

# THEOLOGICAL UNIVERSITY OF THE CARIBBEAN



## WHERE THE POTTER SHAPES YOU

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**ABBREVIATIONS USED IN THE CATALOG**

AABC	Accrediting Association of Bible College
ABHE	Association for Biblical Higher Education
CABC	Caribbean Association of Bible Colleges
CBI	Inter-american Biblical College
CBPPR	Pentecostal Biblical College of Puerto Rico
CE	Students' Council
CETA	Caribbean Evangelical Theological Association
DAA	Academic Affairs Dean
DSE	Students' Services Dean
ETA	Evangelical Teachers Association
ETTA	Evangelical Teachers Training Association
FAFSA	Free Application for Federal Student Aid
IBI	Inter-american Biblical Institute
OA	Admission Office
OAE	Financial Aid Office
OCH	Human Resource Office

DAF	Administration and Finance Office
OPC	Promotion and Recruitment Office
ORA	Academic Registry Office
PAS	Academic Satisfactory Progress

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**VOLUME XVII**

**2014-2016**

To all candidates for admission or readmission and active students:

Theological University of the Caribbean, Inc. (UTC) recognizes that every individual should have the opportunity to receive an education that enables them to develop according to their abilities and skills. For this reason, the process of recruitment and admission of candidates and academic activities related to active students will be made in consideration of the capacity and ability of the individual, regardless of race, age, color, sex, social origin or condition, nationality, political and religious beliefs, physical or mental disability, or status as a veteran of the Armed Forces.

The General Catalog is published by the UTC, after the corresponding approval of its Board of Directors, and reviewed and updated periodically by the Office of Academic Affairs. The Board of Directors of the UTC reserves the right to review and change

policies, requirements, standards, cost, curricula, courses, requirements for degrees and specializations, and all other regulations affecting life institutional, academic and student. When these changes occur will be published to the university community and added to the next edition of the catalog.

With the admission of students to the UTC comes the responsibility to comply with all regulations governing institutional life. Students are responsible for reading the contents of this catalog and find out about the regulations of the UTC and the academic requirements of their program.

The content of this catalog is for internal use only and UTC. Playing the same purposes for distribution outside the institution is prohibited.

The words and phrases used in this catalog shall be interpreted according to the context and the meaning adopted by the ordinary use. The voices used in the present tense include the future; those used in the masculine gender include the feminine and vice versa, except where the interpretation absurd result. The singular number includes the plural and the plural, the singular.

The use of non-discriminatory language between men and women or reproducing domination schemes is a genuine concern of our University. This statement is made in order to avoid overloading the graph, indicating that this catalog uses the masculine form in its traditional generic sense, in the sense that it is useful to refer to both men and women.

## PRESIDENT'S MESSAGE

### NEW WINE: NEW BOTTLES

Education in all its dimensions has the inherent quality to inform, educate and transform. Obviously, we're talking about a real education. The image of wine and new wineskin in his antithesis between the old and new reflects the tension between the newness of the kingdom and the prevailing Judaism. Not that the two are necessarily incompatible, but the new narrow breaks the old molds. The kingdom come, that Jesus is their standard bearer, cannot be accepted with a simple reform, but requires a radical change and renewal.

The challenges faced by the biblical-theological education in current news: neo-romanticism, neo-evangelicalism, Postmodernism, Neo-Pentecostalism, etc., challenges us to adopt new ministry paradigms that are relevant to our mission.

In his fifty-six-year history (1956-2012) Caribbean Theological College has hosted thousands of men and women from Puerto Rico and elsewhere who want to be properly prepared to fulfill the vocation to which they have been called.

The testimony of our alumni, in most cases, is testament to the commitment and responsibility of this divine agency, which is the Theological University of the Caribbean, for the fulfillment of the mission call.

Aware that a ministry transformer cannot be improvised, we urge those men and women who have begun their journey through the fascinating world of biblical-theological education to hold on to their principles they represent: bread of life, justice, peace and hope.

For this historic moment we have been called as a divine agency to serve our people. Again, **we have been called as a divine agency to serve our people!**



Rev. Francisco Ortiz Ocasio, MDiv  
President

## GENERAL INFORMATION

### HISTORICAL SUMMARY

Edited and revised by Rev. Francisco Ortiz (2009)

Rev. Jennifer Contreras (2010)

Pentecostal Bible College PR: 1980-2008

Theological University of the Caribbean 2008 – present

The Church of God (Church of God), an international organization with headquarters in Cleveland, Tennessee, USA, began operations in Puerto Rico in 1944 and is known as the Church of God Mission Board. Eight years after the church established in Puerto Rico, the Rev. Antonio Collazo, first National Supervisor, envisioned an educational program that will train you up to the ministry. He shared his vision with the leadership of the early church and so in the summer of 1953 held a summer school. In this school attended by Dr. James Beaty, missionary in Dominican Republic; Puerto Rican young minister Hector C. Hernandez (better known today as Dr. Hector Camacho), a student of the International Preparatory Institute in San Antonio, Texas; the American minister Reverend. Henry Stoppe, and the missionaries and Alice Faye Singleton Josephen. The latter had come to Puerto Rico to help with evangelism and working with children. This visionary group ever dreamed that they were laying the foundations for what is now the Theological University of the Caribbean, a university of biblical, theological and ministerial training.

The Rev. Collazo decided to establish a sound educational program. To this end, in 1956 he set up the second floor of the church located in Europe Street # 803, Stop 22, Santurce, Puerto Rico, of which he was pastor. There enabled student dormitories and so the history of what is now the University begins. That year, the rev. William D. Alton, who served as a missionary in the Dominican Republic, attended the annual convention of the church in Puerto Rico. He was appointed as the first Director of Educational denomination in the island.

In 1958, Rev. Hector Camacho Hernandez was appointed Education Officer. He named the school as American Bible Institute (ABI), possibly in honor of his alma mater, the International Preparatory Institute, from which he had graduated. That same year land was purchased in the Saint Just of Trujillo Alto to locate the school permanently. To Rev. Camacho was assigned the task of beginning to build classrooms, dormitories and residences. He accepted the commission despite the limited budget and the challenges posed project. In 1960 the educational program began operating in the new facilities. Another achievement of Dr. Camacho was the ABI received recognition from the Office of Immigration of the Government of the United States for non-resident foreign students.

In 1964, Rev. Camacho was transferred to the United States as Editor in Chief of the Publishing House in Spanish Church of God. Pastor Miguel A. Navas was appointed to succeed him as director of IBI. It was Pastor Navas with its educational and pastoral vision institute called "School of the Prophets" vision that has remained to this day. He also built a temple in IBI facilities to house a local congregation that had been initiated under the direction of Rev. Camacho, and gathered in a classroom at school. Gradually, the congregation grew and settled in own facilities in the neighborhood. The church became the chapel of the IBI, and was later named the Rev. Miguel A. Navas.

A young minister, Rev. Wilfredo Estrada, had completed theological studies at the Lee College (now Lee University), and was incorporated as a full professor of IBI. In 1967, Rev. Navas was promoted to National Supervisor, and Rev. Estrada was appointed Education Officer.

At 24 years old, Rev. Wilfredo Estrada was the youngest Educational Director IBI (now UTC) has had in its history. His contributions include: giving IBI identity biblical-theological institution; persuaded the Institute participated as a founding member of the former Caribbean Association of Theological Schools (CABC, now known as "Caribbean Evangelical Theological Association," CETA for its acronym in English). He also managed his admission Evangelical Training Association of Teachers (past ETTA, now known as "Evangelical Teacher Association" (ETA)). In addition, the IBI was recognized by the Veterans Administration to receive scholarship students that federal agency.

In 1972, Rev. Estrada resigned to pursue graduate studies at a theological seminary in the United States. The Rev. Roberto A. Rivera became the new Education Director who arrived at IBI with a rich pastoral experience and extensive knowledge in school administration and supervision, for his work in the Department of Education of the island. The work period was productive in terms of giving the character IBI theological school.

Rev. Efraín Colón followed Rev. Rivera in 1974. Under his leadership the IBI took the first steps to become a Bible college and the first intensive baccalaureate program (BA) for pastors and teachers are offered. In 1976, in celebration of the twentieth anniversary of the founding of the IBI and by decision adopted by the Education Committee and the Academic Board, on behalf of American Bible Institute was changed to American Bible College (CBI).

In 1977 Rev. Efraín Navas arrives at CBI, under whose leadership were built new facilities for classrooms, offices and library, and continued with the process of accreditation. In 1980, the CBI was accepted as a candidate for the process of

accreditation by the American Association of Bible Colleges (AABC, now known as "Association for Biblical Higher Education" ABHE). Until then, the AABC had not worked with institutions outside the United States and Canada. His relationship with the CBI in Puerto Rico opened new possibilities. Eventually its name changed to Accrediting Association of Bible Colleges to reflect the expanded vision.

In 1980 the American Bible College name changed to Pentecostal Bible College in Puerto Rico (CBPPR) to define the doctrinal position and educational philosophy from the Pentecostal perspective. As part of the restructuring process, the title of Director of Education was changed to President and new administrative positions were created.

In 1981, Rev. Wilfredo Estrada Adorno returns to CBPPR as President. Under his administration CBPPR anticipates a further step in the accreditation process with the AABC. In 1985 CBPPR is accredited by CETA, the former CABAC, which had become accrediting entity. This accreditation opened doors to students for further studies in other accredited institutions worldwide and achieved CBPPR reached the highest levels of academic excellence. In addition, he began negotiations with the government of the United States to include the CBPPR as an academic institution authorized to award grants and government loans to students who qualify. More facilities for classrooms and offices were built. The library was strengthened with Rev. Estrada initiative and it was named in honor of the Rev. Juan L. Lugo, Pentecostal pioneer work in Puerto Rico in 1987.

In 1986, Rev. Estrada accepted a position of Professor at the Lee College in Cleveland, TN (now Lee University), and Rev. Roberto A. Rivera was named as President. That year the AABC raised CBPPR to the status of a candidate for accreditation, and well validated studies, degrees and diplomas at CBPPR to US and Canada level. That same year, the US government extended to students who qualified them the privilege to participate in the financial assistance program known as Federal Pell Grant. During those years held an educational reform that culminated in the current curriculum review.

In 1990, Rev. Ernesto L. Rodríguez, who served as president of the Board of Directors, was appointed Chairman. In October of that year the AABC granted accreditation to CBPPR.

Rev. Ismael López was named President in 1993. CBPPR forward its accreditation process and prepared for a visit by the accrediting agencies. In 1995, a new self-study report before two accrediting commissions CETA and AABC presented respectively. As a result, the CBPPR obtained the reaffirmation of accreditation of both associations for the next ten years.

Dr. Ildfonso Caraballo was appointed Chairman in 1997. During his leadership he developed an effective educational leadership administration. Under his presidency the Certification of the Education Division of the Church of God and the reaffirmation of accreditation ABHE received.



In 2006, the Rev. Francisco Ortiz was appointed as Chairman of the Pentecostal Bible College. In 2008 the institution adopts a new name with a view to growth and new challenges of the times. This name is Theological University of the Caribbean. Under the leadership of Rev. Ortiz UTC has continued the path to academic excellence that was drawn by his predecessors.

The UTC today enjoys respect and recognition between the ministry of the Church of God Mission Board and the Pentecostal and Evangelical councils in Puerto Rico, the United States and other countries. Hundreds of thousands of graduates and alumni serve God and minister in the church in different parts of the globe.

The faculty of UTC is academically prepared with master and doctoral degrees, and students are representative of the Body of Christ. The physical facilities have improved. Academic programs compete favorably, while collaborating hand in hand with other biblical and theological in and out of Puerto Rico institutions. Today the UTC remains as School of Prophets and the Potter's House.

## **PRESIDENTS**

At the beginning of the today UTC, the principal academic and administrative officer was known as the Educational Director. Today this officer is called CEO. Below is a list of those who have held this position in the past with their terms and the current President is as follows:

- |                                 |             |
|---------------------------------|-------------|
| 1. Rvdo. Antonio Collazo        | 1956        |
| 2. Rvdo. William D. Alton       | 1956 - 1958 |
| 3. Dr. Héctor Camacho           | 1958 - 1964 |
| 4. Rvdo. Miguel Navas Almodóvar | 1964 - 1967 |
| 5. Dr. Wilfredo Estrada Adorno  | 1967 - 1972 |
| 6. Dr. Roberto A. Rivera        | 1972 - 1974 |
| 7. Rvdo. Efraín Colón Velázquez | 1974 - 1977 |
| 8. Rvdo. Efraín Navas González  | 1977 - 1981 |
| 9. Dr. Wilfredo Estrada Adorno  | 1981 - 1986 |
| 10. Dr. Roberto A. Rivera       | 1986 - 1990 |
| 11. Rvdo. Ernesto L. Rodríguez  | 1990 - 1993 |

12. Rvdo. Ismael López Borrero	1993 - 1996
13. Dr. Ildefonso Caraballo Sánchez	1997 – 2006
14. Rvdo. Francisco Ortiz Ocasio	2006 – present

### **VISION OF THE THEOLOGICAL UNIVERSITY OF CARIBBEAN**

To Impact the world through the continuous development of students through academic excellence and Christian values that transcend denominational and geographical boundaries.

### **MISSION OF THE THEOLOGICAL UNIVERSITY OF THE CARIBBEAN**

We are an institution of higher education and Pentecostal heritage that exists to fully train the person with Christian, educational and social service according to biblical, theological and academic principles vocation, capable of responding effectively to the needs of the family, the church and society.

### **INSTITUTIONAL VALUES**

In fulfilling the vision and mission, the UTC is an academic community that values:

1. Study and research - we value intellectual development, critical thinking and research skills of our students to interpret the faith and daily life. We value academic research of the Bible as the Word and the written revelation of God and its devotional and practical study, and we are committed to the demonstration and declaration of the centrality of the Bible in all areas of life. We value the natural and social sciences as tools for analysis of reality.
2. Excellence - we value the proper performance of the duties and responsibilities with the utmost care, dedication and consistency possible by the human resource at the university, to provide educational services and academic and institutional support of the highest quality.
3. Service - we value the service as an expression of the life and ministry of Jesus, and called to be servers of our neighbor. We are committed to quality Christian services to God, the church and society.
4. Community – we appreciate the being and doing of the community of faith in unity with the diversity to form part of the educational ministry of an organized community that is inserted into the pastoral care and working as much as

possible for actions to respond to the society needs. In a community that through its relationships of love and respect for human beings and all creation of God promotes personal development that encourages ethical relationships based on biblical and theological principles and Christian values and gives answers to the deepest aspirations of being human.

5. Worship – we value the worship of the community of faith as the foundation of the divine-human relationship, which expresses bodily and through every sense of his being subject gratitude and reaffirms its expectation under the guidance of the Holy Spirit. We affirm that the worship in the community of faith is both an expression of being and doing. We are an academic community that worships God and respects the different liturgical expressions of Christianity.

6. Spirituality - value the spiritual life characterized as a transformation from man to an authentic Christian life that incorporates the fundamental ideas of the Christian faith and life through a relationship with the triune God.

7. Sustainable development - the value to meet our present needs from an ecological, economic and community view without compromising the ability of future generations to meet their own needs.

## **EDUCATIONAL PHILOSOPHY AND GENERAL EDUCATIONAL OBJECTIVES**

The world today needs a professional ministerial leadership and professional lays, men and women, trained with the best academic and intellectual preparation, based on biblical and theological principles and Christian values. In addition, to master the basic skills of their field of study to carry out an effective work that results in personal and collective growth and enrichment. The ultimate goal of this educational philosophy is to develop a person who relates well with God, self and society. Upon graduation from the Theological University of the Caribbean, Inc., the student will be able to:

1. Analyze and interpret revelation and self-revelation of God in Scripture in order to understand yourself and subsistence as the Trinity God.
2. Having an interdisciplinary academic dialogue and a comprehensive view of human knowledge based on theological, humanistic, philosophical, historical, psychological, sociological, and scientific studies.
3. Consider pursue graduate studies and to stimulate interest in research in areas such as theology, religion, philosophy, history, humanities, sociology and psychology, among other fields of human knowledge.
4. Understand the historical development of the Christian faith and church, the interpretation that the human being has been given and the influence this has had on Western culture.

5. Collect awareness of issues affecting contemporary society and analyze them from a Christian, academic and professional perspective.
6. Analyze critically from academic and Christian identity, religious and cultural phenomena of the contemporary world.
7. Obtain the knowledge that will enable you to develop the attitudes and skills necessary to pursue a professional ministry and social outreach and educational professions.
8. To appreciate the significance of professional services in its different expressions: ministerial, educational, social and others.
9. Assess personal development that will lead to a healthy overall growth to stimulate ethical relationships that are based on biblical and theological principles and Christian values.
10. Develop a theology of life to help you be effective in your personal and professional relationships.

### **UNIVERSITY EMBLEM**

The college emblem is spherical in shape with a golden edge inside has a flame on a Bible and the acronym UTC, the letter "t" is cross-shaped. The meanings of these symbols are as follows:

1. The area is representative of the globe, implying a global scope. Our vision is to impact the world through education that transcends geographical barriers.
2. The gold edge of the circle represents the figure of Christ.
3. The flame represents our charismatic Pentecostal heritage.
4. The Bible is the written revelation and self-revelation of God. As an institution we are committed to the demonstration and declaration of the centrality of the Bible in all areas of life.
5. The acronym UTC our behalf, Theological University of the Caribbean.
6. The letter "t" is the acronym in a cross which refers to our theology of the cross.

### **ACCREDITATION AND RECOGNITION**

The CTU is accredited by the Caribbean Theological College Evangelical Theological Association (CETA) with offices in Kingston, Jamaica:

Dr. Deiumeme Noelliste, President

PO Box 121, Constant Spring, Kingston 8, Jamaica, WI

Phone: (876) 755-4645; (876) 755-4644

It is also accredited in the US by the Association for Biblical Higher Education (ABHE) [Formerly known as the Accrediting Association of Bible Colleges (AABC)] with offices in Orlando, Florida.

Ralph E. Enlow, Jr. Executive Director

5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781

Phone: (407) 207-0808; (407) 207-0849 (Fax) [www.abhe.org](http://www.abhe.org)

It is a founding member of the CETA and is the first institution to be accredited by the ABHE outside the US and Canada. The ABHE is recognized as a national accrediting agency by the Council for Higher Education Accreditation. The Department of Education of the United States includes the ABHE as recognized for Bible college education agency.

The UTC is listed in the directory of colleges published by the United States Department of Education. It is authorized by the Department of Homeland Security and Immigration in the United States to support international students. It is approved by the certifying agency of the state to support beneficiaries of the Veterans Administration. He also is an associate of the Evangelical Training Association (ETA) and the Association for Hispanic Theological Education (AETH) member. He is also certified as an institution of higher education by the Education Division of the Church of God in Cleveland, TN.

### **LEGAL POSITION AND DENOMINATIONAL AFFILIATION**

Theological University of the Caribbean, Inc. is an educational institution for higher level faith-based, non-profit, and incorporated under the laws of the Commonwealth of Puerto Rico.

This school is affiliated with the Church of God Mission Board in Puerto Rico, which is part of "Church of God" (Cleveland, Tennessee) and its confession of faith respond to the statement of faith and theological position of this denomination.

### **LOCATION**

The UTC is located on Highway 848, Km. 0, Hm.5, Calle Pablo Marquez, the community of St. Just, Trujillo Alto, Puerto Rico. Its location in the middle of a quiet

semi-rural environment, assures the student a climate of study and reflection. The easy and prompt access to the capital city, San Juan, affords the students many and varied opportunities in educational, religious and commercial centers.

### **PHYSICAL FACILITIES**

The UTC has the following physical facilities:

1. Building Antonio Resto Mijols around a large courtyard, which houses the administrative offices of the Dean of Academics, Academic Office, Office of Admissions and Financial Aid Registration Affairs, faculty offices, classrooms, bathrooms, kitchen and dining. The second floor of this building is occupied by the Library Juan L. Lugo.
2. The Administrative Building, Dr. Héctor and Loida Camacho, consists of two floors: the first are the Board of the Faculty, Dr. Ildefonso Sanchez Caraballo, Room Reasonable Accommodation and rooms for visitors and guests. On the second floor offices of the President, Dean of Administration / Dean of Administration and Finance (DAF) and the Agenda for Bible Schools are located.

3. Miguel A. Navas Chapel
4. A building for dormitories for men and women. This includes the office of the Dean of Student Services, the secretary and a student center.
5. The administrative residency
6. Parking area.
7. Green areas.
8. Student Cafeteria
9. Office and Master rooms

### **MIGUEL A. NAVAS CHAPEL**

The chapel was dedicated in 1982 to honor the memory of the Rev. Miguel A. Navas, past supervisor Church of God Mission Board and Educational Director CBPPR (UTC) from 1964 to 1967. The chapel schedule is Tuesdays and Thursdays from 11:00 a.m. to 12:00 p.m. and Wednesday 4: 00 to 5:00 pm. In addition, a monthly service at 7:00 pm for evening students is done.

### **JUAN L. LUGO LIBRARY**

The Library is dedicated since 1987 to honor the memory of the Rev. Juan L. Lugo, who was a pioneer of Pentecostalism in Puerto Rico.

#### **Vision of the Library**

Being a support unit of the Theological University of the Caribbean, fully identified with the mission, vision and institutional values and edgy with dynamism, professionalism and pro-activity that promotes academic study, skills development and research information through its special collections, services and activities of excellence.

