



**SPRING 2024**

**WOODLANDS  
SEMINARY**

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**STUDENT HANDBOOK**

## Introduction to Woodlands Seminary

Woodlands Seminary was born out of the vision of Woodlands Church to raise up the next generation to change the world. We believe there is no higher calling than passing on the baton of faith and launching the next generation of leaders into effective ministry.

Woodlands Seminary is radically different as we combine practical ministry experience with solid biblical teaching. Instead of waiting to begin ministry, students of Woodlands Seminary are getting practical training in the first week of their enrollment. We are proud to provide a seminary that combines practical ministry, team building, and biblical studies into a comprehensive program that thoroughly equips leaders to make an impact in the world for Christ. Seminary is a two-year program.

Year one will be focused on theological and biblical training, while year two is focused on practical ministry experience. Year one students will take 30 credit hours of classes over 3 semesters: Fall, Spring, and Summer. Each semester counts for 10 credit hours.

Year two students will choose one of three specific ministry tracks: Student Ministry, Children's Ministry, or Worship Ministry. Students will receive mentoring, coaching, and real-world ministry experience over the course of the fall, spring, and summer semesters. Each session is 10 credits, with a total of 30 credits for year two. 60 credits are required for graduation from Woodlands Seminary. Students can transfer up to 30 credits (in blocks of 10) from an outside university or college towards the completion of the year one requirements of Woodlands Seminary.

Woodlands Seminary also has partnered with [Grace School of Theology \(GSOT\)](#), an accredited college recognized by the U.S Department of Education, to provide students a pathway to an accredited associate or bachelor's degree. Students will be able to transfer their 30 credits of completed academic classes from Woodlands Seminary to a degree program at GSOT. Students will be able to continue their studies if desired at GSOT to obtain an associate or bachelor's degree in biblical studies.

More information can be found by talking with the Dean of Student Affairs or at [www.gsot.edu](http://www.gsot.edu).

## Code of Conduct

I will seek to live a life that honors God and speaks of His glory.

I will live faithfully according to the standard that the Bible presents.

I will commit to a regular time of personal Bible study, prayer, and worship.

I will abstain from biblically immoral practices, including drunkenness, stealing, slanderous or profane language, dishonesty, occult practices, sexual sins (premarital sex, pornography, or homosexuality), or any other behavior that is considered detrimental to Christian character and witness.

To live my life above reproach, I will uphold the Woodlands Church Pastoral Policy and abstain from consuming any alcohol.

I will avoid attitudes (greed, jealousy, pride, bitterness, needless anger, and discrimination) and behavior (gossip, divisiveness, and complaining) that disrupt the unity and health of the program.

I will open my life to mentoring and accountability.

I will avoid getting into compromising situations by reading written material or watching productions that could raise questions about my integrity.

I will never be alone, one on one, with a student of any gender.

I will never be alone with a member of the opposite gender of any age.

I will love people regardless of any circumstance or struggle they may be going through.

I will respect the confidentiality that is expected from me when people share their needs. I will also make sure that others are aware of the limitations of confidentiality, with specific reference to potentially conflicting ethical or unlawful acts.

I adhere, without reservation, to the stated beliefs of Woodlands Church, including those related to gender and sexuality.

I understand that violation of this code of conduct may result in immediate dismissal from Woodlands Seminary. All disciplinary measures taken are at the discretion of the Dean of Student Affairs.

## Tuition and Fees

### Year 1:

Tuition for the 2024 Spring semester is \$2000. Two payment options are available: lump sum or payment plan.

A student may choose to make a lump sum payment of \$2000, due by February 1st, 2024.

A student may choose to have a payment plan set up. A monthly payment of \$500 will be due on January 15, 2024, February 1, 2024, March 1, 2024, and April 1, 2024. Any insufficient funds will incur a \$25 service charge. Students must make up any missed payments by June 1st, 2024 or no credit will be given for the semester.

January 15, 2024, is the financial “point of no return” for the Spring semester. After this date, the student is responsible for the full \$2000 tuition balance even if they withdraw or are dismissed from the program for a code of conduct violation.

A student wishing to withdraw before the January 15, 2024 deadline must notify the Dean of Student Affairs **in writing** for the withdrawal to take effect.

### Year 2:

Tuition for the 2024 Spring semester is \$1500. Two payment options are available: lump sum or payment plan.

A student may choose to make a lump sum payment of \$1500, due by January 15, 2024.

A student may choose to have a payment plan set up. A monthly payment of \$375 will be due on January 15, 2024, February 1, 2024, March 1, 2024, and April 1, 2024. Any insufficient funds will incur a \$25 service charge. Students must make up any missed payments by April 14th, 2024, or no credit will be given for the semester.

June 1st, 2024, is the financial “point of no return” for the Spring semester. After this date, the student is responsible for the full \$1500 tuition balance even if they withdraw or are dismissed from the program for a code of conduct violation.

A student wishing to withdraw before the January 15, 2024 deadline must notify the Dean of Student Affairs **in writing** for the withdrawal to take effect.

## Relationship Policy

Woodlands Seminary is a unique program where students are viewed as leaders in Woodlands Church due to enrollment in the seminary. Many leaders are tripped up when it comes to the area of romantic relationships. Woodlands Seminary has the following guidelines related to romantic relationships:

1. Any student in a relationship must inform the Dean of Student Affairs in writing.
2. All students in relationships must conduct themselves professionally while at seminary and while serving in a ministry capacity.
3. Upon entering a romantic relationship, students agree to be open to high levels accountability.

