

Winning Life Theological Seminary (Winning Life Prayer Ministry)

Policy of Academic Grading System

This policy applies to all degree and non-degree Awarding programs.

Applicability

The President of Winning Life Theological Seminary in a meeting galvanized Theological experts to determine the grading system of the Seminary. Hence, the president in collaboration with Board members and connoisseurs has implemented the following grading system adopted at the Last Board of Directors' meeting. This grading system is approved by Bureau for Private Post-Secondary Education. The grading system applies to all **degree and non-degree awarding** programs.

Grade System

Letter grades are used with the following numerical values for the purpose of computing the grade point average:

Excellent	Good	Average	Poor	Failure
A+ 4.33	B+ 3.33	C+ 2.33	D+ 1.33	F 0.00
A 4.00	B 3.00	C 2.00	D 1.00	
A- 3.67	B- 2.67	C- 1.67	D- 0.67	

A grade below C- is not counted toward a degree. Any core course with grade of C- is not counted towards the degree and should be repeated.

Every book summary or review constitutes 5 units.

Associate program

1. Associate degree in Biblical studies requires 40 credit hours, $5 \times 8 = 40$

Bachelor programs

2. Bachelor of Theology requires 120 credit hours, $5 \times 24 = 120$
3. Bachelor of Ministry requires 120 credit hours, $5 \times 24 = 120$
4. Bachelor of Biblical Studies requires 120 credit hours, $5 \times 24 = 120$
5. Bachelor of Counseling requires 120 credit hours, $5 \times 24 = 120$
6. Bachelor of Church History requires 120 credit hours, $5 \times 24 = 120$
7. Bachelor of Pastoral Leadership requires 120 credit hours, $5 \times 24 = 120$
8. **All candidates can transfer up to 40 credit hours from previous studies. All transferred credits must be in theology, or in Religion.**

Master Programs

1. Master of Divinity requires 90 credit hours, $5 \times 18 = 90$
2. Master of Biblical Studies requires 90 credit hours, $5 \times 18 = 90$
3. Master of Theological Studies requires 90 credit hours, $5 \times 18 = 90$
4. Master of Church History requires 90 credit hours, $5 \times 18 = 90$

5. Master of Pastoral Leadership requires 90 credit hours, $5 \times 18 = 90$

Doctoral Programs

1. Doctor of Ministry requires 60 units in total. That is, $7 \times 5 = 35$ units core courses, and 25 credit hours for a Dissertation
2. Doctor of Philosophy in Biblical Studies (Ph. D) requires 50 credit hours in total. That is, $6 \times 5 = 30$ credit hours core courses, and 20 credit hours for a Dissertation
3. Doctor of Philosophy in Pastoral Leadership (Ph.D.) requires 50 credit hours in total. That is, $6 \times 5 = 30$ credit hours core courses, and 20 credit hours for a Dissertation
4. Doctor of Theology (THD) requires 50 credit hours in total. Mathematically, $6 \times 5 = 30$ credit hours core courses, and 20 credit hours for a Dissertation
- 5.

COURSE SUBSTITUTE AND REPEAT

Applicability

This policy applies to all Students

Policy

All students of Winning Life Theological Seminary are allowed to choose alternative courses up to **four**. Nevertheless, all **alternative** courses must be approved by the academic advisor or by the academic **team**. For example, if a student does not have access to course code number **NT 510**, he may substitute that course for an equivalent course with the same code number **NT 510**. The student must work with the Seminary academic team to find acceptable **alternative or alternatives**.

Furthermore, the student may choose to repeat a course in order to earn a better grade. For example, if a student earns grade **A-** and wishes to earn grade **A or A+**, he or she is allowed to do so with an extra cost.

Policy of Transferred Units

ADOPTED DATE: 06-06-2012

Applicability

This policy applies to all candidates pursuing Associate degree in Biblical studies, Bachelor of Theology, Bachelor of Ministry, and Bachelor in Biblical Studies, Bachelor of Counseling, Bachelor of Church History, and Bachelor of Pastoral Leadership. It also applies to all candidates pursuing Master of Divinity (M.DIV), Master of Biblical Studies, Master of Theological Studies, Master of Church History, and Master of Pastoral Leadership.

Policy

A candidate pursuing **Associate degree in Biblical Studies** may transfer up to **10 credit hours to Winning Life Theological Seminary**. All bachelor and Master program candidates are not allowed to transfer units to **Winning Life Theological Seminary (Winning Life Prayer Ministry)**. All units must be earned from **Winning Life Theological Seminary (Winning Life Prayer Ministry)**.

Policy of Tuition and Fee Payment Methods.

ADOPTED DATE: 06-06-2012

Applicability

This policy applies to all candidates, Parents, and Guardians
Policy

In order to facilitate academic work and record keeping, all candidates are required to pay their monthly payment using **Visa, Master, Discover, or American Express Cards**. **Candidates are informed that their personal information would not be divulged to the public. Our payment system is one hundred percent secured.** Students who cannot pay by a credit card or a debit card can do so via a check or money order. All check payments can be taken over the phone but students must be advised that it takes about three business days for it to be cleared. Students using money orders to pay must mail it to the finance office of Winning Life Theological Seminary. Student must include their name, Identification number, and program for accurate records.

Policy of Student Enrollment

ADOPTED DATE: 06-06-2012

Applicability

This policy applies to all candidates in the United States of America

Policy

All Candidates pursuing Associate degree programs are obliged to submit their General Educational Development (GED) or High School transcript to the admission department of Winning Life Theological Seminary for verification and enrollment. Likewise, all Candidates pursuing Bachelor programs are obligated to submit all High School transcripts or vocational college transcripts to the admission department for verification. A candidate may submit SAT scores along with all transcripts for BA programs. A student desiring to pursue a master program is mandated to submit Bachelor transcript to the office of admission for corroboration. All candidates applying for **doctoral**

programs are required to submit to the office of admission BA, or BSC, or M.DIV, or TH.M transcripts. Two-year post- secondary studies in a Trade School shall qualify a candidate to pursue a BA or a Master's program.

Policy of Student Agreement Form

ADOPTED DATE: 06-06-2012

Applicability

This policy applies to all candidates in the United States of America and Abroad.

Policy

Upon admission, student will be served with an agreement form to consider seriously, sign and email or fax to the office of admission of Winning Life Theological Seminary. The agreement form contains student's program, date of admission, a description of student's program, curriculum requirement and books acquisition. The agreement form also spells out the **cost of program, and interest free monthly payment plan. Student's Identification number will be thoroughly indicated on the form. Student is required to write his or her identification number on all coursework, and communication with the Seminary.**

The agreement form likewise includes **additional Tuition and fees, Graduation fee, change of degree fee, transcript fee, Coursework resubmission fee, service charge fee, other tuition charges. Tuition and fees paid by the student are non-refundable and nontransferable.** Student is obliged to sign the form and other admission forms, date all forms and fax, or scan and email immediately to the office of admission. Student is then required to pay an initial deposit of \$200.00 immediately to begin the program.