#### **Mission of the Library**

We are a center that manages information resources and facilitates access to the academic community of the Theological University of the Caribbean and general public, committed to the academic formation and to supply the tools for the development of integrated ministries.

The library consists of several functional and structural units such as:

1. A study room which includes desk to assist users on arrival in the library and provide information services, among others. We also have in the room with the reference collection, book, audiovisual and circulation, vertical file, cubicles for individual study areas and computers with internet access.
2. The Room "Isabelita", named in honor of the memory of Isabel Lugo, wife of Juan L. Lugo. This includes a group-study room, a collection of journals, indexes section and a Pentecostal Collection.
3. The Pentecostal collection was dedicated to Dr. James Beaty in 1998 for his educational program at its inception UTC and theological education of Hispanics in the United States, Central and South America, and the Caribbean. This includes a selection of books and related to Pentecostalism and Pentecostal authors documents. Through this collection is expected to contribute to the development of studies and research in the Pentecostal themes.
4. Librarian, the librarian assistant and administrative assistant offices.

The library resources are organized and classified according to the system of the Library of Congress and can be identified through consultation in the catalog (Mandarin). Some services offered are: internet access "wireless" audio-visual equipment and bibliographic instruction. The library has its own manual of regulations, which is the document that contains the rules relating to the operation of it. This document is available at the front desk of the Library.

The UTC has a collaborative agreement with Lee University that allows free access to the catalog of books and other library resources available in your library. This access includes EBSCO electronic resources and electronic books (E-Books) purchased by your library. Both the faculty (staff) and students can access these resources through the portal Lee University Library.

The Library hours are from 10:00 am to 10:00 pm Monday through Thursday; 9:00 am to 1:00 pm Friday and 9:00 am to 2:00 pm on Saturdays.

### **SERVICE SCHEDULE**

The schedule of work in different offices is 8:30 am to 5:00 pm Monday through Thursday, and Friday from 8:30 a.m. to 12:30 p.m. During the lunch hour, from 12:30



pm to 1:30 pm, the offices are closed. On Friday evening and Saturday offices are closed. Some offices offer extended hours until 7:00 pm during the week. For information regarding the extended hours should contact the desired office.

Classes meet Monday through Saturday according to the schedules program classes each semester.

## **STUDENTS' LIFESTYLE**

The Caribbean Theological College (UTC) strives to foster a positive environment that facilitates community life in institutional settings, with emphasis on human values and Christian ethics.

As a university with biblical-theological emphasis assert our distinctive mission, the UTC has standards of conduct different from other universities. The teaching / learning and academic community life is framed from a Christian perspective. As an institution of higher education, the UTC is identified with the teachings, practices, doctrines and traditions of the Church of God Mission Board in Puerto Rico. However, experience the educational process occurs in an atmosphere of respect and consideration for the teachings, practices, doctrines and traditions of denominations and councils represented by the student.

## **MISSION, VISION AND GOALS OF THE DEAN OF STUDENT SERVICES**

The mission of the Dean of Student Services (DSE) of the UTC is: To provide an environment conducive to academic, ministerial, and comprehensive training of students through counseling, technological resources and recreational and spiritual spaces and promoting the institutional values. The vision of this unit is institutional support: Develop a student able to express their Christian values in their lifestyle during and after their college years. In the process of achieving its mission, the DSE has the following goals:

1. To provide an environment conducive to academic, professional, spiritual, emotional, social and physical development of students.
2. To equip students with the skills to develop a personal and ministerial life committed to Christian values.

3. Provide a safe environment on campus to help and support the students in their development.
4. Provide counseling and Christian counseling to deal with personal problems and lifestyle of the university community.
5. Assist the Dean of Academic Affairs in guiding students who are on probation, and all students in selecting and planning a professional and ministerial career.
6. Develop a program of placements and activities that help students in their career and future plans.

7. Plan and organize, in collaboration with appropriate recreational and relevant cultural student organizations, social activities, and sports that appeal to the interests of students.
8. Maintain a program of chapel and spiritual life in keeping with the mission, vision, philosophy and goals of the UTC to encourage the students in their spiritual and personal development.
9. Residents guide students to the basic health care and other aspects of community life.

## **PHILOSOPHY OF STUDENT DEVELOPMENT**

The philosophy of student development of DSE is framed in the context of the mission of the UTC, by which the institution educates and integrally the person with Christian, educational and social service according to biblical, theological and academic principles vocation able to respond effectively to the needs of the family, church and society.

According to the call of God and in preparation for the fulfillment of the mission, the students of the UTC community cultivates a lifestyle of study and academic research, service, spirituality and active participation in liturgical celebrations in the faith community. In its philosophy UTC student intends to achieve in the student a comprehensive development, while acquiring academic and professional knowledge of the biblical traditions, theology and general education that will facilitate a better understanding of human beings and their environment, their relationship with God, self, family and society.

This philosophy is based on a commitment of students with:

GOD - to understand his revelation and comply fully with His mission / the world.

CHURCH - as ministers and faithful lays, responsible and committed to the mission of the Kingdom of God.

SOCIETY - as role models and collaborators under the guidance of the Holy Spirit, the family and society.

The DSE is responsible to the President and Board of Directors to establish practices for the mission, objectives and student's philosophy established here.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

As a member in an academic and Christian community of the UTC students have rights and also are required responsibilities but not limited in the following:

The rights of a student of this institution are:

1. To be respected in its integrity and dignity as a human being created in the image of God.
2. Enjoy excellent education, according to the institutional educational philosophy, which allows you to develop your potential.
3. Participate in an academic enrichment environment that sparks the interest and desire for self-improvement.
4. Receive academic advising or counseling teachers.
5. Receive from the faculty a fair evaluation and equal to their fellow students in the teaching-learning process. This implies the right to be informed of the rules and evaluative criteria for each academic task.
6. Receive guidance on the dangers of drug addiction, alcoholism, smoking behaviors and social disorder as well as sexual and reproductive health.
7. Be informed of incidents of criminal conduct that occurred on campus, and specifically the institutional policies that guarantee the basic rights to the victims of sexual violence.
8. Having representation on the governing body of the Student Council by year of study.
9. Know the policies, rules and regulations on which you are prompted accounts.
10. Have the right to speak and vote at student assemblies.
11. Being a member of the student organization that works for the full development of their skills and abilities.
12. Students of the senior class are eligible to nominate candidates and to express their preferences by voting to elect their leadership.
13. Enjoy the social and recreational activities provided by the UTC, unless the application of a disciplinary sanction.
14. Get a copy upon request, of Academic and/or student records under the rules applicable privacy and confidentiality.
15. Be heard when you file a complaint against a fellow student, faculty member, staff or administration.
16. Fend, present witnesses in his favor, and to know the final decision when referred to a disciplinary committee to address a violation of the Student Handbook or other University policies.



The duties and responsibilities of a student at UTC are:

1. Know the Catalog, the Student Handbook and other official documents and regulations related to academic and student lifestyle.
2. Understand the behavior and actions are measured at an adult level and that each student is responsible for the consequences of their behavior.
3. Observe the rules and regulations contained in the Student Handbook and obey those who have been made to ensure them.
4. Look at all events, within and outside the university facilities, proper and respectful behavior of authority.
5. Respect all colleagues, authorities, teachers, administrative and service staff, and community.
6. Assist in the selection process of the members of the Student Council.
7. Engage in curricular and extracurricular activities of the UTC.
8. Perform punctually and honestly the research and study of their own university status, especially those derived from their study program.
9. Cooperate with the rest of the university community in improving services and achieving the goals of the UTC.
10. Ensure proper name, prestige and institutional outreach. This involves not make public statements that are harmful, derogatory, offensive, abusive, subversive, insubordinate, incendiary, inflammatory or disparaging to UTC or its officers.
11. Any other arising from the university bylaws and other regulations.

### **STUDENT'S HANDBOOK**

It is expected that the lifestyle of all UTC student meets the standards of conduct established in the Student Handbook. It specifies the rules and procedures that govern the social and student life. This includes issues such as rules of conduct at residencies, dress and grooming, discipline, student rights and others. This publication is available from the DSE and the website of the UTC.

## **STUDENT COUNCIL AND STUDENT ASSOCIATION**

The Student Council and student organizations operate under the direction of DSE to provide opportunities for professional and personal growth of students. They provide experiences that complement formal academic activities and through service and harmonize Christian leadership theory and practice.

### **Students' Council**

The Student Council (EC) is the representative body of the student body, serving as a voice for students' needs in the best Christian spirit through DSE and as a spokesperson between the administration and students; its objectives and functions are set out in the Regulations of the Board.

### **Ministerial Association**

The Ministerial Association offers practical experience activities that help students develop an effective ministry. The Association promotes personal and spiritual communion among students aspiring to pastoral ministry. This association is involved in building churches established through their talents, gifts and academic training.

### **Evangelism and Missions Association**

This association brings together students who experience a deep interest in church and social, evangelistic and missionary work. Organized worship with missionary and evangelistic emphasis and perform while on break mission trips outside of Puerto Rico.

### **International Student Fellowship**

This fellowship brings together internal and external international students UTC. Seek to know the concerns and needs of these and their condition as foreigners to be a support group.



## **Alumni Association**

The Alumni Association brings together students who have graduated from UTC. Its objectives are:

1. Keep members informed about college activities and institutional development.
2. To encourage loyalty and commitment ties among its members towards their Alma Mater.
3. To serve as a promotional and institutional outreach vehicle that encourage potential candidates to apply for admission and continued his studies at UTC.
4. Provide financial support for the continued operation of the UTC and improvements of institutional life. Activities include: open house, the day of the alumnus, assemblies, field trips, continuing education seminars and banquets.

## **SPIRITUAL LIFESTYLE**

Spiritual activities are UTC coordinated by the Spiritual Life Committee, which is composed of a student, who is appointed pastor of campus, four and a counselor. These are some of the activities carried out:

1. Morning Devotion: Before starting the academic work, students and the Dean of Student Services will meet three times a week at 7:00 am on campus for a morning meditation.
2. Chapel: Regular chapel services are held on Tuesdays and Thursdays from 11:00 a.m. to 12:00 p. my Wednesday 4:00 to 5:00 pm. Once a month a cult chapel at night for night celebrated student population. Prompt attendance at these services is required for resident students. This time of worship is vital to the development of the spiritual life of the entire university community, and is considered an essential part of the academic and ministerial preparation. Worship services and preaching are both educational resources offered to the administration, faculty and students the opportunity to practice and practice what they had learned in the classroom.
3. Revival Campaign: Each semester a weekend set aside to hold a revival meeting. Dates comprising these two weekends are duly noted in the academic calendar. The sessions include morning and afternoon workshops, conferences and evangelism. The revival meeting held in partnership with a local church.

## **ON-CAMPUS HOUSING**

The UTC has limited bedrooms facilities for students who need accommodation. Spaces are allocated with priority to students residing in the United States and international and then to those who live outside the metropolitan area. After exhausting

the available space in the dorms, students who still need have to make their own accommodation arrangements. Student is required to sign a commitment sheet regarding compliance with the rules of the lodge. Repeated violation of the rules may result to be removed to benefit the student.

Use of the bedrooms includes payment of a semiannual or daily fee, as applicable. The charge for accommodation during an academic session covers from the first day of school until the last day of final exams, not including weekends, on break or the Christmas and summer holidays. These exceptions imply that resident students should make their lodging arrangements for weekends and periods of academic recess. Use of hosting these days carries the approval of the DSE and a fee per night. Students using UTC dorms pay a deposit to separate his room at the start of each semester. Half of the deposit will be returned at the end of the academic year and always when there is property damage, clean room with your keys delivered.

### **MEALS SERVICES**

The UTC provides meals services for residents and non-resident students at an affordable and competitive cost. Resident students pay this fee to enroll. Non-residents can benefit from this service to purchase a meal card upon enrollment or during the semester, which entitles you to thirty (30) meals. These cards are not transferable from one semester to another.

## **COSTS OF TUITION AND OTHER FEES**

The tuition and fees are broken down as follows:

### **A. Admission and readmission**

Admission students new citizens and residents *	\$25.00
Admission new students noncitizens and nonresidents*	\$40.00
Readmission (after a year without studying)*	\$25.00

\*No refundable. It is validated for one academic year.

### **B. Tuition, fees and other charges for credit\***

Fee for undergraduate credit	\$130.00
Fee per credit at the graduate level	\$150.00
Christian Service Fee	\$130.00
Listeners fee credit: 50% of the regular cost per credit	undergraduate courses -\$ 65.00
	Graduate Courses -\$75.00
Registration fee	\$60.00
Library Fee	\$50.00
Infrastructure Fee	\$112.00
Technology Fee	\$100.00
Student Activity Fee	\$10.00
Late registration fee	\$60.00

\* These charges apply for each academic session and the special session of summer.

### **C. Lodging and meals**

Hosting (semester)	\$600.00
Bedroom deposit *	\$100.00
Room key	\$4.00
Room key copy	\$5.00
Uso del hospedaje por noche	\$12.00
Meals (semester)	\$600.00

Meals for nonresident students	Breakfast - \$3.00
	Lunch - \$5.00
Card 30 meals (for use in breakfast, lunch or dinner)	\$150.00

\*This deposit is refundable at the end of the semester, less the cost of any damage to property, lack of cleanliness and unreturned keys. Except that this deposit is not covered by Pell Grants are made.

#### D. Other Charges

Incomplete **	\$30.00
Graduation Fee *	Master's degree - \$90.00
	Bachelor's degree - \$75.00
	Two years certificate - \$60.00
	One year certificate - \$30.00
Transcripts	\$5.00
• Translated into English	\$10.00
• Urgent (two to three business days)	\$10.00
• Translated and urgent	\$15.00
ID card **	\$5.00
Studies Certification	\$2.00
Accident Insurance **	\$8.00
▪ Internal	\$10.00
Deferred Payment Application (semester)	\$5.00
Late charge on deferred payment	\$10.00
Fee for returned check	\$20.00
Transcript evaluation fee (for each)	\$25.00
Copies of diplomas (each)	\$15.00
Low fee after regular registration (per course)**	\$2.00
Request course agreement (each)**	\$65.00
Bible Schools Program (quarterly)	\$150.00
Monthly interest on the outstanding balance	1.5%

\* Does not include gown and cape. Must be paid even if the student does not attend graduation ceremonies.

\*\* Not covered by Pell Grants.

## FINANCIAL AID

The Financial Aid Office (OAE) service provides guidance and technical support to all students interested in applying for financial aid available at the institution to cover part of the cost of their undergraduate studies, according to policies and procedures.

### Federal Pell

UTC participates in programs of student financial assistance under Title IV of the Higher Education Act of 1965, as amended. This includes the Federal Pell Grant for students who qualify. It is available for students at the undergraduate level who demonstrate financial need and maintain satisfactory academic progress (SAP). The information on PAS is in the academic section of this catalog. Anyone interested in receiving this assistance, you must complete a free application via the website of the US Department of Education ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). The student who fills his request through the Internet must be identified with the institution code is: 016544.

The response takes 48-72 hours. After the grant is approved, the OAE will determine how much money you will receive the student according to course load and eligibility index (EFC).

### Government Assistance

The UTC is recognized and authorized by the Veterans Administration, Vocational Rehabilitation and "Americorps" to admit students who qualify for their aid. The student understands that qualifies for any of the above scholarships should be directed to the OAE.

### Institutional Aid

The UTC provides institutional grants a limited number of student aid that has a great potential for their studies and who demonstrate financial need unmet by other programs:

Work-study program to citizens or permanent residents of the US

This program offers students a full time resident of the United States or its territories or having citizenship of this nation the opportunity to work in UTC as part-time employee up to 20 hours per week at the federal minimum hourly wage, with all deductions provided for in law. Work areas may be the library, offices that provide direct services to students or other areas of need identified by management. The request to participate in this program must be submitted to the Office of Human Capital, since the availability of

this support depends on the needs of human capital, the skills of the applicant and the funds annually allocated for these purposes.

## Program and institutional work study for international students

This program allows institutional cover up to 50% of the cost of study on campus international student provided the student visa and work permit from the Department of Homeland Security (DHS). Students admitted to this program will work in the form of contract part-time up to 20 hours per week. Work areas may be the library, offices that provide direct services to students or other areas of need identified by management. In late compensation, hours worked by employees assigned to this program students, with the permission of the Immigration and Naturalization Service of the US, will be paid the federal minimum wage and the amount due shall be subject to all applicable legal deductions. After starting this program international student is responsible for managing within a period not exceeding 15 calendar days your SSN. The UTC is committed to providing the necessary documents for this management.

## Institutional Grants

Institutional scholarships exist to help undergraduate students who demonstrate financial need not covered by other support programs. This support only applies to the value of the credits, not charges for institutional fees, transcripts of credits, certificates and other studies. Their availability depends on external aid received by the UTC and budget items approved annually by the Board of Directors for such purposes. Applicants must process your application in OAE. The conditions of these grants are:

1. Ministers of the Church of God "Mission Board":

From the Church contributions received by the UTC, there is a part of this entry intended to grant the ministers who are not beneficiaries of other aid and demonstrate financial need according to the eligibility index (EFC) federal programs scholarship equivalent to half or 50% of the cost value of credits enrolled.

2. Dependent ministers of the Church of God "Mission Board" Sons:

From the Church contributions received by the UTC, there is a part of this entry intended to grant dependent children (aged 18-25 years) of ministers of the Church God "Mission Board" who are not beneficiaries of other aid and demonstrate financial need according to the eligibility index (EFC) for federal programs scholarship equivalent to one quarter or 25% of the cost value of credits enrolled. Under this mode, only the scholarship will be granted up to two dependent children.





### 3. Students who pay studies with personal income:

From the Church contributions received by the UTC, there is a part of this entry intended to help students that pay their studies with personal income and that demonstrate financial need according to the eligibility index (EFC) for federal programs. This grant represents a \$ 15 discount on the value of credits enrolled. To qualify for this discount, the student must: a. have a minimum of six (6) credits enrolled, as the discount will be applied after the sixth credit; b. be in their sophomore year or higher and demonstrate academic progress and an overall GPA of 2.50 or more; c. have completed the application for the "FAFSA" and obtained the eligibility index (EFC); and, d. submit returns on earnings and, failing that, proof of income for the taxable year preceding the application for financial aid.

### 4. Students extension centers:

Students extension centers of the UTC, which are not accredited as an additional location will have a scholarship equal to half or 50% of the cost value of credits enrolled. To qualify for this aid modality is needed to be an active student in one of the centers and not another scholarship recipient.

### 5. Special Cases:

Students who has been denied a Pell Grant to be his 6th year of participation and must complete their studies through personal income may apply for a scholarship that represents a \$ 15 discount on the value of credits enrolled. To qualify for this discount, the student must:

- a. To be a candidate for graduation in the year in which aid is requested.
- b. Demonstrate academic progress and an overall GPA of 2.50 or more;
- c. Have a minimum of six (6) credits enrolled;
- d. Completing the FAFSA application and obtained the eligibility index (EFC); and,
- e. Submit returns on earnings and, failing that, proof of income for the taxable year preceding the application for financial aid.

## PAYMENT OF TUITION

The following policies apply to the payment of the cost of study:

1. Students will pay the full amount of the cost of studies to the Dean of Administration and Finance (DAF) at time of registration with bank or money orders, personal checks on behalf of the THEOLOGICAL UNIVERSITY OF THE CARIBBEAN, or cash. There will be a charge of \$ 20.00 for each check returned personnel.
2. Students who have applied and qualify for benefits from the Federal Pell Grant will present evidence of its application to the DAF. If people have not applied for this benefit and have not received official notification indicating that qualify, they must pay a deposit as required by the DAF. That money will be refunded as soon as the Federal Pell Grant funds are received. If the student is not eligible for financial aid then he/she will assume the full cost of their tuition. In cases where there is excess of federal aid, the refund will be made within a reasonable time after receiving the funds UTC.
3. Students who do not qualify for the Federal Pell Grant will be charged the full amount of the cost of study upon enrollment or request the DAF deferred payment plan. This request will be charged \$ 5.00. Under this plan the person will pay half the total cost at time of registration and the remaining half will be divided into three installments to be paid on or before the following dates:

### First Semester

First Term	September 15
Second Term	October 15
Third Term	November 15

## Second Semester

First Term	February 15
Second Term	March 15
Third Term	April 15

If the balance is not paid on the date scheduled for the deferred payment plan, a monthly interest of one point five percent (1.5%) on the balance sheet will apply until it is settled and the charge for the non-fulfillment of the deferred payment plan before specified.

#### 4. A student who has outstanding debts:

- a. Cannot enroll in the following semester. Outstanding debts include: tuition, books and late fees at the library and documents from the Office of Academic Record (AOR).
- b. Will not receive official documents such as semester grades, Transcripts, certificates of study, academic assessment, diplomas and letters of recommendation.
- c. Will not send official documents to other institutions. This does not apply to financial aid transcripts (Transcript Financial Aid - FAT).

5. Candidates for graduation shall pay in full their debts before April 15 of that year.

6. It is a requirement that any person enrolled in the UTC sign a commitment letter for payment.

7. Overdue accounts will be referred to an independent collection agency. The student will be responsible for costs related to the collection efforts of their own, this includes, but not limited to, fees for collection agency and non-local phone calls.

8. The student may be given an administrative drop if he/she fails to pay their debt to UTC. This does not exempt from paying the debt.

