCA delivers each unit's grades exclusively to the student who has obtained said grades.

2. Grading Scale

Because of SEBIPCA and Lee University's different grading criteria, it has been determined to operate under the following grading scale:

NUMERAL	LITERAL
93-100	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
70-77	C
0-69	F

**LATE COMPLETION OF
ASSIGNMENTS AND
COURSE RECOVERY
POLICY**

The policy for the late completion of assignments and course recovery is the following:

1. Delivery of Pre-unit Assignments

Ten weeks before seminary (a week intensive classes) the student must complete readings and tasks assigned by the course professor. These assignments are due on the date indicated by the professor.

2. Time Extension for Pre-seminary Assignments

Students must request time extensions for the submission of pre-seminary assignments directly from the course professor, and it is at the discretion of the professor to grant or deny the request.

3. Post-seminary Assignment Delivery

3.1 Students have a ten week time limit after the last day of class to send the post-seminary assignments to the professor.

3.2 After ten weeks, students with justifiable reasons for having not submitted their post-seminary assignments may request an extension from the professor in order to deliver the assignments with the respective justifications.

3.3 The professor will determine if the justification offered warrants the requested extension. In addition, the professor will determine the appropriate grade penalty for the assignment.

3.4 If the professor allows the extension, the student shall have fifteen days after the post-seminary assignment submission deadline to submit the remaining assignments.

4. Incomplete Activities

If a student does not complete all the academic activities required for the final grading of the course and has a grade point average below the grade level established by SEBIPCA (seventy five percent), the professor will record an "I", incomplete, on the grading record. To remove the "I", incomplete, the student will do the following:

- 4.1** The student will request an extension from the professor to submit the pending assignment(s). This will be in writing along with the proper justification.
- 4.2** If the professor approves the request, the student shall have fifteen days after the professor sends the grades to the Academic Deanship, to submit the pending assignments or new academic assignments required by the course professor.
- 4.3** The professor of the course, after receiving the assignments or new academic assignments required of the student has fifteen days to grade them and send the student's final course grading to the Academic Deanship.
- 4.4** The Academic Deanship will remove the "I", incomplete, grade, and replace it with the final grade from the teacher. Within fifteen days after the replacement of the final grade, the Academic Deanship will notify the student of his/her final grade.

5. Academic Activity Recovery ("Make-up Assignment")

- 5.1** Any student who has participated in the course and failed may, within thirty days after the issuance of the academic grades record, request an academic recovery ("make-up") assignment from the Academic Deanship. The Academic Dean will indicate, grade, determine and certify the result of the academic recovery activity.

- 5.2** A student who fails to complete the course recovery process must pass the course in the next cohort of Master's of Leadership and Church Administration.
- 5.3** Any student who does not participate in a course must pass the course in the next cohort of Master's of Leadership and Church Administration.
- 5.4** Each course recovery will have a cost of \$100.
- 6. Any exception to these policies must be approved by the President of SEBIPCA and the Direction of Postgraduate Program in Christian Ministry of Lee University.**

**STUDENT ABSENCE,
SUSPENSION, REMOVAL
AND WITHDRAWAL
POLICY**

Lee University and SEBIPCA regulate course attendance and establish student suspension and removal as follows:

1. Absence

1.1 Any student who does not attend a seminary (a week intensive course) may not graduate with the present cohort.

1.2 The student will continue with the following courses for the Master's after making a written request to the Academic Deanship.

1.3 In order to graduate in the next cohort, the student must pass the pending course or courses in which he was absent. The student will obtain the diploma if he/she has completed the Research Project (Thesis).

2. Student removing

2.1 A student who commits plagiarism, displays misconduct, promotes or participates in any disorder that affects personal or institutional integrity shall be removed in accordance with the judgment of the competent authority of SEBIPCA and Lee University.

2.2 All students must pay the fee for each course at the beginning of the seminar (a week intensive class). Failure to pay will result in the removing of the student.

2.3 The student who fails more than two courses will be removed from the Master's of Leadership and Church Administration Program.

3. Student withdraw

3.1 Any student who for various reasons withdraws partially or completely from the Program, shall notify the Academic Deanship in writing immediately.

3.2 The student requesting to withdraw his file shall pay all Library and Administration debts.

4. Any exception to these policies must be approved by the President of SEBIPCA and the Direction of Post-graduated Program in Christian Ministries of Lee University.