## Attendance Policy

### Year 1 Students:

Each student is given **4** total excused absences per semester. Excused absences unrelated to illness or family emergency must be communicated at least **24 hours in advance**. Any absence not communicated beforehand counts as unexcused. A student must bring a doctor's note when missing class for an illness in order for it to be excused. A family emergency must be submitted in writing to be considered whether the absence will be excused or unexcused. Absences must be excused by both seminary staff and your ministry coordinator (if the absence overlaps with ministry time).

Any "excused" absence after 4 is counted as unexcused.

**Each student will electronically sign in for each seminary session.** If a student signs in past the start time, they will incur one tardy. Every 3rd tardy counts as one unexcused absence.

If a student incurs 3 unexcused absences, no credit for the semester will be given. All tuition and fees for the semester are still the responsibility of the student to be paid in full.

Any extenuating circumstances related to a student's attendance must be submitted to the Dean of Student Affairs in writing. Each situation will be evaluated on a case-by-case basis.

### Year 2 Students:

Each student is given **4** total excused absences per semester. Excused absences unrelated to illness or family emergency must be communicated at least **24 hours in advance**. Any absence not communicated beforehand counts as unexcused. A student must bring a doctor's note when missing class for an illness in order for it to be excused. A family emergency must be submitted in writing to be considered whether the absence will be excused or unexcused. Absences must be excused by both seminary staff and your ministry coordinator (if the absence overlaps with ministry time).

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Any extenuating circumstances related to a student's attendance must be submitted to the Dean of Student Affairs in writing. Each situation will be evaluated on a case-by-case basis.

## Weekly Attendance Expectations

### Year 1 Students:

Wednesday: Lecture 9 am-12 pm

Friday: Lecture 9:30 am-12 pm

Academic assignments will necessitate additional hours to complete tasks but may be accomplished off campus at the discretion of the student.

**SPECIAL ATTENDANCE WEEKEND – March 29th, 30th and 31st. All students will be required to serve at Woodlands Church's Easter Weekend.**

### Year 2 Students:

Year 2 Students will be expected to commit 15-20 hours a week to the program.

**Academic Schedule:**

Wednesday: Lecture 9:00 am – 12 pm

**Ministry Practicum Schedule:**

Sunday: 8:30 am – 1 pm

Additional days and times will flex based on the specific ministry track that student has chosen.

**SPECIAL ATTENDANCE WEEKEND – March 29th, 30th and 31st. All students will be required to serve at Woodlands Church's Easter Weekend.**

## Grading Policy

Each assignment that the student submits will be graded on the following scale:

A student receiving an **"A"** in an assignment represents an excellent effort. The student has an extremely clear understanding of the assignment and goes above and beyond expectations.

A student receiving a **"B"** in an assignment represents an above average effort. The student has a clear understanding of the assignment and goes above expectations.

A student receiving a **"C"** in an assignment represents an average effort. The student understands the assignment and meets minimum expectations.

A student receiving an **"F"** in an assignment represents a lack of effort or a complete misunderstanding of the assignment. This represents someone who does not complete or shows no effort to grasp the content.

For each day that an assignment is late, a letter grade will be deducted. An assignment that is more than 4 days late will receive a 0.

For the purposes of calculating an overall grade for the course, each letter grade will have the corresponding numerical value:

A = 95%

B = 85%

C = 75%

F = 50%

The final letter grade of each module will be based on the weighted average of each assignment that is listed in the syllabus. Any student with a weighted average less than 70% will receive an **"F"** and will receive no credit for the module.

## Academic Honesty

Any student caught plagiarizing assignments will automatically receive a zero on that assignment. Seminary leadership has latitude, depending on the severity of the offense, to dismiss a student based on plagiarism. Any second case of plagiarism will automatically result in dismissal from the program.

Every assignment will be run through Google Classroom's "Originality Report" to ensure all work submitted is unique and original.

**Year 1 – Tuition \$2000 per semester – All Year 1 credits are available for transfer to GSOT**

<b>Fall Semester</b>	<b>Credit Hours</b>
Evangelism and Apologetics	3
Management and Feedback	2
The Church	3
Principles of Children's Ministry	2

<b>Spring Semester</b>	<b>Credit Hours</b>
The Pentateuch	3
Team Building and Leadership	2
Principles Of Psychology and Counseling	3
Church Planting	2

<b>Summer Semester</b>	<b>Credit Hours</b>
Communication Skills	3
Music and Worship	3
Preaching	2
Internship	2

**Total Credit Hours** 30

**Year 2 – Tuition \$1500 per semester- No Year 2 credits are available to transfer to GSOT**

<b>Fall Semester</b>	<b>Credit Hours</b>
God the Father	2
God the Son	2
Ministry Practicum	6

<b>Spring Semester</b>	<b>Credit Hours</b>
God the Holy Spirit	2
Bibliology	2
Ministry Practicum	6

<b>Summer</b>	<b>Credit Hours</b>
Reading and Studying the Bible	3
Ministry Practicum	7
<b>Total Credit Hours</b>	<b>30</b>



## Academic Calendar

**January 15th** – First payment due

**January 17th** – First day of Spring Semester

**January 15th** – Last day to withdraw without financial penalty

**February 9th** – Second payment due

**March 1st** – Third payment due

**March 11<sup>th</sup> – 15<sup>th</sup>** – Spring Break

**March 29th, 30th & 31st** – Easter Weekend

**April 1st** – Fourth payment due

**May 10th** – Last day of Spring Semester

## Handbook Acknowledgement

I have received the Woodlands Seminary Student Handbook, and I understand that it is my responsibility to read and comply with the policies and expectations contained in this handbook and any revisions made to it.

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Student's Signature

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Student's Name (Print)

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Date