## CANCELLATION AND REFUND POLICY

The cancellation and refund policy of the UTC is established based on the following principles:

1. The academic year consists of two semesters of sixteen (16) weeks each, and a special summer session.
2. Refunds will be made within thirty (30) calendar days after the effective date of the total withdraw.
3. To determine the amount of reimbursement shall be used on the day the student officially manage its decline one or all courses enrolled for an academic session.

The following cancellation and refund policy applies to all students, according to the particular situation, including those that have requested a deferred payment plan.

1. **Cancellation before the start of the class period:** Any money paid for tuition and fees, excluding the admission fee will be refunded if the student chooses not to study and manages officially canceling their registration prior to the beginning of the academic session.
2. **Once classes have begun:** The UTC refund the cost of tuition as stated below:
  - a. During the first week of classes 75% of tuition is refunded.
  - b. During the second week of classes 50% of tuition is refunded.
  - c. During the third week of classes 25% of tuition is refunded.
  - d. During and after the fourth week of classes will not be refunded any money.

The cancellation and refund policy for summer sections is as follows:

1. Drop on or before the date specified in the academic calendar: full refund.

2. Drop after the date specified in the academic calendar: no refund.

## **CANCELLATION AND REFUND POLICY FOR PELL GRANTS (TITLE IV FUNDS)**

### **GENERAL DISPOSITIONS**

This cancellation and refund policy will be effective for students who are given low total, and apply to all students who receive funds from Title IV programs Assistance Student Financial Federal Department of Education.

If a recipient of Title IV funds the student is given total withdrawal from their studies during the period for which it was registered, the UTC will calculate the percentage and amount of aid from Title IV funds that are not entitled to receive and is responsible for returning the funds to the respective Title IV programs.

### **Due Date**

The due date for purposes of calculating the amount to be repaid, if any, will be the last day the student attended classes.

### **Interruption of study**

Students who have to interrupt their studies should apply in writing to the ORA. They may be made up to a maximum of fifteen (15) calendar days per semester break in studies. In special circumstances, be permitted another interruption not exceeding thirty (30) calendar days. They may also be approved interruptions for jury or military reasons.

During this period the student will remain enrolled, so you do not have to make any repayment of federal funds. If the student had to interrupt his studies, it is important to perform the official paperwork in the ORA. If the student does not return on or before the end of the approved period, the last day of attendance will be used to calculate the applicable refund.

### **Calculation of the Amount of Title IV Funds accrued Percent of Title IV funds earned**

**The percentage of Title IV funds earned will be calculated as follows:**

1. If the last day of attendance occurs on or before the student has completed sixty percent (60%) of the pay period for which you received Title IV funds, the amount earned by the student will be calculated as follows: the total amount of Title IV funds disbursed multiplied (and it could have been disbursed) to the period in which the student is enrolled until the day that gave low total enrolled and completed the period.
2. If, after you have completed sixty percent (60%) of the payment period, the student is entitled to one hundred percent (100%) payment on the day of termination occurs.
3. The percent and amount unearned is the complement of percent of Title IV funds earned multiplied by the total amount of Title IV funds disbursed to the student for the payment period and from the day the student gave total withdraw.

### **Percentage of payment period or period of enrollment completed**

The enrollment is measured in credit hours; therefore it is required that the number of calendar days in the period of enrollment for which Title IV funds are disbursed, are divided by the number of calendar days completed to the last day of student attendance.

### **Differences between Accrual and Cash Amount Received**

If a student receives less aid from Title IV funds the amount to which he is entitled, it shall comply with the procedures for a late disbursement. If the student received more Title IV aid than the amount to which he is entitled, the institution, the student, or both will be required to return the funds, as has been established.

### **Return of Title IV Funds Not Earned:**

The institution is required to return the lesser of:

1. The amount of funds from Title IV programs that the student is not entitled, or the amount of institutional charges that the student incurred for the period of enrollment multiplied by the percentage of funds that was not earned.
2. The student is required to return or repay Title IV funds, less the amount of unearned aid to be returned by the institution to scholarship programs. Exempt the student to return 50% of any help that would have been required to repay.



Pell Grant students that give total withdraw cannot receive the initial amount at which they were eligible; receive only an amount according to the days that have attended classes. The student is responsible for taking on debt. When students repeat courses in which received "WF" and "WA", F and D should take into account the policy of repeating courses above.

## STUDENTS LISTENERS

Those who wish to enroll for audit classes offered by the UTC must do so during the official registration period or during a change of program and pay the cost of tuition at the time.

## **ACADEMIC INFORMATION**

### **ADMISSION POLICY**

The UTC recognizes that every individual should have the opportunity to receive an education that enables them to develop according to their abilities and skills. For this reason, the process of recruitment and admission of candidates will take place in response to the capacity and ability of the individual to pursue higher education, regardless of race, age, color, sex, national origin or social status, nationality, political and religious, physical or mental disability, or status as a veteran of the Armed Forces impairment. In harmony with the above, the UTC establishes an open door policy by offering the opportunity to study one of our academic programs to all persons with an interest in biblical and theological pursue postsecondary level for your personal, intellectual, spiritual and ministerial growth studies.

The UTC granted admission to any period of enrollment in the academic year. Candidates for admission must submit their request to the Admissions Officer who will promptly notify the institutional decision. The admission decision is valid for up to two consecutive terms of enrollment at the request of the student in the Admissions Office.

### **ADMISSION REQUIREMENTS UNDERGRADUATE PROGRAM**

#### **Requirements for admitting students without previous college residents in Puerto Rico, the United States or any of its territories:**

1. Present evidence of having completed upper secondary school at an accredited institution or its equivalent by state / country provenance that certifies the degree.
2. Manage delivery to the Office of Academic Record (POR) for the UTC of an official transcript at the institution where he received his high school diploma from high school.
3. Complete the review of general biblical context that demands ABHE accrediting agency.

#### **Requirements for admitting students from other universities:**

1. Manage the delivery CTU official transcript from the institution. The copy of the record shall be sent directly to the Office of Academic Registry colleges ORA rise to the UTC.

2. Not be under suspension for disciplinary reasons by the originating institution.
3. Complete the review of general biblical context that demands ABHE accrediting agency.

## **Requirements for candidates for admission from other countries**

1. Have completed the equivalent to the requirements of high school graduation high school in Puerto Rico. Applicants must submit evidence thereof together with the documents required for admission. The official evidence of studies must be duly authenticated (apostilled) by the competent authorities in the country of origin.
2. Manage the delivery of the ORA UTC of an official transcript from their high school studies, known as "high school" in most of the countries of Central and South America, legalized by the Ministry of Education in your country. Once they are accepted, management at the Department of Education of Puerto Rico a certification to the effect that the program completed on the outside is the equivalent of high school in Puerto Rico. It is the responsibility of the student to the relevant procedures to obtain these certifications. If the person has attended university or a post-secondary institution accredited in the country or region of origin, you must manage the delivery of the ORA UTC an official transcript from the university or institution. The copy of the record must be sent directly from the Registrar's Office at the college of origin of the ORA UTC. This transcript is sufficient to establish secondary education.
3. Personal statement of purpose. In no more than 300 words the candidate must write an essay explaining why you want to study at UTC.
4. Submit a letter of recommendation from your pastor and another supervisor or national leader of its council or denomination.
5. Present-commitments notarized letters or affidavits from the person, church or denomination to bear the cost of their education and stay in Puerto Rico.
6. Present a certificate of good conduct or a negative certification of criminal records which must be issued by the state police or security agency analogous state / country of origin and any other state / country where you have resided for a period in excess of nine (9) months. That is, if the candidate for admission has not been a resident of Puerto Rico during the five (5) days prior to the application year and need a student visa to enter the US or its territories, you must file a certificate of criminal records in the state / country of origin and everywhere else where it had resided for the majority for a period of nine (9) months. In any case, the certificate must have no less than two (2) months prior to the filing date of the request issued.

7. Complete the admission interviews via telephone or video conference that the administration might estimate necessary.
8. If the Applicant is ADMITTED, the ORA will complete the Form I-20 of the Immigration and Naturalization Service of the US so you can get the Appropriate student visa.
9. Complete the review of overall biblical context Demands That ABHE Accrediting agency.

### **GRADUATE PROGRAM ADMISSION REQUIREMENTS**

To be ADMITTED to our Master's Program candidates must meet the following requirements:

1. Possess a bachelor's degree or Bachelor's degree from a university or accredited educational institution.
2. Have a minimum GPA of 2.00.

In addition, the student must submit the following documents required for admission:

1. Application form (duly completed)
2. One 2 x 2 size photo
3. Autobiography and statement of purpose: On separate paper, write five (5) pages autobiographical statement of purpose, on double-spaced one-inch margin. Describe your staff background, your Christian experience, call to Christian ministry and social and reason for seeking admission to graduate (statement of purpose) program.
4. Pastoral Letter of recommendation (forms provided)
5. Letter of Recommendation A Leader or Mentor (forms provided)
6. Letter of Recommendation from a Teacher (forms provided)

7. Official transcript of undergraduate studies (baccalaureate or bachelor)
8. Admission Fee \$ 25.00 (non-refundable)

## **CONDITIONAL ADMISSION**

If the candidate for admission has difficulty obtaining some of the required documents may be admitted and granted a term of up to 30 days to submit the documentation. This applies to any admission documents except for the certification of graduation or evidence of having completed high school. This period may be extended for cause, but not more than one academic term. If the student does not achieve compliance, will be required to complete a total withdrawal and will be responsible for costs for the time attended class.

## **ADMISSION PROCESS**

UTC will give guidance on their academic programs to anyone who requests it. This role will be mainly of the promotion office, recruitment and public relations and the Office of Admissions / Financial Aid. Anyone interested in studying in the UTC may obtain documents from the application form by return mail, in person at the UTC or through cyber official page of the University: [www.utcpr.edu](http://www.utcpr.edu).

The person interested in applying for admission will be considered by the Promotion and Recruitment Officer or Admissions / Financial Aid Officer, who will guide about the requirements and assist in the process of completing the application for admission. As part of the admissions process the person must submit in person, by mail or electronically. The application form must be completed in all its parts with the above specified documents according to their particular situation, and also meet the following requirements:

1. The evidence that has completed high school or attended university. This can be a simple copy of the diploma, or its equivalent, or a copy of student's high school transcript, or a legal document certifying that the person has passed their high school. If the person provides evidence of college, evidence of having completed a high school degree is not required. All this does not exempt the candidate to arrange with the institution for issuing the certificate or official transcript corresponding and send it directly to the ORA of UTC. It is better to accompany a request copy as evidence of such management.
2. The admission fee of \$ 25.00. This fee can be paid by personal check or money order payable to the Theological University of the Caribbean or in cash at the DAF. If after applying for admission the person decides not to study, this money will not be refunded. This payment will be in effect for one year.





3. One recent 2 x 2 picture. The photo will be used for the transcript.
4. A medical certificate using the form provided by the UTC.
5. Certificate of Immunization or Vaccination admission if the candidate is under 21 years.

All these documents and specified in the section related to the admission requirements will be evaluated by the Admissions Officer, who will advise the candidate to the final admission determination.

Disclaimer: All documents submitted for purposes of admission or readmission will be owned by the UTC. Admission requirements are subject to change, depending on institutional policies are updated by the academic staff and the Board of Administrative Officers and approved by the Board of Directors.

### **REGISTRATION AND CANCELLATION OF COURSES**

Once a new student is admitted, he/she will be helped by the Admissions Officer suggesting to enroll in courses for the first academic year on dates designated in the academic calendar.

Continuing students will be responsible for preparing their curriculum in consultation with this catalog and their academic advisor. It is the duty of every student to meet the standards of this catalog and the requirements of their academic program, which are available in the cyber page UTC. In addition, students are responsible for compliance with the dates specified in the academic calendar.

UTC reserves the right to cancel one or more courses announced in the schedule of classes for a given academic session.

### **LATE REGISTRATION**

Late registration will be that enrollment made after the date of the regular registration day and to the extent indicated in the academic calendar. The student who enrolls during this period will pay a fee of \$ 60.00.

### **STUDENT CATEGORY**

Two categories of students are considered according to the number of credits they are enrolled:



1. Full time - the student who enrolls in twelve or more credits.
2. Part-time - a student who enrolls in eleven credits or less.

### **SPECIAL STUDENTS**

The following cases will be considered in the category of special students:

1. Student listener: these are the students who qualify academically for credit, but are only interested in attending the courses. Must complete the application form and pay the admission fee. They pay 50% percent of the cost of credit. They do not receive academic credit. If students are interested in these courses receive academic credit should be directed to the ORA.

2. Early admission Student: this group includes students who are in grade twelve in high school, who are in the process of taking exams equivalence Department of Education of Puerto Rico, proving to be academically motivated to continue their studies at university and who wish to take a course. Students in this category are admitted conditionally for one semester, subject to successfully completing his fourth year of high school. Must meet the admission requirements apply and pay 100% percent of the cost of their studies. These students should not enroll in more than 9 credits. The credits taken will be part of the transcript once completed the requirements of high school. No more than 5% of students may be in this category.

3. Eventual Student: This group includes students who enroll in one or more courses, but do not pursue a degree. Must complete the application form and pay the admission fee. Once accepted the student pay 100% percent of the cost of their studies. Credits taken will be part of the student transcript.

4. Student of Certificate: This group is open to students who want to enrich their personal and ministerial life. This category includes students who wish to apply for accreditation of ministers and need tutoring. In addition, it is recommended to students who have already obtained a bachelor and wish to pursue graduate studies or acquire skills in a specialty area. Must meet all requirements for admission and pay 100% percent of the cost of their studies. Credits taken will be part the student transcript. These students receive a certificate and participate in graduation ceremonies to complete the credits required in each specialty.

Students under any of the above categories do not qualify to apply for financial aid from the Federal Pell Grant.

## **INTERNATIONAL STUDENTS**

UTC is an institution approved by the Department of Homeland Security and the Immigration and Naturalization Service of the United States for the admission of nonresident students in the United States or its territories or who are not citizens of this nation. The person interested in applying for admission must meet all admission requirements above and submit a completed application electronically or via regular mail. In addition, must pass one or more interviews, telephone or video conference, which will be coordinated by the Dean of Student Services.

After being admitted, the UTC will send the official form (Form I-20) of the Immigration and Naturalization Service of the US. This document should be submitted in the US Consulate in their country to obtain a student visa; after the person completes or suspends their studies at the UTC, student visa ends and it should return to their country of origin.

## **READMISSION**

Students who have discontinued their studies for a year and want to continue must apply for readmission to the Admissions Office. UTC reserves the right to accept or reject any application. Readmission requirements are:

1. Fill the application form.
2. Pay the reinstatement fee of \$ 25.00 (non-refundable).
3. Present a transcript of studies conducted during the time that did not study at UTC.

This does not apply to students who have discontinued their studies due to academic suspension. After five years without studying at UTC, the Admissions Office will require the person to meet all the admission requirements.

## **RECOGNITION OF ACADEMIC CREDIT**

A student may request to be evaluated his/her academic credits from other accredited universities as soon as completed the application process. The person must request an

official transcript from the institution where credits have been taken. It should be mailed to the attention of the ORA of UTC.

The process of credit transfer will follow the following rules:

1. Courses that have a grade no lower than 2.0 points from a 4.0 points system will be transferred, and are consonant with the curriculum at UTC, either as a requirement degree, if they are equivalent, or as elective courses.
2. The criteria for validating a course are based on academic equivalence determined by the course name and comparing its official description or syllabus.
3. For courses that are degree requirement, the number of course credits or courses to validate must be greater or equal to the number of course credits offered by the UTC. If the number of credits in the study center of origin is greater than that of the academic program at UTC, only the number of credits established in the UTC will be recognized. For elective courses, the value transferred courses will receive the value in having credit-hour course in the academic institution of origin, provided they do not exceed the credit value of the course in UTC.
4. Under no circumstances courses with a greater number of credits than they had in the home institution will be recognized.
5. The course or courses to validate should be approved with no older than five (5) years.
6. The maximum number of credits to be transferred is up to 50% of the total credits required in the curriculum of the UTC.
7. The transferred courses will be included on the transcript, but not taken into account in calculating the grade point average.
8. The student must complete an application for recognition of credits that is available in the ORA and pay \$ 25.00 in the DAF for each transcript evaluated.

## **ACADEMIC RECORDS**

The UTC is committed to compliance with the Family Educational Rights Act Family Privacy Act (FERPA) of 1976, known as the Buckley Amendment, as amended, which applies to educational, public or private institutions that receive funds from the federal Department of Education, or whose students receive such funds to pay for their studies. This legislation protects the privacy of institutional records, establishes the rights of

students to inspect their education records, and provides guidelines for the correction of incorrect information or the product of misunderstanding through formal and informal views.



## **CREDITS TRANSCRIPTS**

Transcripts of academic work in the UTC will be issued by the ORA upon the request of the student concerned by completing the appropriate form and payment of the charges due.

The request will be processed within 5-10 business days. The first transcript issued at the student request will be free of charge. The others require payment. Please see Financial Information section of this catalog for costs. All fees are paid in the DAF.

Official transcripts for other institutions, agencies will be issued when an authorization is made in writing by the student. The student will only receive unofficial transcripts. No transcripts will be issued to a student who has debts to UTC.

## **NUMBER OF STUDENTS PER YEAR**

The sections scheduled lecture courses have a minimum of ten (10) students and a maximum of thirty (30), the maximum allowed for safety reasons in the designated room, whichever is less. For laboratory courses, workshops or seminars the maximum amount of students shall be twenty (20). The Dean of Academic Affairs will evaluate the nature of the course and down the maximum according to the stated above.

## **RULES OF ATTENDANCE**

The following are the rules on attendance:

1. Class attendance is required. The faculty will record student absences.
2. No faculty member will make arrangements independently with the student to enroll in a course without being required to attend classes.
3. Class attendance is part of student assessment, therefore, frequent absences will affect your final evaluation.
4. The teacher has the prerogative to terminate a student. When a student is absent more than three consecutive meetings without cause and before the date of partial withdrawals, the teacher will inform the Office of Academic (DAA) who will contact the student affairs and may give administrative withdraw "WA".

5. A student who is absent for illness or serious extenuating circumstances may apply in writing to the Academic Dean's License Absence. It will be reviewed and if approved is granted for no more than 180 days for the student to complete the course requirements for that semester. This license will be identified with "LA" on the student's transcript and will be replaced by the corresponding grade to complete the course requirements.

6. All classes are computable absences and are counted from the first day of classes of the semester. Three delays equal one absence.

### **AGREEMENT COURSES**

A student who needs to take a prerequisite course grade that is not available in regular academic load of a particular academic session or scheduling conflicts exist with other courses also requirements may pursue the same under a form of non-traditional study or by agreement with the professor who regularly teaches the subject at UTC. This request must be submitted in writing to the DAA, with detailed expression of the circumstances that motivate. The written agreement or student engagement will be for the purpose of fulfilling the objectives, content and assessment requirements of the course requested. The role of the faculty member will be a facilitator and evaluator of subject mastery Studied under this system, while the student agrees to perform the activities of reading and learning tasks individually. To qualify the student must meet the following standards and conditions:

1. To be in his fourth year of studies and be a candidate for graduation in the academic session for wanting this course.
2. That the requested course grade is a requirement and is not going to offer in the traditional way during the session that requests or scheduling conflicts there another course that is also enrolled degree requirement.
3. Obtain written approval from the Dean of Academic Affairs
4. Meet with the designated teacher in a minimum of three (3) contact hours in each month of the relevant academic session to discuss the matter or academic tasks and allow the teacher assess progress in mastering its contents.
5. Comply with the evaluation requirements stipulated in the academic syllabus and schedule of topics and activities.

## **ACADEMIC HONESTY AND COPYRIGHT**

Academic Plagiarism is defined as the unauthorized reproduction of a work by an author, regardless of the validity of the rights contained therein and its nature, oral or materials, and whose authorship is explicitly or implicitly appropriate falsely who plagiarize. The legal plagiarism, meanwhile, refers to the unauthorized use of a work by an author with existing rights, which has been incorporated into a support material (book, audio, video, canvas, etc.) and whose authorship reproduction, as an aggravating circumstance, it may sometimes be appropriate falsely who plagiarize. Plagiarism and academic dishonesty may constitute violations of federal and STATE, protection of intellectual property and copyright which may lead administrative penalties and legal consequences as it is a claim for damages and criminal charges.

If a UTC student is caught in the act of cheating on a test or quiz, if you have a written work of another person as your own or use the ideas, words, graphs, pictures, tables or other work (or part it however small) from someone else and passed by its author incurs academic dishonesty, which may include the type of legal academic plagiarism. A student who engages in such conduct will be referred to DAA, who will prosecute applicable to determine whether or not committed misconduct and impose a sanction according to the severity of the administrative procedure. Possible sanctions would be that the student receives an "F" in the course, be placed on academic probation for a period of one year or suspended for a term not less than one semester, or be expelled from the UTC.

To avoid academic dishonesty in all its forms, the student must inform his reader that it is not only the author but also by techniques accepted in the academy citation must specifically where the information it uses comes.

## **ACADEMIC STANDARDS**

### **Ranking students in their academic year**

Students are graded on their academic year as credit hours semester who have passed, according to the following scale:

First year	1 - 34 credits
Second year	35 - 70 credits
Third year	71 - 104 credits
Fourth year	105 - 133 credits

## **Task and academic course load**

The academic course load and job runs on a minimum of two (2) regular meetings and one special summer academic year. In the semi-alternative session includes a period of sixteen (16) teaching weeks plus the time required for final exams and grades delivery. Unless extraordinary circumstances beyond the control of the University, the first semester of the academic year includes from August to December and the second semester from January to May of each academic year. The regular academic summer session is offered during the month of June.

One credit corresponds to one hour of academic work in the traditional teaching model is equivalent to a period of 55 minutes of direct contact with the teacher assigned to the course enrolled. The three-credit courses meet three (3) hours per week. The courses of two (2) credits meet two hours per week. Credit courses meet one (1) hour.

The student has a full-time course load of 12 to 18 credits per semester. The student has a part-time course load between 1 and 11 credits per semester. To enroll in more than 18 credits, a student must have a cumulative GPA of 3.25 or more, and the written approval of the Dean of Academic Affairs.

It is expected that a full-time student will meet the graduation requirements within a period of four to five years. Loans to be considered in obtaining a degree in UTC should have been approved with no older than ten (10) years. Therefore the credits will expire at the end period.

## **Academic Evaluation System and Academic Skills Assessment**

The system of academic assessment and academic skills assessment process allows cumulatively record the progress in understanding, assimilation and systematization of knowledge, development of skills and professional, personal or other skills, hard work and intellectual performance student, under the guiding light of the educational objectives of the UTC.

The academic evaluation system is the set of methods and techniques for assessing the academic progress of students and consists of partial and final academic assessments. This assessment is conducted in each course enrolled for the semester and overall cumulative GPA.

Each teacher will determine the criteria of assessment for each evaluative academic task, which should not be less than three (3) nor more than five (5) and assign the value proportional or weighted relative to the overall assessment of a particular course. The weighted value is based on percentages (maximum 100%). The cumulative percentage obtained will be equivalent to a grade which will have a point value per credit for the computation of the GPA (semester and general), according to the following scale:

Percentage	Final Grade	Points for Credit
100-95%	A	4.0
94-90%	A-	3.7
89-87%	B+	3.3
86-83%	B	3.0
82-80%	B-	2.7
79-77%	C+	2.3
76-73%	C	2.0
72-70%	C-	1.7
69-67%	D+	1.3
66-63%	D	1.0
62-60%	D-	0.7
0-59%	F	0.0

### **Explanation of final grades**

Categories "A" represents work of excellent quality. The categories of "B" represents work of above average quality. Categories of "C" represent average quality work. The categories "D" represent a minimum quality work. The "F" stands for failure; no credit points are allocated, but have to get the cumulative and semester GPA.

When a student repeats a course in which received a grade of "F", "WF", "WA" This will remain on the transcript and count towards the semester average in which it was received. An AC rating ("R") appears next to the score and the highest score will be counted in calculating your GPA.

Other symbols may also appear on the student's record. These are:

"IF"	<i>Incomplete "F"</i>	It is a provisional rating used by the faculty member when a student requests in writing, due to justified reasons cannot complete the course requirements on time. For more information see the section below incomplete.
"W"	<i>Withdrawal</i>	It is assigned when a student withdraws from a class during the time specified in the academic calendar.
"WF"	<i>Withdrawal with F</i>	It is assigned when a student withdraws after the time specified in the academic calendar. It is used to calculate the yearly and cumulative average.
"WA"	<i>Administrative Withdrawal</i>	Is it assigned when a student is administratively dropped and is equivalent to F. This is used to calculate the yearly and cumulative average
"O"	<i>Listener</i>	It has no score nor receives college credit
"R"	<i>Repeated</i>	Indicates that the course has been repeated.
"CONV"	<i>I validated</i>	Indicates courses which have been granted academic validity, as they have been approved in other schools with a grade of "C" or better.
"EX"	<i>Review or experience</i>	Indicates that academic work has been credited by examination or experience. It is not taken into account in computing the cumulative and semester GPA.
"S"	<i>Satisfactory</i>	Used when a student meets the requirements of a course whose grade was classified as Satisfactory (S) and does not receive college credit.
"NS"	<i>Unsatisfactory</i>	It is used when a student does not meet the requirements of a course, the grade is classified as Unsatisfactory (N). Does not receive college credit.

“AR”	<i>Retroactive action</i>	Indicates that a retroactive action has been taken.
“LA”	<b>Leave of Absence</b>	It is a provisional rating assigned by the Academic Dean after the student has requested in writing, due to illness or extenuating circumstances.

**Repeating Courses**

Students may repeat once those courses where they obtained a final grade of "WA", "WF" or "F" entitled to payment of the Pell Grant program. The student will be responsible for payment of courses after the second time. In repeated courses is the highest rating for the calculation of the cumulative grade point average used.

Students have the option to repeat courses in which they have obtained D +, D and D-. The highest grade earned is used to determine the cumulative GPA. These courses are marked with an "R" on the student's transcript to indicate that were repeated. Repeating courses with D and its variants, the same will not be covered by Pell Grant funds.

A hearing student may repeat a course as many times desired.

**Incomplete**

Each student is responsible for promptly taking midterms and finals set as a requirement for a course and do the research and all kinds of academic work which to assess progress in the domain of understanding, assimilation and systematization of knowledge, development of skills and technical skills or otherwise as required content, quality and time as may be determined by the faculty in charge of a particular course and training objectives of the UTC.

Incomplete (I) is a temporary grade requested by the student and given by the teacher in cases where justified reasons prevent the student meets the course requirements. Not considered incomplete lack of exam preparation, time and confusion of not timely deliver the required work.

The student asks for an incomplete and fill the appropriate application form from the ORA and submit documentation evidencing the right to receive it. An incomplete application carries a \$ 30.00 fee to be paid in the DAF. Final acceptance of the application is determined by the concerned teacher and the DAA.





The professor will award a provisional incomplete grade "F" ("IF"). In each case, the student is responsible for the removal of an incomplete. If a student does not remove the incomplete by the date stipulated by the teacher, the student will earn an "F" rating. This temporary grade is used to calculate the GPA.

The incomplete must be removed on the date specified in the academic calendar for the next academic session. The professor officially fill the incomplete removal that is available in ORA.

### **Changes in Grades**

The student has the right to appeal to the teacher a grade that considers unfair. You must start the process over a period not exceeding 30 calendar days from the start of classes next academic session. Any right to claim after the term expires. The teacher, after examining the evidence, completes a grade change form to be processed in the ORA.

### **Calculation of Cumulative Grade Point Average and Semester**

The cumulative and semester GPA of each student is measured by the ORA, which assigns scores an absolute numerical value according to the above scale. In determining the cumulative and semester GPA takes into account the completed courses. These rates are determined by multiplying the absolute value of each grade by the number of credits for each course and then the total score is divided by the number of credits completed.

## **CHANGES IN PROGRAM CLASSES**

The student is responsible for preparing the class program in consultation with an academic advisor that may be a faculty member or full-time dean of student services for freshmen. For the candidates for graduation, they will consult the Dean of Affairs Academic and the General Catalog to avoid making changes.

If an enrolled student needs to make changes to their class schedule, such as additions, deletions or changes of sections, must request official change form that is available on the ORA. The changed sheet must be returned to the ORA for official changes.

## **Enroll**

All students may add courses to their curriculum they enroll in a maximum of 18 credits. To enroll in more than 18 credits, a student must have a cumulative GPA of 3.25 or more, and the written approval of the Dean of Academic Affairs. Courses may be added to the last day of late registration.

## **Withdrawals**

### **Partial Withdraw**

A student may withdraw from individual one or more courses during the period designated for partial withdrawals in the academic calendar, in which case a "W" will appear on your transcript. Any student, who did not attend classes, must be scrapped; if it is not written down officially will receive a grade of "F" in the course. Dropouts after the regular registration period carry a course fee.

If a student withdraws after the period designated for partial withdrawals he/she will receive a "WF" as a qualification, which will appear on record, and will be used to calculate the semester and cumulative GPA.

### **Total Withdrawal**

A student may withdraw from all courses before the end of the academic session. If the withdrawal occurs after the date of partial withdrawals, the student will receive a grade of "WF" which will be used to calculate the GPA. Students, who decide to withdraw from all courses and did not follow the formal processes, will be given an Administrative Withdrawal (WF). Cancellation policy and refunds is applied to cases of total withdrawal as previously stated in this catalog.

### **Administrative Withdrawal**

A student may be given partial administrative withdraw of a course or total (all courses) by the DAA and ORA by one or more of the following reasons:

1. Excessive absences. Three absences in three-credit courses and two two-credit courses are considered excessive. A teacher may recommend the DAA to be given administrative withdraw for a course a student due to excessive absences.
2. Lack of payment of study costs.

3. A student who enrolls in a greater number of those overall GPA lets you credits.

4. A student who enrolls but is not authorized by counselor course.
5. Academic dishonesty.
6. If the student does not follow the formal processes for a total withdrawal.
7. Any other reason that makes your stay in the UTC a drawback or considered fruitless.

The administrative withdrawal process is initiated by the DAA and uses the official sheet changes. The student must be notified in writing of such action.

The student receives a grade of "WA" in the courses he was enrolled in the semester that received administrative leave. The "WA" is equivalent to F. This grade is used to calculate the cumulative average and semi-successful, and credits attempted. The institution will apply the cancellation policy and institutional refund policy and repayments of Title IV Funds in these cases. The student will be responsible for the balance arising as a result of this calculation.

### **Changing sections**

To make a section change, a student must withdraw from the section in which it is registered and add the desired section by following the procedures of ups and downs. Changes must be made within the designated period changes.

## **REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS**

The Bachelor of Arts program from the UTC consists of 133 credits for the concentration in Pastoral Studies (EP) and Christian Education (CE) and 135 for Biblical Interpretation (IB). The UTC will check through the ORA if the student has obtained a Satisfactory Academic Progress (SAP) at the end of each semester.

To achieve SAP in either bachelor programs offered by the UTC, the student must:

1. Have a minimum cumulative grade point average (GPA) of 2.00 retention. Every six months the student will be interviewed by their academic advisor to assess their academic progress and advancement in their curriculum. The responsibility for coordinating the date for an interview is shared between the student and the director appointed.

2. Pass a minimum of 67% of the credits in which originally enrolled (attempted credits).

3. Complete the degree within the time period established. It is expected that a full-time student meets the graduation requirements in a period of four (4) years to five (5) years, and a part-time student meets the degree requirements within ten (10) years.

The evaluation periods (increases) satisfactory academic progress will be calculated by the ORA semiannually. If the student does not approve 67% of credits in which originally enrolled or does not get the minimum cumulative grade point average, the student is placed for the next semester in Default Notice (Warning).

### **PROBATION PERIOD**

If at any evaluation period (increases), the student does not meet the policy requirements of PAS, will be placed on academic probation. Notification of probation shall be sent by certified mail by the ORA. During the probationary period, the student will be eligible for Title IV funds.

If on the next evaluation period (increase), the student does not meet the minimum cumulative credits and GPA required policy PAS will lose their eligibility to participate in Title IV funds and any other financial assistance and will be suspended for a semester for lack of PAS. Courses taken at another institution during the academic suspension will not be validated in UTC.

### **REELIGIBILITY**

Student who has been suspended may continue their studies, but in condition of readmission probation. During that semester, the student is not eligible to receive financial aid funds. Once the student meets the minimum requirements of SAP may be eligible for these funds.

If during the period that the student continues his studies but did not comply with the SAP policy, the student would be suspended again and will just be given one last chance to further prove that he/she can successfully meet the requirements of SAP.

### **REQUEST FOR SAP**

The SAP policy will be applied at the end of the second regular semester of each academic year. If a student is notified of a determination of SAP and understand that there is cause to review that determination, may submit a written request for reconsideration to the DAA within thirty (30) calendar days of notification of the decision

of none academic progress. The request should detail the reasons why the determination should be reconsidered and include evidence to support its claims, if any.



The Dean of Academic Affairs will cite the Appellate Committee of SAP to reconsider the cases submitted to it within thirty (30) days of notification of the determination. This committee, composed by the Dean of Academic Affairs, Admissions Officer, the Dean of Student Services and Financial Aid Officer shall notify the final resolution of the petition for review no later than five (5) working days after deliberate on it.

### **HONOR ROLL**

Students have the privilege of belonging to Honor Dean of Academic Affairs by average. Students with a semester grade point average between 3.50 to 3.79 will be honored as students of the Honor Roll. Students with 3.80 to 4.00 semester GPA students will be honored as Academic Excellence. The Honor Roll is held once a year in “Noche de Logro”, it takes into account the event the prior semester. Students must be enrolled full time or part time and have completed their first year of study (34 credits or more).

### **GRADUATION REQUIREMENTS**

A person wishing to graduate must meet the following graduation requirements:

1. Successfully complete the 133/135 credits required for the academic program with a cumulative grade point average of not less than 2.00, including program requirements and Christian Service Integration Seminar (MIN 420).
2. Pay off your debts in the financial DAF.
3. Submit the books due to the Library.
4. Fill out the application for graduation and pay the appropriate fee, regardless of whether you attend graduation ceremonies or not.
5. Take the exam biblical content.

Having submitted the application for graduation and pay the appropriate fee shall not be considered as an offer or as a graduation engagement of the UTC. Only completing the requirements specified in this Catalogue will give the student the right of recognition of academic degree completed during his years of study.

Graduation requirements are subject to change.

## **ACADEMIC HONORS**

The degrees granted by the UTC to those students who complete the requirements of a particular program or master's degree, will be honored based on the calculation of the cumulative grade point average (GPA) according to the following scale:

3.80 a 4.00	Summa Cum Laude
3.60 a 3.79	Magna Cum Laude
3.59 a 3.50	Cum Laude

Certificates given by the UTC to students who complete the program requirements of study leading to a less than bachelor degree, will be honored based on the calculation of the cumulative index as follows:

3.75 a 4.00	Mention High Honors Outstanding Notes
3.74 a 3.50	Honorable mention very good

Students who have not passed any of the courses enrolled or have been suspended from their program of study for academic or administrative reasons, will not be entitled to academic honors.

## **DIPLOMAS**

Graduate student will receive two diplomas: UTC confers the degree of Bachelor of Arts and the Evangelical Training Association gives the "Standard Teacher Diploma."

If the student loses a graduate diploma may request a copy from the ORA, by completing the form available for this application and pay a fee of \$ 15.00 per diploma.

## **EDUCATIONAL RESOURCES**

### **Faculty**

The primary resource of any school is its faculty. The UTC faculty is composed of men and women of strong Christian character, who possess the academic preparation and experiences necessary to enrich the educational experience. Academic excellence, dedication to Christian service, institutional loyalty and genuine concern for the development of each student, promote a relationship of support from the faculty to the student body.

Each faculty member is academically prepared in their teaching area. However, their work is not limited to the exercise of the chair, but is projected to the strengthening of the family, the church and the wider community through actions directed to exercise their vocation of Christian service.

### **Directors of academic programs**

Each academic program is directed by a faculty member who coordinates academic advising of students in their respective programs and organizes activities to strengthen these.

## **DEGREES AND CONCENTRATIONS AT UNDERGRADUATE LEVEL**

Theological University of the Caribbean offers three levels of study: Bible College, Bachelor and Master degree.

### **BIBLE SCHOOLS PROGRAM**

Bible school program is designed for those with basic schooling but because of special situations they do not want to pursue a formal degree, but want to have a general understanding of the fundamentals of the Christian faith. This program enables students to pursue positions of Christian leadership in the local church and encourages them to pursue theological studies at bachelor's degree level, since that some credits can be validated.

Graduates of this program receive a Diploma in Biblical Studies Bible College and Theological (two-year program with a recognition of 7 credits at bachelor program at UTC) or a Certificate of Life Bible Institute and Ministry of the Local Church (a year program with a validation of 13 credits of the bachelor program UTC). The Certificate and Diploma credits can be transferred in accordance with the policy set to a maximum of 20 credits. These certificates enable students to work at their local church evangelism and teaching in Bible school. Some of the graduates exercise as pastors, teachers and leaders in local congregations.

The program is offered in different parts of the island, such as Aguada, Aguadilla, Bayamón, Camuy, Carolina, Caguas, Quebradillas, Mayaguez, Ponce, Rio Grande, Rio Piedras, San Juan, St. Thomas, Toa Baja, Trujillo Alto and Florida (USA). Usually, meets two nights a week.

### **CERTIFICATE PROGRAM**

This program is designed for students who wish to apply for ministerial credentials and need specific courses. In addition it includes students who have already obtained a BA and wish to pursue graduate studies or acquire skills in a specialty area. Each certificate consists of 18 credits at the undergraduate level. Graduates of this program receive a Certificate in accordance with one of the following specialties:

1. Biblical and Theological Studies
2. Christian Education

3. Pastoral Counseling

4. Pastoral Studies

Certificate Program is not eligible for Pell Grant funds.

### Curriculum for a certificate

#### Biblical and Theological Studies \*

Code	Course Title	Credits
AT 101	Panorama Old Testament	3
NT 101	New Testament Technical Research	3
EG 103	Research Techniques	2
BI 200	Skills for Biblical Interpretation	3
TBS 200	Theology Interpretation	3
HI 201	Church History	3
MIN 400	Seminary Biblical Studies	1

#### Christian Education

Code	Course Title	Credits
EC 201	Introduction to Christian Education	3
EC 210	Sociological Foundations of Education	2
EC 304	Educational Psychology	3
EC 305	Teaching Methodology	3
EC 310	Technology and Educational Materials	2
EC 402	Assessment and Measurement of Learning	2
EC 410	Education for Peace	2
EC 401	Seminar on Christian Education	1

#### Pastoral Counseling

Code	Course Title	Credits
RP 302	Sexuality and People	3
RP 303	Sexual Ethics in Ministry	3
CPC	Introduction to Pastoral Counseling	3
3		
1		
1		
CPC	Premarital Counseling and Marriage	3
3		

1			
2			
CPC		Pastoral Crisis Intervention	3
3			
2			
0			
CPC		Integral Pastoral Care	2
4			
0			
5			
MIN 420		Seminar in Ministry or CPC 400 Seminar in Pastoral Counseling	1

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#### Pastoral Studies \*\*

Code	Course Title	Credits
BI 200	Skills for Biblical Interpretation	3
MIN 210	Principles (Begining) of Church Growth	2
PA 210	Liturgy	2
RP 303	Sexual Ethics in Ministry	3
CPC	Pastoral Crisis Intervention	3
3		
2		
0		
MIN 401	Church Administration	3
CPC	Integral Pastoral Care	2
4		
0		
5		

This recommended for students who have a secular high school and are interested in continuing their graduate studies certificate. \*\* This would be the program certificate or credential candidates exhorter of the Church of God, who will require 20 credits. Given that the current certificate is 18 credits, we recommend you take a course Advanced Homiletics and Preaching to complete the 20 credits required.

### BACHELOR OF ARTS PROGRAM

UTC offers courses leading to the degree of Bachelor of Arts (four-year college level) with one of three concentrations, namely:

1. Pastoral Studies

2. Biblical Interpretation

3. Christian Education

Bachelor's Degree Arts follows the American system. In general, corresponds to what in some Latin American countries called degree. For a bachelor's degree one must complete 133 credits for the program of EP or EC or 135 to IB.

### **AREAS OF STUDY**

UTC curriculum is organized around three areas of study, namely:

1. Biblical and Theological Studies

2. General Studies

### 3. Professional Studies (includes specialized courses)

Progress in research is measured based credits; one credit corresponds to fifty-five (55) minute lessons per week. The curriculum requirements serve as a guide to planning and programs are subject to change. To complete the requirements for graduation, students enroll in a common core curriculum in each area of study that is described below:

#### **AREA I: GENERAL STUDIES (41 credits)**

The curriculum for the area of General Studies offers students the opportunity to examine the human activity through history and its application to the modern world. This curriculum provides the knowledge to understand the beliefs that form the worldview of students and provides the basis for it to integrate biblical principles. By completing the courses in the area of general studies, students will be able to:

1. Develop a worldview of humanity and the world.
2. Understand better himself/herself.
3. Assess and accept individual differences through the history of mankind.
4. Understand the environment and the social reality of our world.
5. Develop communication skills in Spanish and English.
6. Understand and apply research techniques learned in their academic and professional studies.

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
EG 100	Orientation	N/C
EG 101	Basic Spanish I	3
EG 102	Basic Spanish II	3
EG 103	Research Techniques	2
EG 110	English as a Second Language I	3
EG 111	English as a Second Language II	3
EG 120	History of Puerto Rico	3
EG 130	Introduction to Philosophy	3
EG 140	Basic Math	3
EG 233	* Introduction to Sociology	3



EG 234	* Psychology Foundations	3
EG 235	* Cultural Anthropology	3
EG 241	Humanities	3
EG 242	Humanities	3
EG 321	Biological Sciences	3
EG 323	Ecology	3

\* Of these three courses the student will choose only two.

## AREA II: THEOLOGICAL AND BIBLICAL STUDIES (40 credits)

The Bible is the foundation of the Christian message; therefore, the study of the historical, cultural and religious context provides students with the necessary tools to recognize, interpret, internalize and disseminate the biblical message. In addition, the student examines the concept of God as depicted in the Bible and how it is revealed through the story and its impact on the human experience. The student develops a theological position within a pneumatological perspective.

By completing the courses in the area of biblical and theological studies, students will be able to:

1. Assess the Bible as the framework and foundation for the integration of all knowledge.
2. Understand and interpret the message of the Bible through study of its content and historical and cultural context.
2. Develop competence in the exhibition and study of the Bible and theology.
3. Integrate a biblical and theological life and Christian ministry knowledge.
4. Understand the doctrines about God from a biblical and theological perspective.

Code	Course Name	Credits
AT 101	Panorama of the Old Testament	3
BI 100	Introduction to the Bible	3
BI 200	Skills for Biblical Interpretation	3
BI 210	Prophetic Literature	3

NT 101	Panorama of the New Testament	3
RP 302	Sexuality and People	3
TBS 200	Introduction to Theology	3
TBS 201	Systematic Theology	3
TBS 302	Systematic Theology	3
TBS 310	Pneumatology	3
TBS 311	Contemporary Theology	2
TBS 400	Eschatology	3
	* Book of the Bible	3
	*Book of the Bible	2

\* These studies are not exegetical.

### AREA III: PROFESSIONAL STUDIES (52 credits)

The area of professional study analyzes and evaluates the commitment and ministry of the Church and the world. The way the Church communicates the gospel is as important as its content. The ministry of the contemporary church does not split with his ministry through the history and different periods. This area provides the student the opportunity to integrate theoretical knowledge with practice of Christian education, pastoral work and study and Bible teaching.

By completing the courses in the area of professional studies, students will be able to:

1. Assess the way in which the Christian message is presented as an essential means of communicating the gospel.
2. Assess the Christian ministry in one of the following concentrations: Christian education, pastoral care, and the study and teaching of the Bible.
2. Understand the historical development of the Church.
3. Collect awareness of issues affecting contemporary society and analyze them from a Christian perspective.

Code	Course Name	Credits
EC 410	Education for Peace	2
EM 300	Religious Pluralism	2
EM 310	Missiology	3
ETC 301	Christian Ethics and Contemporary Debates	3
HI 101	History and Thought of the Pentecostal Movement in	2

	Puerto Rico	
HI 201	Church History	3
HI 301	History and Government of the Church of God	2
	Concentration Courses	24
	Electives	10

### **CHRISTIAN SERVICE PROGRAM AND PRACTICES**

Christian Service Programs (SC) and supervised practice are integrated to the bachelor program. Therefore, they are required for all students seeking to earn a degree at UTC. The bachelor program requires the student to successfully complete three semesters of Christian Service. These have no credit value, but are graduation requirements. The last year of studies offers students the opportunity of a supervised practice in the area of concentration, which is worth two (2) credits per course.

The Christian Service Program is designed to provide students with progressive experience in the diverse areas of ministry in each of the concentrations. It is a program of non-proselytizing character, service to God, the church and the community, which provides students with a variety of ministry opportunities that combine theory and practice in the various existing institutional contexts in the community, with a interagency focus, inter-service. Supervised practice programs and Christian service and are coordinated by the Office of Student Ministries. The policies of each program are published in a separate manual.

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
SC 101	Christian Service	N/C
SC 102	Christian Service	N/C
SC 201	Christian Service	N/C
PP 202	Pre-practice	1

### **CONCENTRATIONS**

Addition to the basic program described above, each student needs twenty-four (24) credits in major courses and ten (10) credits in elective courses. A description of concentration required courses and suggested electives offered are followed. You can take electives in a concentration that is not their own.

### **Pastoral Studies**

This concentration is designed for students who aspire to engage in pastoral ministry in its various expressions: pastoral ministry, church administration, counseling, missions and chaplaincy. It provides an update on the pastoral dynamics in the Church focus. In addition to the required courses, pastoral studies concentration requires completion of 24 credits. The general objectives of this concentration are:

1. Understand the call to the ministry and the nature pastoral ministry.
2. Comprehend the compromise of life challenges and the pastoral task.

By completing the courses in the concentration of pastoral studies, the students will be able to::

1. Develop the necessary skills for the sermons preparation and exposition.
2. Apply the leadership principles to Church administration, care and pastoral work.
3. Organize and guide the worship services and special ceremonies.
4. Identify and analyze the relevant issues related to pastoral counseling.

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
CPC 311	Pastoral Counseling	3
CPC 320	Pastoral Crisis Intervention	3
CPC 405	Integral Pastoral Care	2
MIN 401	Church Administration	3
MIN 403	Parliamentary Processes and Legal Aspects of Ministry	3
MIN 404	Pastoral Practice	2
PA 200	Homiletics	2
PA 210	Liturgy	2
RP 303	Sexual Ethics in Ministry	3

### **Biblical Interpretation**

This concentration is designed for students who anticipate a ministry focused on teaching the Bible (Bible teacher, director of educational programs). In addition to the required courses, the concentration of biblical interpretation requires completion of 26 credits. The general objectives of this concentration are:

1. To understand the biblical and theological thought.
2. Understand the Scriptures effectively with a basic knowledge of the Hebrew Old Testament and Greek New Testament.
3. To master the basic skills to communicate and teach the Bible.

4. Develop competence as a Bible teacher.

By completing the courses in the concentration of biblical interpretation, students will be able to:

1. Understand the historical context in which the Old Testament or the New Testament was written.
2. Analyze and reflect on the people of Israel or the Christian community presented in several key books of the Bible.
3. Develop basic grammatical and linguistic skills in one of the original languages of the Bible.
4. Get a total vision of God's master plan for the redemption of humanity in the context of the Old or New Testament.

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
BI 201	Introduction to Exegesis	2
IB 201/ LAB 201	Hebrew Elementary / Laboratory	4
IB 301/ LAB 301	Intermediate Hebrew / Laboratory	3
IB 221/ LAB 221	Greek Elementary / Laboratory	4
IB 321/ LAB 321	Greek Intermediate / Laboratory	3
TBS 401	* Theology of the Old Testament	3
TBS 402	* Theology of the New Testament	3
	Exegetical Bible Studies	4
IB 404	Teaching Practice	3

\* In these two courses, the student will choose just one.

### **Christian Education**

This concentration is designed for students who aspire to get involved in the educational ministry of the local church in the area of Christian education in a private Christian school or other education related agencies. In addition to the required courses, Christian education concentration requires completion of 24 credits. The main overall objectives in this concentration are to:

1. Offer a variety of opportunities to help students develop skills, attitudes and skills for implementing Christian education ministries in different contexts and for different stages of human development.

2. Provide students with a solid biblical background to enable them to be valuable educational resource for local churches, private Christian schools and other educational agencies.

By completing the courses in the concentration of Christian education, students will be able to:

1. Implement the pedagogical skills necessary for the proper development of a productive work of Christian education.
2. Be competent as teachers or leaders of Christian education.
3. Develop a biblical, educational and personal philosophy on the nature of educational ministry in the church and related agencies.
4. Understand and evaluate the stages of human development and group dynamics.
5. Apply teaching methods for different age groups.
6. Use audiovisual materials and technology available.
7. Know the educational agencies of the church and community.
8. Apply the principles of leadership and management in the educational programs of the church or a Christian private school.

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
EC 201	Introduction to Christian Education	3
EC 210	Sociological Foundations of Education	2
EC 211	History and Philosophy of Education	3
EC 304	Educational Psychology	3
EC 305	Teaching Methodology	3
EC 310	Technology and Educational Materials	2
EC 402	Assessment and Measurement of Learning	2
EC 420	Inclusion and Education of Students with Special Needs	3
EC 404	Teaching Practice	3



## DISTRIBUTION OF THE BACHELOR PROGRAM PER YEAR

The following distribution of the curriculum per academic year is recommended by the Dean of Academic Affairs so that the school will be completed in four years.

### FIRST ACADEMIC YEAR

#### First semester

Code	Course Name	Credits
AT 101	Panorama of the Old Testament	3
BI 100	Introduction to the Bible	3
EG 100	Orientation	N/C
EG 101	Basic Spanish I	3
EG 103	Research Techniques	2
EG 110	English as a Second Language I	3
HI 101	History and Thought of the Pentecostal Movement in PR	2
SC 101	Christian Service	N/C
<b>Total Credits:</b>		16

#### Second Semester

Code	Course Name	Credits
EG 102	Basic Spanish II	3
EG 111	English as a Second Language II	3
EG 120	History of Puerto Rico	3
EG 130	Introduction to Philosophy	3
EG 140	Basic Math	3
NT 101	Survey of the New Testament	3
SC 102	Christian Service	N/C
<b>Total Credits:</b>		18

### SECOND ACADEMIC YEAR

#### First Semester

Code	Course Name	Credits
BI 200	Skills for Biblical Interpretation	3
EG 233	Introduction to Sociology	3
EG 234	Foundations of Psychology	
EG 235	Cultural Anthropology	
EG 241	Humanities	3
HI 201	Church History	3
SC 201	Christian Service	N/C
TBS 200	Introduction to Theology	3
	Concentration Courses	3

	<b>Total Credits:</b>	18
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### Second Semester

Code	Course Name	Credits
BI 210	Prophetic Literature	3
EG 233	Introduction to Sociology	3
EG 234	Psychology Foundations	
EG 235	Cultural Anthropology	

EG 242	Humanities	3
PP 202	Pre-practice	1
TBS 201	Systematic Theology	3
	Books of the Bible	2
	Concentration Courses	3
	<b>Total Credits:</b>	18

## THIRD ACADEMIC YEAR

### First Semester

Code	Course Name	Credits
EG 321	Biological Sciences	3
EM 300	Religious Pluralism	2
HI 301	History and Government of the Church of God	2
RP 302	Sexuality and People	3
TBS 302	Systematic Theology	3
	Concentration Course	5
	<b>Total Credits:</b>	18

### Second Semester

Code	Course Name	Credits
EG 323	Ecology	3
EM 310	Missiology	3
ETC 301	Christian Ethics and Contemporary Debates	3
TBS 310	Pneumatology	3
	Book of the Bible	3
	Concentration Course	3
	<b>Total Credits:</b>	18

## FOURTH ACADEMIC YEAR

### First Semester

Code	Course Name	Credits
TBS 311	Contemporary Theology	2
TBS 400	Eschatology	3

	Concentration Course	7
	Electives	5
	<b>Total Credits:</b>	17

### Second Semester

Code	Course Name	Credits
EC 410	Education for Peace	2
MIN 400	Integration Seminar	N/C
	Practice	3
	Electives	5
	<b>Total Credits:</b>	10

**TOTAL CREDITS**

**133**

### DESCRIPTION OF UNDERGRADUATE COURSES

- EG 100      Orientation (no credit) An introduction to the college community life and services offered by the institution (N / C).
- EG 101      Basic Spanish I (3 credits) An introduction to the study of Spanish language, both in its historical aspect and grammar, and an approach to contemporary literary creation in the genre of the essay (argumentative and expository speeches).
- EG 102      Basic Spanish II (3 credits) Prerequisite: EG101. Give special emphasis on writing techniques and style and a vision of contemporary creative writing in Spanish in the genres of short story. Study and analysis of representative works of these genres and integration of practical exercises in writing skills and style.
- EG 103      Research Techniques (2 credits) A study of the skills of collecting, organizing, analyzing and interpreting information, applied to the drafting of written research papers.
- EG 104      Physical Education (1 credit) A study of principles of health, physical education and recreation.
- EG 110      English as a Second Language I (3 credits) An introduction to the study of English grammar and development of communication skills through oral and written practice in the use of basic language structures.

- EG 111 English as a Second Language II (3 credits) Prerequisite: EG110. Continued development of skills for the effective use of English, gives emphasis on writing techniques and style and an approach to reading and understanding poems, essays and short stories in that language.
- EG 120 History of Puerto Rico (3 credits) An overview of the history, culture and socio-political task of Puerto Rico with emphasis on the process of acculturation and its impact on the Puerto Rican personality.
- EG 130 Introduction to Philosophy (3 credits) A study of the philosophical currents developed through history with an emphasis on fundamental philosophical problems and their implications.

- EG 140 Basic Mathematics (3 credits) The course consists of theory and practice solution numerals and word problems in algebra, geometry and statistics.
- EG 200 Introduction to Computer (3 credits) An introduction to the use and management of the personal computer.
- EG 201 Power Point (1 credit) Laboratory for development in the use of Microsoft Office application PowerPoint. Excel EG 202 (1 credit) Laboratory for development in the use of Microsoft Office Excel application.
- EG 233 Introduction to Sociology (3 credits) is the study of man in relation to society. It is a matter of interest the emergence of sociology and the development of three theoretical approaches. Issues of culture, social groups, deviant behavior, religion and social stratification are discussed. The Puerto Rican context is taken into account and theological contributions of biblical field will be discussed.
- EG 234 Foundations of Psychology (3 credits). This course introductory psychology theories are reviewed. It aims to provide a reconciliation of the different theories and models that attempt to explain human manifestations. This will explore how different theoretical approaches to their core players have worked and explained psychology as a science. It is hoped that students acquire the skills to enable them to develop skills to study human phenomena.
- EG 235 Introduction to Cultural Anthropology (3 credits) A review of the major anthropological theories. Human diversity in terms of social, economic and cultural organization will be considered. Human groups from different areas of the world will be discussed.
- EG 241-242 Humanities I and II (3-3 credits) An introduction to the study of human beings and the development of different civilizations and its etiological, philosophical and religious sense. Evolutionary study of culture and various aspects of weight in the development of civilizations in different times and places. Philosophy, art, music, literature and religion: the development of five key areas of human endeavor is studied. This includes the period from prehistory to the fall of the Roman Empire. The second part covers the period from the fall of the Roman Empire to the Protestant Reformation.

- EG 321 Biological Sciences (3 credits) This course introduces the most important themes of biology to students whose studies are not related to the natural sciences. The biological concepts are examined from a human perspective to help students understand the human being as a living organism and the world in which they live as part of her big house. The basic unit of life intertwined zoological and botanical themes are emphasized.
- EG 323 Ecology (3 credits) This course studies the relationship between living things and their environment. Abiotic and biotic factors are taken into consideration for the study and analysis. It is studied from a multidisciplinary perspective and taking into account the ecological problems in the Puerto Rican context without forgetting the world situation. The responsibility of Christians is also being given.

**AREA II: THEOLOGICAL AND BIBLICAL STUDIES**  
**OLD TESTAMENT (AT)**

- AT 101 Panorama of the Old Testament (3 credits) A Prerequisite for all other courses in the Old Testament. A study by the author, date, purpose and main themes of each book of the Old Testament. It gives attention to the canon and the text of the Old Testament with emphasis on the doctrines, historical background and teachings.
- AT 203 Deuteronomy (2 credits) Recommended Prerequisites: OT 101, BI 100. A detailed study of the book of Deuteronomy, its place in the Pentateuch, the Jewish rabbinical interpretation and use Jesus and the early church make this.
- AT 204 Isaiah (2 credits) Recommended Prerequisites: OT 101, BI 100. An exegetical analysis of the book of Isaiah, with particular attention to the messianic material and application that the early church did it.
- AT 205 Psalm (2 credits) Recommended Prerequisites: OT 101, BI 100. A sectional study of the book of Psalms; historical background, sketch, context analysis and the theology of the Psalms.
- AT 210 Prophetic Literature (3 credits) A chronological Bible study of prophetic literature and apocalyptic literature contained in the prophets from their historical context, audience and message, which emphasizes the prophetic voice (announcing and denouncing) from God to human beings

and its relevance for our time. Study through the prophetic literature of the Bible.

- AT 300 Genesis (2 credits) Recommended Prerequisites: OT 101, BI 100. A careful study of the first book of the Bible, with particular attention to the history of the Patriarchs and the presentation of the Messianic prophecies.
- AT 303 Wisdom Literature (2 credits) Recommended Prerequisites: OT 101, BI 100. A study of poetry and wisdom movement in Israel. The books of Psalms, Proverbs, Ecclesiastes, Song of Solomon and Job are examined; giving attention to the author, historical background, theology, literary and ethical characteristics of each book. It includes a summary of Hebrew wisdom.
- AT 304 Jeremiah (2 credits) Recommended Prerequisites: OT 101, BI 100. A systematic study of the life and message of Jeremiah giving special attention to the prophet as a person and their conflicts.
- AT 305 Exodus (2 credits) Recommended Prerequisites: AT 101, BI 100. An analysis of Exodus giving attention to the life of Moses as a leader and the establishment of Israel as God's chosen nation.

### **BIBLE (BI)**

- BI 100 Introduction to the Bible (3 credits) Prerequisite for all other courses in Bible. A general examination of the Bible as God's saving revelation, its central message, its writing and its preservation through history. The formation of the canon and the deuterocanonical books are studied.
- BI 102 Biblical Archaeology and Geography (2 credits) A study of geography and archaeological finds in the biblical world as a basis for the study of the Bible.
- BI 200 Biblical Interpretation Skills (3 credits) A study of the principles and rules of biblical interpretation, and the different schools of interpretation of Scripture, emphasizing the correct rules of interpretation.
- BI 201 Introduction to Exegesis (2 credits) Prerequisite BI 200 A study of the history of research and biblical interpretation with outstanding specialists. Are identified and analyzed the methods and biblical criticism and their use for contextual biblical hermeneutics and a current reading of Scripture.



BI 210

Prophetic Literature (3 credits) A study of the prophets from their historical context, audience and message, emphasizing the relevance of its prophetic voice for our time. Prophetic literature study through the Bible.

- BI 400 Seminar in Biblical Studies (1, 2, 3 credits, may vary depending on the topic) contemporary material relevant to the study of scripture is studied, the relationship between books and use of this material in preaching and teaching.
- BI 404 Teaching Practice - Biblical Interpretation (3 credits) Recommended Prerequisites: SC 101, 102, 201, 202, 301 and 302. This course is designed for students in their final year of studies interested in pursuing graduate studies and Bible teaching in a college or Bible college. It has a teaching experience under the supervision of a faculty member. The student is assigned to a Bible school, rehabilitation center or other place for supervised teaching practice. It can also be assigned to assist any member of this faculty.

### **ETHICS (ETC)**

- ETC 301 Christian Ethics and Contemporaries Debates (3 credits) This course focuses ethical principles within the biblical and theological context and analyzes of current ethical Christian thinkers and movements with special emphasis on the development of values. Contemporary ethical issues are analyzed in the light of Christian ethics.

### **BIBLICAL LANGUAGES (IB)**

#### **Hebrew**

- IB 201 / LAB 201 Elementary Hebrew / Lab (4 credits) A study of basic vocabulary and grammar of the Hebrew Old Testament with some simple reading exercises. A study of the Hebrew Old Testament with emphasis on syntax and reading. The lab requires one (1) hour-contact where the student enrolled practice the skills discussed in the classroom.
- IB 301 / LAB 301 Intermediate Hebrew / Lab (3 credits) Prerequisite: IB 201. A study of the Hebrew Old Testament. Particular attention to the verbs and vocabulary compilation is given. Reading exercises are longer. This course includes readings from the Hebrew Old Testament and the principles to be considered in an exegesis of the original. The lab requires

one (1) hour-contact where the student enrolled practice the skills discussed in the classroom.

IB 401      Advanced Hebrew (2 credits) Recommended Prerequisites: IB 201 and 301. This course is designed for students who plan to continue studies at the graduate level and want to improve the translation of the original Hebrew. Reading and translation of passages from the Old Testament is emphasized.

## **Greek**

IB 221 / LAB 221      Elementary Greek / Lab (4 credits) A study of basic vocabulary and grammar of the Greek New Testament with some simple reading exercises. A study of the Greek New Testament with increased emphasis on the syntax and reading. The lab requires one (1) hour-contact where the student enrolled practice the skills discussed in the classroom.

IB 321 / LAB 321      Intermediate Greek / Lab (3 credits) Prerequisite: IB 221. A study of the Greek New Testament in which special attention is given to regular verbs and reading and identification of irregular verbs. A reading course in New Testament Greek. It begins with simple parts, to more complex portions. Study of principles to consider in preparing exegesis. The lab requires one (1) hour-contact where the student enrolled practice the skills discussed in the classroom.

IB 402      Advanced Greek (2 credits) Prerequisites: IB 221 and 321. This course is designed for students who plan to continue studies at the graduate level and want to improve the translation of the original Greek. Emphasis on reading and translation of passages from the New Testament does.

IB 404      Teaching Practice (3 credits) This course is designed for students in their final year of studies that are intended to be exegetes of Scripture both in the educational field as ministerial. The student is assigned to a practice center under the direction of a faculty member who will supervise by the Director of Ministerial Services.

## **NEW TESTAMENT (NT)**

NT 101      Survey of the New Testament (3 credits) Prerequisite for all other courses in the New Testament. A study by the author, date, purpose and main themes of each book of the New Testament. Attention to the text of the New Testament is given with emphasis on the doctrines, historical background and teachings.



- NT 302      Prison Epistles (2 credits) Recommended Prerequisites: NT 101, BI 100. An expository study of the Epistles to the Ephesians, Colossians, Philippians, and Philemon; with emphasis on the meaning and relevance of each. Consideration is given to the date, author and time in which they were written.
- NT 304      Pastoral Epistles (2 credits) Recommended Prerequisites: NT 101, BI 100. An exhibition and exegetical study of the Epistles to Timothy and Titus, giving special attention to the authenticity of the same, recipients, historical context and major themes thereof.
- NT 306      Hebrews (2 credits) Recommended Prerequisites: NT 101, BI 100. An exegetical study of this epistle, giving special attention to its reference to the Old Testament and its presentation of Christ's ministry. The issue about the author is discussed along with the possibilities.
- NT 307      Romans and Galatians (2 credits) Recommended Prerequisites: NT 101, BI 100. A comparative and expository study of the Epistles to the Romans and Galatians with emphasis on the cardinal doctrines of Christianity as are set forth herein.
- NT 308      First and Second Corinthians (3 credits) Recommended Prerequisites: NT 101, BI 100. An expository and theological study of the Epistles to the Corinthians, with special attention to the doctrinal and practical issues facing the early Christian community in the context of Hellenistic world, taking into consideration the cultural and religious environment of the time.
- NT 311      Ephesians (2 credits) Recommended Prerequisites: NT 101, BI 100. An exegetical study of the Epistle of Ephesians emphasizing teachings and practices of Christians. The course is designed to inquire about the author, date and circumstances of the epistle, its theology and its contemporary application.
- NT 312      John (2 credits) Recommended Prerequisites: NT 101, BI 100. An expositional study with special attention to theological significance of the book, the deity and humanity of Christ, signs and meaning, death and resurrection of Jesus. The literary structure and paternity of John's Gospel is discussed and compared with the Synoptic Gospels.

NT 314 Mark (2 credits) Recommended Prerequisites: NT 101, BI 100. An exegetical study of the Gospel of Mark with special attention to its place in the Synoptic tradition. Analyzes the relationship of Jesus' ministry in the power of the Holy Spirit versus the power of the evil spirit.

- NT 316 Acts (2 credits) Recommended Prerequisites: NT 101, BI 100. This course examines the book of Acts and its relevance to the Church and Pentecostalism. Attention is given to the author, the main themes of Paul's travels, the growth of the apostolic church and its content is applicable to the contemporary church.
- NT 406 General Epistles (2 credits) Recommended Prerequisites: NT 101, BI 100. An expository and exegetical study of the epistles of James, Peter, John and Jude, with emphasis on the meaning and relevance of each. Consideration is given to the date, author and time in which they were written.
- NT 407 Revelation (2 credits) Recommended Prerequisites: NT 101, BI 100. An Overview of the apocalyptic literary movement and the different schools of interpretation; expository study of the book of Revelation and the relevance of its literal and eschatological message.

### **SYSTEMATIC THEOLOGY (TBS)**

- TBS 200 Introduction to Theology (3 credits) Prerequisite EG 130. An introduction to the study of theology, principles, basic concepts and historical development. It gives emphasis to language concerning philosophy and theological methods. Theological and methodological contributions of thinkers such as Augustine, Aquinas, Aristotle, Kant and Hegel among others are reviewed.
- TBS 201 Systematic Theology (3 credits) A Prerequisite: TBS 200. An advanced study and analysis of the fundamental themes of Christian theology from a philosophical, biblical and pastoral view. Different theological systems such as the doctrines of Revelation, Scripture, God, the Trinity and Creation are analyzed. Special attention will be given to the theological dialogue of historical and contemporary present.
- TBS 302 Systematic and Biblical Theology (3 credits) Prerequisite TBS 201. An advanced study and analysis of the fundamental themes of Christian theology from a philosophical, biblical and pastoral view. Different theological systems such as the doctrines of Christian anthropology, Christology, ecclesiology and Reconciliation are analyzed. Attention to contemporary theological dialogue of this will.
- TBS 303 Christology (2 credits) Recommended Prerequisites: 201 TBS, TBS 202. This course will develop the rationale, content, methodology and



- implications of a biblical, historical, traditional and contemporary Christology. Soteriological, pastoral and missionary ecclesiological perspectives bring to dialogue with critics to analyze, interpret and apply the person and work of Jesus Christ to the present concerns.
- TBS 310 Pneumatology (3 credits) Recommended Prerequisites: 201 TBS, TBS 302. A study of the doctrine of the Holy Spirit and its development through the Scriptures with an emphasis on the work of the Holy Spirit in salvation and sanctification of the believer and the manifestations of the fruit and the ministry of the Spirit in the Church.
- TBS 312 Theology of Hope and Liberation (2 credits) Recommended Prerequisites: 201 TBS, TBS 301. An analysis of the eschatological concept in contemporary theology. It pays special attention to Moltmann and Latin American theologians of liberation theology.
- TBS 313 Theology of Paul (2 credits) Recommended Prerequisites: NT 101 201 TBS, TBS 301. A detailed study of Pauline theology and ethics as found in his writings.
- TBS 400 Eschatology (3 credits) Recommended Prerequisites: 201 TBS, TBS 301. A study of the prophecies of the Bible with special emphasis on the second coming of Christ and her contemporary events. It gives attention to the different schools of interpretation of prophecy.
- TBS 401 Old Testament Theology (3 credits) Recommended Prerequisites: AT 101, 201 TBS, TBS 301. A systematic study of the revelation of God in the life, religion and history of Israel with special attention to the names and manifestations of God in the Old Testament.
- TBS 402 New Testament Theology (3 credits) Recommended Prerequisites: NT 101 201 TBS, TBS 301. An outstanding overview of the theological of the New Testament postulates, with emphasis on the theological thought of Paul, John, Peter and the Jewish-Christian approach.
- TBS 411 Contemporary Theologies (2 credits) Recommended Prerequisites: 201 TBS, TBS 302. An overview of the thoughts and studies of the theological proposals of modern theologians from their personal formation and his/her historical context. Furthermore theological - religious expressions such as current prosperity theology, feminist theology, theology of blackness, among other will be analyzed. Spiritualities as radical theological positivism, transgender, utopia and any other theological expression to prominence on the stage of Christianity are included.



- TBS 412 Feminist Theology (2 credits) This course explores the many expressions of contemporary feminist theology. You are invited to educate a critical dialogue with feminist theology in reflection with the classic themes of Christian theology. Attention to the methodologies and feminist theological work will be given, as well as feminist theological proposals concerning God, Christ, creation, anthropology, sin and grace, church, spirituality and ethics.
- TBS 413 Theology of Childhood (3 credits) The course is a theological approach the child as a sign of the Kingdom of God. It attempts to use the child as a basis for doing theology that-from the position of rethinking, for, to, from and with God in Christ.
- TBS 414 Christian Spirituality (3 credits) This course attempts an approach to the reality of the spiritual life through an analysis of the methods, principles and methodologies of Christian spirituality.
- TBS 415 Theological Anthropology (2 credits) A study from an analytical, critical and theological systematic anthropology, that is, the conception of man from a biblical and theological, implications, development and future trends in the Latin American context .
- TBS 416 Pentecostal Theology (2 credits) A historical, biblical and practical synthesis of theological development of Pentecostalism will be provided. After this initial task, it will be consider the key elements of Pentecostal theology.

### **AREA III: PROFESSIONAL STUDIES**

#### **PASTORAL CARE AND COUNSELING (CPC)**

- CPC 310 Theology of Pastoral Care (3 credits) A detailed analysis of the theological issues that underlie the understanding of pastoral intervention study.
- CPC 311 Pastoral Counseling (3 credits) This course examines the practice of pastoral counseling; context, guidance, techniques, procedures and essential information.

- CPC 312 Premarital and Marital Counseling (3 credits) This course examines the theological and psychological concepts that facilitate the understanding of marital dynamics, with an emphasis on finding alternatives for healthy marital relationships.
- CPC 313 Pastoral Care of the Family (3 credits) This course examines the application and development of methods of family counseling work of the pastor.
- CPC 320 Pastoral Crisis Intervention (3 credits) This course examines the various crises in modern life from the psychological, socio-cultural and theological perspective. Theological intervention approaches are compared in these situations with secular pastoral models and intervention skills develop.
- CPC 331 Parliamentary Processes and bequeath aspects of Ministry (3 credits) A study of the origin, operation, use of parliamentary rules and the benefits derived from its implementation.
- CPC 400 Seminar in Pastoral Counseling (1, 2, 3 credits, may vary according to the subject) pastoral counseling in order to correlate and integrate the major topics of the other courses in pastoral counseling is discussed. Readings, special assignments, reports, and individual research projects are discussed.
- CPC 402 Chaplaincy (3 credits) This course introduces the learner to the study of the chaplaincy and provides you the opportunity to experience the diversity of contexts in which the chaplaincy is offered and functions of the Chaplain in each institution.
- CPC 404 Seminar in Counseling for the Elderly (3 credits) Provides students with a worldview of biological, psychological and social processes in progressive stages of aging and its implications for the conduct of the person and the process of pastoral counseling. Identifies and examines controversial issues impact the aging population and the legal and ethical considerations in providing services to this population.
- CPC 405 Integral Pastoral Care (3 credits) are part of the community of God when we are able to respond to God's love through community pastoral care, support and affirmation. 1) Anton T. Boisen, who understands the person as a "living human document" to be careful from a clinical approach, 2)

Floristan Casiano, who postulates the theological position: In this course two pastoral ecclesiological pastoral care methods studied Body of Christ in a community care.

### **CHRISTIAN EDUCATION (EC)**

- EC 201 Introduction to Christian Education (3 credits) The course provides an overview of the fundamentals of education with an emphasis in Christian education, its basic foundation, historical background, objectives and goals.
- EC 202 The Educational Ministry of the Church (3 credits) A study of the basic principles and methods of organization, administration and supervision of a comprehensive program of Christian education with emphasis on the mission of the church and its leadership functions.
- EC 304 Educational Psychology (3 credits) An analysis of the methods and techniques of educational psychology, with a systematic orientation of the integral human development, learning styles and personality development.
- EC 305 Teaching Methodology (3 credits) A study of theories of instruction are applied to the planning, development and evaluation of learning activities.
- EC 310 Technology and Educational Materials (2 credits) This course emphasizes the development and use of different media to children, youth and adults.
- EC 211 History and Philosophy of Education (3 credits) A critical analysis of the historical and philosophical development of education, evaluation of the goals of this educational practice in light of the historical events in the world in general and in Puerto Rico in particular.
- CE 401 Seminar in Christian Education (1, 2 or 3 credits, may vary according to topic) This course examines Christian education in order to correlate and integrate the major topics of the other courses. Readings, special assignments, reports, and individual research projects are discussed.
- EC 402 Assessment and Measurement of Learning (2 credits) This course examines the knowledge, understanding and application of assessment concepts as they relate to the educational process in tune with the Puerto Rican reality. Preparation will be assessed using tests and assessment techniques of learning and student development.

- EC 404 Teaching Practice - Christian Education (2 credits) Recommended Prerequisites: SC 101, 102, 201 and PP 202. This course is designed for students in their final year of study who are meant to be Christian educators. It has a teaching experience under the supervision of a faculty member. The student is assigned to a private school or academy or other educational center for supervised teaching practice.
- EC 420 Inclusion and education of students with special needs (3 credits) A panoramic study of the characteristics and needs of special education students. This includes appropriate methods of education for each condition, inclusion strategies and requirements established by federal laws protecting the rights of people with special needs.
- EC 210 Sociological Foundations of Education (2 credits) Analysis of the basic principles of the social sciences in the educational process. A study of the social problems that hinder learning. Emphasis on Puerto Rican education.
- EC 410 Peace Education (2 credits) Based on the proposals of UNESCO and the biblical concept of peace with God, with myself and those around me, educational models of Christian churches that promote brotherhood and coexistence social study. Theological dimensions and specific social problems, with attention to violence in the context of the contemporary world are analyzed.

### **EVANGELISM AND MISSIONS (EM)**

- EM 200 Missiology (2 credits) This course examines the mission of the church according to biblical teaching. A study of the basic principles of evangelism is included analyzing the motivations, strategies and problems in spreading the gospel.
- EM 205 Biblical and Theological Foundations of Missions (2 credits) The course provides to investigate the biblical and theological basis for missions with emphasis on the development of the missions occurred in the apostolic period and during the first century of the Christian Church.
- EM 210 Introduction to Missions (2 credits) The course provides a worldview of missionary work and development missions. Emphasizes the call and

vocation; the qualities of a (a) missionary (as); its functions; his Gospel on the mission field methods, their responsibilities to the Church and people in the context in which it works.

EM 300 Religious Pluralism (2 credits) A study of the great non-Christian religions such as Islam, Buddhism or Hinduism and major non-institutionalized sects and philosophies that have a significant presence in contemporary Western society. Emphasis to their beliefs and proselytizing techniques and attitude to take on the perspective of institutional Christianity will be given.

EM 303 Trans-cultural Mission in Urban areas (2 credits) This course combines the theological and sociological perspectives of the city with a refocusing of modern urban missions strategies in the existing multicultural context in the big cities today. The book of Acts in the New Testament provide biblical theological perspectives with special attention to urban church planting in a multicultural world.

## **HISTORY (HI)**

HI 101 History and Thought of the Pentecostal Movement in Puerto Rico (2 credits) An analysis of the origin and development of the Pentecostal movement in Puerto Rico and his theological thought, with special attention to the contribution of the pioneers of Pentecost; its importance in the proclamation of the Gospel and the revitalization of the Church.

HI 201 Church History (3 credits) A study of the history of the Christian church from apostolic times to the late medieval period. A recommended prerequisite: HI 301. A study of the history of the Christian church from the beginning of the Protestant Reformation to the postmodern era.

HI 301 History and Government of the Church of God (2 credits) A study of the historical development of the Church of God, its organizational structure and teachings within the biblical context and the current world.

## **MINISTRY AND CHURCH (MIN)**

MIN 210 Principles of Church Growth (2 credits) A study of the theological, sociological and statistical growth of the church and its relationship to Christian evangelism and educational dimensions.

- MIN 302 Ministry of Compassion and Social Welfare (3 credits) A current biblical and sociocultural analysis of benevolence and social action from a church social perspective that is relevant to holistic human needs.
- MIN 401 Church Administration (3 credits) A study of biblical principles, theological, theoretical and practical aspects of the organization, planning and administration of the local church.
- MIN 404 Pastoral Practice (3 credits) Recommended Prerequisites: SC 101, 102, 201, 202, 301, 302. This course is designed for students in their final year of studies that are preparing for pastoral ministry purpose. Students are assigned under the supervision of a pastor to do his internship in the ministry of the local church. In conjunction with the boarding students participate in a seminar discussion to examine the context of the church and ministry situation.
- MIN 420 Integration Seminar (non-credit) This seminar is designed to assist candidates for graduation in the process of integrating the theoretical to the personal ministry. The seminar is designed for students in their final year of studies. Self-assessment, examination and critique of the ministry in order to correlate and integrate the major topics of different concentrations were propitious. Readings, special assignments, reports and "Integration Testing" are analyzed. This requires six meetings during the last year of study.

#### **PREACHING AND WORSHIP (PA)**

- PA 200 Homiletics (2 credits) Recommended Prerequisite: BI 200. This course examines the theory and practice of preaching. Emphasizes text selection, development, hearing, language and other aspects of exposure sermons.
- PA 210 Liturgy (2 credits) A study of the biblical and theological principles of worship. An analysis of the elements of public worship and the organizational principles of the various worship services.
- PA 302 Advanced Preaching (2 credits) Recommended prerequisite: PA 200. This course examines the different types of sermons, its relevance to the audience and the appropriate use of different media.

#### **RELIGION AND PERSONALITY (RP)**



- RP 301 Introduction to Religion and Personality (3 credits) A critical analysis of personality theories and their implications for understanding religious behavior.
- RP 302 Sexuality and People (3 credits) A psychological, anthropological and theological study of sexuality and sexual functions of the individual.
- RP 303 Sexual Ethics in Ministry (3 credits) This course examines the importance of the minister sexual behavior and leaders within the church. An evaluation of the sexual behavior of the minister in his family, church and community.

### **CHRISTIAN SERVICE (CS)**

The CS provides progressive experiences supervised by the teacher assigned to this area for all students and prepares them for the internship in their senior year.

During the first half year students participate in church activities where they will learn to cope wisely, study requirements, developing work plans in coordination with his/her pastor or supervisor. In the next year and a half, students will be exposed to work in the community such as visits to hospitals, prisons, nursing homes and people with disabilities and rehabilitation centers. On weekends, students work in their churches or student organizations.

Each student is required to prepare a report on the activities in which it participates. Students gather in support groups once a week with the teacher responsible for evaluating the activities and discuss recommendations for more efficient work.

The work of CS carries no credit, but is required for all students as part of their preparation for ministry.

The pre-practice observation provides experiences in a similar context to the area where the student upon graduation exercise. These experimental observations are discussed among the group of students and the director of the department. It seeks to

identify students in the areas of strength and opportunities for improvement as a result of these field observations.

CS 101 Christian Service (No Credit)  
SC 102 Christian Service (No Credit)  
SC 201 Christian Service (No credit)  
PP 202 Pre-practice

## **MASTER DEGREE OF PROFESSIONAL STUDIES IN CHRISTIAN MINISTRY**

### **GRADUATE PROGRAM DESCRIPTION**

The Master of Professional Studies offers a professional degree designed to prepare men and women in the areas of leadership and specialized ministries for the church mission in contemporary society. Emphasis on context and revitalizing ministries of service to the Church and their communities from a biblical, theological and sociological perspective, in order to achieve a better quality of life to help people achieve their optimal performance in a holistic manner both individually and collectively.

UTC offers courses leading to the degree of Master of Arts in one of three levels, namely:

1. Ecclesial Ministry and Leadership
2. Missiology and Transcultural Ministries
3. Child and Adolescent Education

4. Capellanía Institucional
5. Counseling and Pastoral Care

### **EDUCATIONAL OBJECTIVES**

- Personal Training:
  1. Demonstrate experience of faith and answer the call of the Lord, to live according to ethical principles of the Christian life expressed in the Scriptures and a greater commitment to the mission of the Church in the world.
  2. To recognize the authority of Scripture using a biblical and theological hermeneutics contextualized and applied to his/her teachings to the reality of the time.
  3. Articulate and communicate to others the fundamental doctrines of the Christian faith and their contributions, especially in the expression of Wesleyan-Pentecostal faith.
  
- Theological - Historic
  1. Understand and defend the biblical, historical and doctrinal basis of its nature and mission of the church in today's world.
  2. .Responding to God's call to ministry, to take responsibility for meeting the challenges of the time, through a practical and contextual theology.

- Ministerial
  1. Guiding others in the study of Scripture, highlighting the fundamental teachings of the Christian life.
  2. Assess the patterns of growth, development, maturation and learning of human beings, to guide the person in the process of information and interpretation of the Christian life.
  3. Assess the ethical principles and legal aspects governing ministerial life and applied to daily practical life.
  4. To lead the congregation in planning and implementing a program of services to serve the church and community in a holistic manner.
  5. Exercise mentoring to demonstrate their competence to identify and foster leadership in various areas of ministry.
  6. Identify the institutions that serve the community and make collaborative work with them for the benefit of the church and community.

## **GENERAL AND SPECIALTY AREA**

The Master of Professional Studies Curriculum UTC consists of 38 credits which are broken down as follows:

- 15 credits in core courses (area of biblical and theological studies)
- 15 credits Specialization (concentration courses )
- 6 elective credits in your area or some other area of concentration
- 2 credits for the project implemented in their area of specialty that integrates theory and practice

## **BIBLE STUDY AND THEOLOGICAL AREA**

- AT 501 Theological Exploration of the Old Testament (3 credits ):
  - o Required course for students who have no courses in Bible and theology at the undergraduate level.
- TH 610 Old Testament Theology (3 credits)
  - o Students or graduates of theological institutions accredited at the bachelor level or degree may enroll in this course, not the TA 501. Exploration
- NT 501 New Testament (3 credits)
  - o Required course for students who have no courses in Bible and theology at the undergraduate level

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- TH 612 New Testament Theology (3 credits)
  - Students or graduates of theological institutions accredited at the bachelor level or degree may enroll in this course and not on the NT 501.
- TH 615 History of Christian Thought (3 credits)
- EM 520 Applied Spirituality Ministry (3 credits)
- THM 605 Theological Foundations, Personal and Professional Christian Ministry (3 credits)

## **AREA OF PROFESSIONAL STUDIES BY SPECIALTY**

### **MINISTRIES CHURCH AND LEADERSHIP**

#### **Required Courses (15 credits):**

MEL 600 Pastoral Ministry (3 credits)

MEL 601 Leadership Development (3 credits)

MEL 603 The Preacher and the Message (3 credits)

MEL 604 Ethics and Legal Aspects of Ministry (3 credits)

MEL 605 Pastoral Leadership and Organizational Culture (3 credits)

#### **Elective Courses (6 credits) (The student may select two of the following courses)**

MEL 607 Urban and Multicultural Ministries (3 credits)

MEL 609 Ministry to Emerging Generations (3 credits)

MEL 610 Using Technology in Ministry Revitalization (3 credits)

MEL 611 Evangelism, Church Planting and Church Growth Strategies (3 credits)

MEL 612 Ministerial Planning and Development Programs (3 credits)

#### **Final Project (1 course: 2 credits. required to complete the specialty):**

**MEL 614** Strategic Planning for pastoral practice and leadership

## **MISSIOLOGY AND CROSS MINISTRIES**

### **Required Courses (15 credits):**

MI 600 Biblical and Theological Bases of the Church's World Mission (3 credits)  
MI 601 Theology of Mission (3 credits)  
MI 604 Integral Care Missionary and Mission (3 credits)  
MI 605 Christian Cultural Anthropology (3 credits)  
MI 620 Intercultural Communication (3 credits)

### **Elective Courses (6 credits) (Students may select two of the following courses) Sheltered**

MI 607 Evangelism (3 credits)  
MI 610 Christian Missions Facing the Challenge of Religious Pluralism (3 credits)  
614 MI Ministries of Compassion and Service in the context of Social Exclusion (3 credits)  
MI 621 Urban and Multicultural Ministries (3 credits)  
MI 622 Evangelism and Discipleship unreached people groups (3 credits) Final project (1 2 course credits required to complete the specialty):  
MI 624 Strategic Planning for practice in Missiology (2 credits)

## **EDUCATION OF THE CHILD AND ADOLESCENT**

### **Required Courses (15 credits):**

EC 650 Curriculum Design and Evaluation (3 credits)  
EC 655 Contemporary Techniques and Methods of Teaching (3 credits)  
EC 660 Human Development from Birth to Adolescence (3 credits)  
EC-663 Administration and Supervision of Christian Education (3 credits)  
EC 656 Ethical and Legal Issues Affecting the Post Modern Education (3 credits)  
Elective Courses (6 credits) (Students may select two of the following courses)

EC 664 Philosophy and Values of Contemporary Education (3 credits)  
EC 661 Character Development and Spiritual Formation of Children (3 credits)  
EC 665 Jesus the Teacher (3 credits)  
EC 667 Drafting and preparation of Educational Materials (3 credits)  
EC 668 Impact of Family Dynamics on Children and Adolescents (3 credits)  
EC 669 Teaching Techniques for Children and Adolescents with Special Needs (3 credits)

**Final Project** (1 2 course credits required to complete the specialty):

EC 700 Strategic Planning for Teaching Practice (2 credits)

### **INSTITUTIONAL CHAPLAINCY**

**Required Courses (15 credits):**

CI 600 Principles and Models of Chaplaincy Ministries (3 credits)  
CI 602 Biblical and Theological Foundations of Chaplaincy Modeled Jesus ( 3 credits)  
CI 603 versus Pastoral Care Dilemma Suffering (3 credits)  
CI 604 Ethics and Legal Aspects of Ministry (3 credits)  
605 CI Institutional Chaplaincy in Context (3 credits)

**Elective Courses (6 credits) (Students can select two of the following courses)**

CI 606 Chaplaincy School and University Context (3 credits)  
607 CI Chaplaincy Hospitals in Context (3 credits)  
609 CI Chaplaincy in the context of Prisons (3 credits)  
700 CI Chaplaincy Military Context (3 credits)  
701 CI Chaplaincy and Counseling in the Context of Thanatology / Hospice (3 credits)

**Final Project** (1 2 course credits required to complete the specialty):

**CI 703** The Chaplaincy Ministries meet the challenges of the century XXI (2 credits)

## **PASTORAL CARE AND COUNSELING**

### **Required Courses (15 credits):**

CC 605 Counseling and Pastoral Care (3 credits)  
CC 612 Mediation and Conflict Management (3 credits)  
CC 613 Applied Counseling Crisis of Post-Modern Life (3 credits)  
CC 622 Ethical and Legal Aspects of Ministry (3 credits)  
CC 624 Family Counseling (3 credits)

### **Elective Courses (6 credits) (Students may select two of the following courses)**

CC 610 CDMA and Human Development (3 credits)  
CC 615 Ministries of Community Service and Compassion (3 credits)  
CC 620 Clinical Pastoral Education (3 credits)  
CC 623 Premarital and marriage counseling (3 credits)  
CC 627 Counseling for Sexual Addiction People (3 credits)

### **Final Project (1 course 2 credits required to complete the specialty):**

CC 628 Counseling and Pastoral Care face the challenges of the XXI century (2 credits)



## DESCRIPTION OF GRADUATE COURSES

### THEOLOGICAL AND BIBLICAL STUDIES (5 courses / 15 credits)

The core courses comprise the core curriculum and are required for all specialties.

#### **AT 501 Exploring the Old Testament (3 credits)**

A study of the Old Testament message of God's dealings with his people and his concern to all nations. Emphasis will be given to the contextualization of the message and the biblical principles for Christian living.

#### **TH 610 Old Testament Theology (3 credits)**

This course examines the Old Testament theological approaches focusing on the main issues related to the master plan of God for the redemption of mankind. Ethical standards that should permeate the people of God as the covenant people of the Lord called to be a light to the nations are evaluated.

#### **NT 501 Exploring the New Testament (3 credits)**

A study of the message of the New Testament in the light of the Old Testament prophecies and their fulfillment in the person of Jesus. Special emphasis will be given to the message of the Gospels, the Holy Spirit's work in discipleship and spreading the gospel.

#### **TH 612 Theology of the New Testament (3 credits)**

The course investigates and analyzes the most recent to the theology of the New Testament, contrasting approaches to theological writers of the New Testament in the context of the biblical canon approaches. Emphasis on the integration of theology of the Old Testament with the New Testament about the redemption of the human being is given.

#### **TH 615 History of Christian Thought (3 credits)**

A panoramic study of the history of Christian thought. Special emphasis will be given to the development of theological doctrines and tenets from the apostolic era to the reform.

### **EM 520 Applied Spirituality Ministry (3 credits)**

A study of the basic aspects of spirituality with particular emphasis on its impact on the practice of the various ministries.

### **THM 605 Theological Foundations, Personal and Professional Christian Ministry (3 credits)**

The course provides an opportunity for the integration of theological biblical foundation of Christian ministry by giving attention to the minister as a person and professional development from the perspective of God's call to ministry, his ministerial vocation and commitment to the mission of the church in the world. We analyze how the various dimensions of Christian ministry and provide self-service opportunity to the person who exercises it, with emphasis on discipleship according to the teachings of Christ for the church and mission.

## **CHURCH MINISTRIES AND LEADERSHIP**

The student must select and pass 5 courses of 3 credits each specialty and end after you complete the final project is a 2-credit course.

### **MEL 600 Pastoral Ministry (3 credits)**

This course is designed to help students to integrate biblical principles of the various roles of the Pastoral Office to develop a theology of ministry that can be applied in their pastoral experience of daily living. It will focus on the theological foundations of pastoral care, leadership and management.

### **MEL 601 Leadership Development (3 credits)**

This course is focused to help students in the development of the biblical model for the management of ministries of discipleship in the local church. Matters relating to the training of leaders from the biblical, theological, and historical perspectives of human behavior are analyzed. It gives importance to the involvement of the person with the mission of the church as a member of the body of Christ.

### **MEL 603 The Preacher and the Message (3 credits)**

The course pays special attention to the life of the minister as God's spokesman, noting that his life must be a reflection of the message he preaches. The need for the message is based on a biblical hermeneutic contextualized, and provides the opportunity to use the knowledge and skills necessary to trace the message of the Word of God, so that it is relevant to the reality of the times is emphasized that live audience, to lead the receiver to experience intimacy with God, reflection and assessment of their salvation experience.

**MEL 604 Ethics and Legal Aspects of Ministry (3 credits)**

This course provides an opportunity to discuss the ethical and legal issues that exist to regulate community life from a biblical perspective sociological, and theological. Special ethical reflection and the development of values should adorn the life of the minister, equipping you with the knowledge and tools necessary to meet the challenges of postmodern society emphasis.

**MEL 605 Pastoral Leadership and Organizational Culture (3 credits)**

The course gives special attention to leadership development by focusing on the biblical, theological, theoretical, practical and contextual dimensions of the principles of Christian leadership for wise stewardship of the church. Biblical and secular models to highlight the relevance of giving holistic strategic planning for the organization, planning and administration of the church are contrasted management attention. Christian leadership is analyzed from the perspective of the overall development of the church with a focus on service to God, church and community.

**MEL 607 Urban and Multicultural Ministries (3 credits)**

The course examines the issues that are most heavily weighted in the urban context, and the challenges these pose to multiculturalism church and the ministry of the church in the world, from the perspective of the Great Commission. Place special attention to the preparation that must have the person exercising the ministry in the urban context and the need to develop collaborative strategies and solidarity work with the church and agencies that serve the community.

**MEL 609 with emerging generations Ministry (3 credits)**

This course explores the characteristics and needs of emerging generations and their implications for ministry. Special emphasis will be placed on designing effective outreach strategies for this group. These strategies take into account the context and

the influences of the "pop" or popular culture. The course is aimed at pastors and youth leaders who work with this population to help them meet their needs and guide them in the process of Christian formation.

**MEL 610 Using Technology in revitalizing ministries (3 credits)**

This course explores the technological advances that are available for use by the church. These are technology resources for worship services, social networks and websites, advertising and communication tools, etc. Special emphasis will be placed on the basic knowledge of these resources and their implementation in the structure of the different ministries. The course is aimed at pastors and leaders in general.

**MEL 611 Evangelism, Church planting and church growth strategies (3 credits)**

This course explores biblical and theological foundations, models, methods and strategies for evangelism and church planting. In addition, contemporary models and strategies that contribute to healthy church growth church development will be explored. Emphasis on practical concepts and implementing them in the light of the cultural reality will be made. The course is aimed at pastors and leaders in evangelism and missions.

**MEL 612 Planning and development of programs and ministries (3 credits)**

This course explores the basic principles of planning and program development. Special emphasis on the consistent development of vision and mission, decision making, resource identification and implementation plans will be made. Furthermore, the basic concepts of program evaluation as part of the review of the strategic plan will be discussed. The course is aimed at pastors and leaders in general.

Final Project (1 2 course credits required to complete the field.):

**MEL 614 Strategic Planning for Pastoral Practice and Leadership (2 credits)**

This course offers students the opportunity to develop a project where the methods are implemented, principles and knowledge gained in major courses in leadership and ministry. The same can be done in a local church in Puerto Rico, or a foreign country, selecting a suitable place to develop and recreate common situations in the context of pastoral and church leadership conditions are met. The student shall submit a written work computer using Times New Roman size 12 under the APA model. The project must include goals and objectives in the short and long term.

## **MISSIOLOGY AND CROSS-CULTURAL MINISTRIES**

The student must select and pass 5 courses of 3 credits each and end your specialty approving the final project is a 2-credit course. MI 600 Biblical and Theological Bases of World Mission of the Church (3 credits) This course examines the biblical and theological foundations of the global mission of the Church recognizing God as a missionary God who makes provision for the salvation of mankind. It emphasizes God's calling men and women to the ministry, his vocation and commitment to global mission of the Church called to work on a plan for world evangelization of inclusiveness.

**MI 601 Theology of Mission (3 credits)**

This course provides a worldview of mission theology to emphasize the missiological perspective by contrasting it with two wills and matters of greater weight in the missiological traditions of the Christian faith. The urgency of a missiology that responds to the challenges of the XXI century is analyzed.

**MI 604 Integral Care Missionary and Mission (3 credits)**

The course explores the nature of work of the missions, the call, the calling, training and responsibilities of the missionary or missionary to respond to a commitment to work in a different context yours. The need to provide comprehensive care to the missionary and his family before going to the field is emphasized, while on the mission and on his return to his country of origin.

**MI 605 Christian Cultural Anthropology (3 credits)**

This course offers the opportunity to study human beings, customs, social institutions, moral codes, language, art and culture from a biblical, theological and sociological perspective. The urge to know the fundamental principles governing the Christian cultural anthropology, so that enables people to understand and work amidst cultural backgrounds different from their own is emphasized.

**MI 607 Sheltered Evangelism (3 credits)**

This course examines and evaluates the biblical basis of evangelism and methods used by Jesus and his disciples to evangelize the different audiences of the first century. C. approaches, strategies and development of useful skills in the cultural context in which the evangelistic mission takes place in the present, to reach different ethnic groups and social strata that make up the social environment was studied.

**MI 610 Christian Missions Facing the Challenge of Religious Pluralism (3 credits)**

The course provides a worldview of the great world religions especially Hinduism, Islam, Buddhism, animism and other, comparing its doctrines with those of Christianity. The need for the missionary or Christian leader can use apologetics Bible knowledge and skills to educate church members against the rise of these religions in postmodernism and guide them in developing skills for the evangelization of these groups is emphasized.

**MI 614 Ministries of Compassion and Service in the context of Social Exclusion (3 credits)**

The course examines the quality of life in contexts of social exclusion and poverty, stressing the biblical and theological perspective of the responsibility of God's people to meet the needs people who live in those places. Local communities are identified or in other regions, which suffer marginalization and extreme poverty. It discusses how to make provision to develop ministries of benevolence and service to the suffering people. The student will visit and / or develop a plan to work with church or for church institutions serving the poor.

**MI 620 Intercultural Communication (3 credits)**

This course helps students in the study and analysis of the experiences that occur in intercultural communication at home or in another cultural context. Spiritual care, cultural skills and personal attributes to train the student in the development of communication skills in intercultural ministry: attention to biblical examples of intercultural experiences focusing especially on three areas will be given.

**MI 621 Urban and Multicultural Ministries (3 credits)**

The course examines the issues that are most heavily weighted in the urban context, and the challenges these pose to multiculturalism church and the ministry of the church in the world, from the perspective of the Great Commission. Place special attention to the preparation that must have the person exercising the ministry in the urban context and the need to develop collaborative strategies and solidarity work with the church and agencies that serve the community.

**MI 622 Evangelism and Discipleship unreached people groups (3 credits)**

The course identifies and explores regions where the gospel of Jesus Christ is unknown. Study existing needs among groups or regions that have not been evangelized. Contemporary methods of evangelism are analyzed and strategies work for the evangelization and discipleship of the unreached people groups are designed. Emphasis is placed on 10/60 Window regions and groups who are marginalized in large cities.

Final project (1 year 2 crs required to complete the field.):

**MI 624 Strategic Planning for practice in Missiology (2 credits)**



This course offers students the opportunity to develop a project where the methods are implemented, principles and knowledge Concentration courses in evangelism and missions. The same can be done in a local church in Puerto Rico, or a foreign country. Selecting a suitable place to develop and recreate common situations in the context of mission conditions are met. The student shall submit a written work computer using Times New Roman size 12 under the APA model. The project must include goals and objectives in the short and long term.

## **EDUCATION OF THE CHILD AND ADOLESCENT**

The student must select and pass 5 courses of 3 credits each specialty and end after you complete the final project is a 2-credit course.

### **EC 650 Curriculum Design and Evaluation (3 credits)**

The course examines and analyzes the issues to consider when developing a curriculum to provide a Christian education that is biblical, theological and contextualized. Provides the opportunity to learn, evaluate and contrast approaches, plans and curriculum materials. Enter and practice guidance for developing and designing curricula for Christian education for churches and Christian educational institutions especially for the education of children and adolescents.

### **EC 655 Contemporary Techniques and Methods of Teaching (3 credits)**

This course examines various methods and teaching techniques used at different times and contexts to impart knowledge. We analyze and contrast the approaches, theories and techniques that support contemporary teaching methodology. The need to assess and pedagogical approaches in the light of the needs of the audience and those in the twenty-first century technological resources theories is emphasized. The student will prepare a presentation using methodological practices of teaching and learning for the twenty-first century in collaboration with other students, with the support and supervision of the teacher.

### **EC 660 Human Development from Birth to Adolescence (3 credits)**

The course examines the integral development of individuals from birth to puberty, emphasizing the different stages of CDMA human development from birth through adolescence and their implications for Christian education. We study and contrast

different methods, skills and educational strategies and emphasizing its relevance to bring attention to the characteristics of human development stages of CDMA.

**EC 661 Character Development and Spiritual Formation of Children (3 credits)**

The course examines how holistically the hallmarks of human CDMA in the stages of childhood can influence character development and spiritual formation of the child. Special attention to the challenge that these stages represent for the Christian education of children, to identify methods, useful skills and strategies for the teaching learning process is provided. Convey the relevance of knowing the child's principles and Christian values of their faith in God, and the need to live the Christian life is emphasized.

**EC 662 Character Development and Spiritual Formation Adolescents (3 credits)**

The course focuses holistically CDMA hallmarks of the human being in the stages of adolescence and early adulthood, when analyzing the characteristics that show and the challenge they represent for Christian education. Methods, useful skills and strategies for teaching-learning process in these stages giving special attention to character development and spiritual formation of the adolescent are emphasized.

**EC-663 Administration and Supervision of Christian Education (3 credits)**

The course examines various models of management and supervision of Christian education. The needs assessment, human, temporal and spatial resources to be considered in the planning, organization, curriculum development, implementation, monitoring, assessment techniques and program evaluation are taken into consideration.

**EC 664 Philosophy and Values of Contemporary Education (3 credits)**

The course examines the philosophical and theological principles governing the postmodern education to discuss how they can be applied to the Christian education of the century. Evaluate the influence of different philosophical positions and their relevance when contrasted with the values and ethical principles emanating from the Scriptures applied to teaching.

**EC 665 Jesus the Teacher (3 credits)**

The course explores the person and work of Jesus to discuss how his approach to people and their solidarity with their needs, generated great lessons about the values and principles of the Kingdom of God must permeate human behavior. Relevant issues are discussed in the teachings of Jesus and their relevance to be contextualized with

Christian education in the XXI century. Jesus is recognized as the supreme Teacher and exemplar.

**EC 668 Impact of family dynamics on children and adolescents (3 crs.)**

Interpersonal relationships are examined in the dynamics of postmodern family and how the conflicts that arise within the family affect healthy living and emotional health, mental, spiritual and physical health of its members. It emphasizes how family dynamics affect the lives of children and adolescents.

Final project (1 2 course credits required to complete the field.):

**EC-700 Strategic Planning for Teaching Practice (2 credits)**

The course is one of integration where theories of education are analyzed and applied in the light its relevance in teaching Christian education. The student will perform a supervised work preparation, management and implementation of a program of Christian education to develop a project where the methods, principles and knowledge acquired in the courses of their concentrations are applied. The project can give attention to Christian education in a local church or school council, where there needs and suitable conditions for developing and implementing a program of Christian education. The student shall submit a written work computer using Times New Roman size 12 "under the APA model. The project must include goals and objectives in the short and long term. I

**INSTITUTIONAL CHAPLAINCY**

The student must select and pass 5 courses of 3 credits each specialty and ends after you complete the final project is a 2-credit course.

**CI-600 Principles and Models of Chaplaincy Ministries (3 credits)**

The course provides an opportunity to study principles and models of chaplaincy applicable in different institutions that serve people who need help and caring support to improve their quality of life. It is analyzed the possibility of developing a model to practice theology of pastoral care and counseling in the practice of chaplaincy in the context in which the chaplain works.

**CI 602 Biblical and Theological Foundations of Chaplaincy According to the model of Jesus (3 credits)**

The course examines the biblical and theological foundations of the ministry of the chaplaincy. Analyzes and enhances the relevance of exercising pastoral hope in a

troubled world by various postmodern crisis. Emphasizes approaches ministry exercised by Jesus for suffering people, contrasting with modern approaches to counseling and pastoral care.

### **CI 603 to Pastoral Care Dilemma Facing Suffering (3 credits)**

The course provides a worldview about the dilemma of suffering in human society, in order to help students broaden their view about the causal of human suffering. Studies the biblical perspective in both testaments that it is imperative for the people of God make provision to support those who suffer. Analyzes how the chaplain uses the knowledge and methods of Christian counseling and pastoral care giving consolation in suffering.

### **CI 604 Ethics and Legal Aspects of Ministry**

This course offers the opportunity to analyze the ethical and legal issues that exist to regulate community life from a biblical perspective sociological, and theological. It pays special to ethical reflection and the development of values that should adorn the life of the minister, equipping you with the knowledge and tools necessary to meet the challenges of postmodern society Emphasis.

### **CI 605 Institutional Chaplaincy in Context (3 credits)**

The course provides a worldview ministry of chaplaincy in different institutional contexts. Stresses the importance of collaborative work that the official chaplaincy as a member of an interdisciplinary team that provides therapeutic care and spiritual support to people suffering in the institutional context in which the chaplaincy is offered. It focuses on the duties and functions of the department of chaplaincy according to the type of institution and the policies governing within it.

### **CI 606 Chaplaincy in the school and University (3 credits)**

The course identifies issues of most existing weighting in school and university community to evaluate how to provide pastoral care, supportive counseling and spiritual support to members of the community and at times, their families. It is emphasized diversity of contexts from which the students come and the influence they have on their lives. Emphasis is placed on the urgency of the chaplain can respect and ensure the ideological and religious pluralism in the academic environment. Emphasis is given to the functions of the Department of Chaplaincy to promote the welfare of the community.

**CC 607 Chaplaincy in the context of Hospitals (3 credits)**

The course emphasizes the importance of caring for the patient as a whole person, paying attention to their needs comprehensively. It is recognized that the care of the sick person covers not only the biological aspect, but also the moral, spiritual and social aspects. It is emphasized that care be integrated is more relevant to the care of one of its parts. It emphasizes how the work should be the official chaplaincy especially in general hospitals and mental health.

**CI 609 Chaplaincy in the context of Prisons (3 credits)**

The course examines the chaplaincy in the context of prison with a non-proselytizing approach with the purpose of providing pastoral care and related ministries to respond to the realities of prisoners and prison. It assesses how to minister to the community of prisons in integral form, giving as much attention to the needs of prisoners and their families, and to the officials and the interdisciplinary team working in the prison. It emphasizes how to be the work of the chaplaincy officer who can act as a facilitator who collaborates with the interdisciplinary team for the rehabilitation of inmates with the help of liberating faith.

**CI 700 Military Chaplaincy in Context (3 credits)**

The course focuses on the ministry of military chaplaincy from the perspective of a provision and cooperation between the ministry of religious faith groups and the government, to minister to the people in the military environment. Analyze how spiritually assist the person who acts as military, to identify the particular needs of men and women who serve in the military. It stresses the need to provide pastoral care as well in times of peace as in times of war focusing on the challenges facing the chaplain in the militia.

**CI 701 Chaplaincy and Counseling in the Context of Thanatology / Hospice (3 credits)**

The course is designed to help students learn the reality of a patient who has been diagnosed by a physician as medically terminal, with a life expectancy six (6) months or less. Analyzes how to care for the patient to control and alleviate the physical, emotional and spiritual suffering that is facing. It assesses how the chaplain can labor with an interdisciplinary team of professionals whose interest is to satisfy the needs of the

patient and his immediate family, to help improve the quality of life of the sick person, guiding so you can live a conscious life and prepare to die in peace.

Final Project (1 2 course credits required to complete the field.):

**CI 703 Chaplaincy Ministries meet the challenges of the XXI century (2 credits)**

The course identifies the challenges facing the ministry of the chaplaincy in different contexts in XXI century. Provides student an opportunity to discuss and plan how to improve the quality of services provided by the Chaplaincy Department in an institution, so that it can meet the challenges of the reality of the postmodern world. The student shall submit a written work computer using Times New Roman size 12 under the APA model. The project must include goals and objectives in the short and long term.



## **PASTORAL CARE AND COUNSELING**

Students must select and pass 5 courses of 3 credits each specialty and end after you complete the final project is a 2-credit course.

### **CC 605 Counseling and Pastoral Care (3 credits)**

The course introduces the study of counseling as a discipline, focuses most heavily weighted issues in counseling, skills development and the opportunities this provides. Emphasizes aid processes, theories of counseling and dynamics needed to facilitate changes in behavior. It gives attention to the personal qualities, skills and attitudes that a counselor must have. Contrast counseling to pastoral care and highlights the importance of proper use of Scripture in Christian counseling programs and pastoral care.

### **CC 610 CDMA and Human Development (3 credits)**

The course explores the harmonious development of human beings as such, highlights the importance of CDMA (the process of growth, development, maturation and learning human). Place special emphasis on normal transition stage of CDMA and its impact on the individual's behavior and appropriate interaction in human relations. It rates awareness of self-identity, self-image and self-esteem as a result of an appropriate CDMA.

### **CC 612 Mediation and Conflict Management (3 credits)**

The course focuses on the use of knowledge and techniques suitable for pastoral intervention in mediation and conflict management counseling. Care is delivered to the search and use of various alternatives and strategies to help transform the conflict from the theological perspective of forgiveness, reconciliation and as peacemakers in the context of Christian community life.

### **CC 613 Counseling Applied to the Crisis of Postmodern Life (3 credits)**

This course provides the opportunity to identify situations exist worst crisis in our postmodern communities. It analyzes the nature of the crisis facing the person and how to use the knowledge and skills of counseling to give attention to the person. Study intervention in crisis situations to consider: 1) the biblical and theological perspective of

pastoral care and counseling, 2) the methods of counseling as a discipline that can be applied to the crises that arise in the life of the church, 3) the skills and tools necessary to develop a counseling program to intervene in crisis situations, 4) the need for certification as a counselor strategies.

### **CC 615 Ministries of Community Service and Compassion (3 credits)**

This course examines and analyzes various types of service ministries that are necessary in postmodern communities. It provides special attention to the need to help the homeless, street, sick people and correctional institutions. Analyze how the knowledge and skills of the chaplaincy and counseling can be used in ministries of compassion and social action to help people suffering in our communities.

### **CC 620 Clinical Pastoral Education (3 credits)**

This course provides the opportunity for the student to counseling or chaplaincy may have the practical experience to participate on an individual basis of practical experience in an accredited Clinical Pastoral Education (CPE) program for 12 consecutive weeks in a clinical setting. It offers the opportunity to interact with peers entangled in experiences in crisis intervention, reflection and analysis of them under the supervision of the chaplain in property of that institution.

### **CC 622 Ethics and Legal Aspects of Ministry (3 credits)**

This course provides an opportunity to discuss the ethical and legal issues that exist to regulate community life from a biblical perspective sociological, and theological. It gives special emphasis to ethical reflection and the development of values that should adorn the life of the minister, equipping you with the knowledge and tools necessary to meet the challenges of postmodern society.

### **CC 623 premarital counseling and marriage (3 credits)**

This course explores the content and application of the basic theories of premarital and marriage counseling. Special emphasis will be given to the preparation for marriage and the development and continuous enrichment of the marriage relationship. Further intervention techniques will be discussed in marital crisis situations and partner. Discussion will include topics such as: communication, family planning, divorce, marriage and sexuality in understanding and addressing the needs of the couple. The student will develop basic sessions for premarital and marital counseling skills.

**CC 624 Family Counseling (3 credits)**

This course explores the theories related to the function and dysfunction in the dynamics of family systems. Special emphasis will be given to the development of the basic skills necessary to perform a section of family therapy. Student is expected to work in their own context and understanding family system so that there is consistency in leading family therapy.

**CC 627 Counseling for people with sexual addictions (3 credits)**

The course examines the problems that arise when a person suffers from sexual addiction. We study strategies and techniques for counseling these people guiding them heal perceptions about human sexuality and improve their quality of life.

Final project (1 2 course credits required to complete the specialty)

**CC 628 Counseling and Pastoral Care face the challenges of the XXI century (2 credits)**

The course identifies the challenges facing the ministry of pastoral care and counseling in world colored by various crises in the XXI century. Provides student an opportunity to discuss and plan how to improve the quality of services provided by the Department of Counseling and Pastoral Care in the church or in an institution, so that it can meet the challenges of the reality of the postmodern world. The student shall submit a written work computer using Times New Roman size 12 under the APA model. The project must include goals and objectives in the short and long term.

## **BOARD OF DIRECTORS**

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Chairman of the Board of Directors  
Rev. Sigfredo Arce Huertas (started in 2007).  
Cerro Gordo Church Pastor I, Bayamón

Secretary of the Board of Directors  
Leslie Torres, (started in October 2011).  
Real estate brokerage and mortgage banking consultant, member Church of God  
Sanctuary Worship, Ciudad Universitaria, Trujillo Alto

## **UNIVERSITY HUMAN RESOURCE**

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### MANAGEMENT PERSONNEL, AND ADMINISTRATIVE SUPPORT ASSISTANT

Office of President Francisco Ocasio Waleska Ortiz Vega Jimenez	Executive President Administrative Assistant
Planning and Development Office Ana M. González Cepero	Official
Office of Promotion and Recruitment Brennelly M. Flores Concepcion	Official
Office of the Dean of Academic Affairs Carmen Ayala Rios Glendalys Martinez Martinez	Academic Dean Administrative Assistant
Office of Academic Registry Claudia Rodriguez Sonia E. Rosario Rios	Official Academic / Registration Administrative Assistant
Library Juan L. Lugo	

Velma Leticia Sosa Orozco	Librarian
José Ferrer	Chief Librarian Assistant
Luz E. Orozco	Administrative Assistant

Office of Bible Institutes	
Bethsaida Ortiz	Coordinating

Office of the Dean of Student Services	
Elizabeth Gonzalez	Dean of Students

Economic Assistance Office	
Sandra Rosario	Officer

Office of the Dean of Administration and Finance	
Frankie Negron Perez Crespo	Dean of Administration
Mariangeli Crespo	Assistant funds
Victor Berríos, CPA	Internal Auditor
Office of Human Resources and Payroll	Officer
	Officer

Foodservice Supply	
Juana Morales	Food Manager
Cleaning and Maintenance Officer	
Lisandra Garcia	Manager

## FACULTY ATTACHED

### **Luz M. Rivera Miranda** (started in 1969)

BA (History), University of Puerto Rico (1963) MA (Church Ministries), Church of God Theological Seminary (PR) (1988) Studies on a continuing Oblate School of Theology (1990), McCormick Theological Seminary (1991) and Pacific School of Religion (1992) DMin, McCormick Theological Seminary (1995)

### **Ildefonso Caraballo** (started 1985)

BA (Biblical Interpretation), Pentecostal Bible College in Puerto Rico (1983) MDiv Church of God Theological Seminary (Cleveland , TN) (1986) Studies continued in Andover-Newton Theological School (1989) and Oblate School of Theology (1990) DMin McCormick Theological Seminary (1995)

**José R. Rodríguez Gómez** (started 1994)

MD University Technological Studies (1983) Master Public Health (MPH) School of Public Health, University of Puerto Rico (1986) Post Graduate Certificate in Gerontology, University of Puerto Rico (1987) MA (Sociology and Anthropology) Fordham University PhD Former National Institute of Mental Health Fellow, Fordham University ScD Pastoral Wellness Sciences, Lafayette University (1989)

**Ricardo Lopez** (Began 1994)

BS (Natural Sciences), University of Puerto Rico (1975) MA (Church Ministries), Church of God Theological Seminary (PR) (1994) Doctoral Candidate in Philosophy Theological Studies) American University PR. Fausto Paulino Lora R. (started 1995) BA (Education - History), University of Puerto Rico (1978) MA (Education - Guidance and Counseling), University of Puerto Rico (1988) EdD (Guidance and Counseling), University of Puerto Rico (1995)

**David Valentine**, MDiv (started 2001)

BA (Biblical Theology) Rio Grande Bible Seminary, Texas (1981) BA (Humanities) University of Puerto Rico (1991) MDiv Evangelical Seminary of Puerto Rico (2002) Cuddly

**Hector Nuñez** (started 2002)

BA (Anthropology and History), Biscayne College (1976) BA (Theology), Jacksonville Theological Seminary (1992) MA (Theology), Jacksonville Theological Seminary (1994) MS (Sociology), Alameda College and University (2000) JacksonvilleTheological Seminary DMin (1996 )

**Miguel A. Cintron Cortes** (started 2002)

BA (Religious Studies), Pentecostal Bible College in Puerto Rico (1991) MA (Ecclesial Ministries), Church of God Theological Seminary (PR) (1994) DMin, McCormick Theological Seminary (1998)

**Carlos R. Colon Alvarado** (started 2004)

BA (Psychology), University of Puerto Rico (1986) MDiv Church of God Theological Seminary (Cleveland, TN) (1994) PhD (Philosophy in Theological Studies) American University PR (2006)

**Ruben Perez Torres** (started in 2005)

BA (Philosophy); UPR-Rio Piedras (1969) MDiv, Evangelical Seminary of Puerto Rico (1977) DMin (Pastoral Theology); Claremont School of Theology, California (1979) Ph.D. (Historical Theology and Popular Religion); University Fribourg, Switzerland (1996)

**Jennifer Contreras** (started 2008)

BS (Secondary Education-History), University of Puerto Rico, 2000 M.Div., Church of God Theological Seminary, Cleveland TN, 2005 PhD candidate in Christian Education Biola University, California

**Francisco J. Carrillo Pérez** (started 2010)

BA (Psychology), University of Puerto Rico (1994) MA (Clinical Psychology), Carlos Albizu University (2004) Ph.D. (Clinical Psychology), Carlos Albizu University (2004)

**Pablo A. Jiménez Rojas** (started 2010)

BA (French), University of Puerto Rico (1981) MDiv, Evangelical Seminary of Puerto Rico (1984) MA (Theology) Christian Theological Seminary ( 1986) DMin, Columbia Theological Seminary (1995)

**Ediberto López Rodríguez** (started 2011)

BA, University of Puerto Rico (1976) MA (Theology), Evangelical Seminary of Puerto Rico (1980) MA (Studies in Sacred Theology-NT), Union Theological Seminary (1986) MA (Philosophy-NT Studies), Drew University (1991) Ph.D. (New Testament Literature), Drew University (1992) JD, University of Puerto Rico (2009)

**Graciela Torres Beltrán** (Began 2011)

BA (Education-History), University of Puerto Rico (1982) Certificate of Teacher Librarian, University of Puerto Rico (1987) Courses in Music Education, University of Puerto Rico (1996) MA (Education Library Services and Information Technology), Universidad del Turabo (2007) PhD Candidate (Curriculum and Teaching Learning Environments for Library Services and Information Technology), University of Turabo

**Migdalia Negrón Martínez** (Began 2011)

BA (Social Sciences) University of Puerto Rico (1989) MA (Psychology), Interamerican University of PR (1997) Ph.D. (Counseling Psychology), Interamerican University of PR (2009)

**Joseph Fitzpatrick** (Began 2012)



BA (Science in Bible), Philadelphia Biblical University (1993) MDiv (Pastoral Counseling), Westminster Theological Seminary (1996) DMin (Department Pastoral), Westminster Theological Seminary (2006)

**Nannette Mendoza** (started in 2012)

BA (Writing in Media), Sacred Heart University (1989) MA (Puerto Rican and Caribbean Literature), Center for Advanced Studies of Puerto Rico and the Caribbean (1996) Credits leading to doctoral degree from the University of Valladolid, Spain transferred to the Center for Advanced Studies of Puerto Rico and the Caribbean. Degree examination in 2006 and approved Thesis process.

**María C. Laureano Ortega** (started 2012)

BA (Secondary Education-Spanish), Interamerican University of PR (1984) MA (Library and Information Science), University of Puerto Rico (1991) MDiv, PR Evangelical Seminary (2001 ) All courses approved doctoral, dissertation in progress and approved by the IRB (Counseling Psychology), Interamerican University of PR

**Michael Del Pilar Domenech** (started 2012)

BA (Secondary Education - History) UPR Río Piedras (1982) MDiv (Theology) Evangelical Seminary of Puerto Rico (1985) MA (Education - Philosophy and Social Sciences) Columbia University, NY (1989) Ph.D. (Religion, Philosophy of Education and Social Sciences) Columbia University, NY (1995) Ph.D. (Educational Administration and Supervision) UPR Río Piedras (2012)

**Pedro J. Giovanetti** (started 2012)

BA (Psychology) American University, PR (1958) BA (Theology) Evangelical Seminary of Puerto Rico (1968) MDiv (Theology) Evangelical Seminary PR (1985) JD, Catholic University of Puerto Rico (1973)

**Samuel David Pagan** (Began in 2012) BA (General Studies), UPR-Rio Piedras (1976) JD, Catholic University of PR (1979) MDiv, Bethany Theological Seminary (1990) D.Min, NY Theological Seminary (2011) Ph.D. (History) Center for Advanced Studies of Puerto Rico and the Caribbean (in progress)

**Yattenci Cerquera Bonilla** (started 2012)

BA (Philosophy) Pontificia Universidad Javeriana (1987) BA (Religious Studies and Theology) Autonomous University of Quito, UNAQ (2003) MA (Bible) Pontificia Universidad Javeriana (1989) Ph.D. (Scripture) Biblical Institute in Rome awarded by the Pontificia Universidad Javeriana Bogota in conjunction with the Catholic University of Quito, Ecuador (1995) Ph.D. (Theology) recognized by the Autonomous University of Quito, Ecuador (2003)

**José R. Ortiz** (Began 1999)

BA (Business Administration), University of Puerto Rico (1984) MA (Ecclesial Ministries), Church of God Theological Seminary (PR) (1999)

**Melba Sepulveda** (started 2000)

BA (Christian Education), Pentecostal Bible College in Puerto Rico (1984) MA (Christian Ministry), Church of God Theological Seminary (1993)

**José W. Pimentel** (started 2002)

GA (Program Computers), San Juan Technological College BA (1980) (Pastoral Studies), Pentecostal Bible College in Puerto Rico (1996) MA (Arts Department), Church of God Theological Seminary (PR) (1999)

**Yeritza Montañez Aviles** (started 2003)

BA (Psychology), University of Puerto Rico (1999) MA (Marriage and Family Therapist), Fuller Theological Seminary (2002)

**Anibal Rosado Ortiz** (started 2004)

BA (Engineering Science), University of Puerto Rico (1974) Studies leading to master's degree, Church of God Theological Seminary (PR)

**César Corretjer** (Began 2005)

BA (Management), University of Puerto Rico (1971) Juris Doctor American University of Puerto Rico (1978)

**Juan R. De León** (started 2008)

BA (Pastoral Studies), MA Pentecostal Bible College in Puerto Rico (1981) (Ministry and Theology), Church of God Theological Seminary (1990) MA (Education Ministry), Interamerican University of Puerto Rico (1994)

**Regino Alejandro** (started 2008)

BA (Spanish), University of Puerto Rico (1986)

**Amarilis Serrano** (started 2009)

BA (Psychology), University of Puerto Rico (1991) MS (Clinical Psychology), Caribbean Center for Advanced Studies (1993) PsyD (Clinical Psychology) Caribbean Center for Advanced Studies (1999)

**José Grau** (Began 2009)

BA (Pastoral Theology) Bible College Pentecostal MA (Leadership Ministerial), Church of God Theological Seminary Naomi Gonzalez (started 2009) BA (Social Sciences ), University of Puerto Rico (1981) MA (Divinity), Evangelical Seminary of Puerto Rico (1987)

**Miguel A. Rivera Rivera** (Began 2009)

BA (Science), University of Puerto Rico (1979) MA (Secondary Education Chemistry) University of Puerto Rico (1984)

**Ammy Barry Cross** (Began 2010)

BA (Biblical Interpretation), Theological University of the Caribbean (2005) MA (Arts in Religion) Theological Seminary, PR (2010)

**Iraida Amaro** (Began 2010)

BA (Education Elemental), American University (1977) MA (Special Education), American University (2003)

**José L. Valentín Saldaña** (started 2010)

BA (Biblical Interpretation), Pentecostal Bible College (2005) MA (Arts in Religion) Evangelical Seminary PR (2012)

**Alberto Hernandez** (started 2011)

BA (Education-English and Spanish), University of Puerto Rico (1970) MEd (English as a Second Language Education- TESOL), Columbia University (1972) Post Graduate Degree-Sixth Year Program (Curriculum and Supervision of School), University of Hartford (1986) Graduate-Sixth Year Professional Diploma (Bilingual Education), Wayne State University (2003)

**Eliud Serrano Arroyo** (started 2011)

BA (Secondary Education), University of Puerto Rico ( 2000) MA (Education for Children), University of Phoenix (2004)

**José F. Hernández Colón** (started 2011) BA (Biology), University of Puerto Rico (1993) MDiv (Theology), Evangelical Seminary of Puerto Rico (1997) Ed .D. (Guidance and Counselling), University of Puerto Rico (2011)

**Walleska Vega Jiménez** (Began 2011) BA (Science in Computerized Information Systems), American University (1999) Certificate Missionary Ministerial Pentecostal Bible College (2003) MA (Missions and Evangelism), Church of God Theological Seminary (2010)

## **OFFICERS ADMINISTRATIVE BOARD - FACULTY**

**Carmen L. Ayala Rios** (started 2011) BA (Psychology) University of Puerto Rico (1997) MA (Public Administration) University of Puerto Rico (2004)

**Elizabeth Gonzalez** (started 1995) BA (Christian Education) Bible College Pentecostal in Puerto Rico (1983) BA (Social Sciences), University of Turabo (1990) MA (Christian Ministry) Theological Seminary, Church of God (2000),

**Francisco Ortiz** (Began 2006) BA (Religious Studies) Bible College Pentecostal PR (1995) MDiv Evangelical Seminary of Puerto Rico (2004)

## ACADEMIC CALENDAR 2012-2014

Theological University of the Caribbean  
2012-2013

### ACADEMIC CALENDAR

The academic calendar is subject to change. Some holidays may change depending on the day of the meeting. The standard of the College regarding the holidays is that offices closed. However, classes will meet on holidays. The University reserves the right to cancel this policy or to extend the semester mediate in situations where natural disasters such as hurricanes, earthquakes or other.

#### 2012-2013 ACADEMIC YEAR FIRST SEMESTER

##### August 2012

3-10	Regular registration period (Aug 3-8 the 4th & 3rd year student, Aug 8-10 the 2nd & 1st Year Students)
2-3	Delivery Report Card Summer
13	Classes Start
13 -17	Late registration and changes in the schedule of classes (enroll, withdraw and sections)
14	Last day to withdraw from individual courses with notation "W".
17	Last day to remove status listener.
20-21	Last day to withdraw from all entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
22-23	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
24	Last day to remove incomplete summer.
24 and 27	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.
28	During and after the fourth week of classes the student will pay 100% of tuition if they were given in full or partial withdrawal.

## September 2012

3 Holiday: Labor Day (Monday) (No School)  
15 Due First term deferred payment  
12 Cult opening of the academic year

## October 2012

12 Holiday: Columbus Day (Friday) (There will be classes)  
15 Due second term deferred payment  
27 Open House Week  
23-25 Pentecostalism

## November 2012

1-8 Pre-Registration Period January to May 2012  
2-4 Revival Campaign  
6 General Election Day  
9-15 Evaluation of Faculty  
12 Holiday: Day Veteran (Monday) (There will be classes)  
15 Due third term deferred payment  
Turkey Trot and Thanksgiving dinner  
16 President's Day  
19 Holiday: Discovery of Puerto Rico (Monday) (Offices are open)  
20 Professional Development Seminar for Faculty  
19-24 Thanksgiving Break for students  
21 Retirement Thanksgiving UTC  
21-25 Thanksgiving Break for Staff and Faculty  
26-30 Apply for ("clear") in Finance Office to hand in works and take final exams  
30 Last day to apply incomplete

## December 2012

3 Last Day of Classes  
Christmas Party  
4-10 Final Exams  
17 Last day to submit grades  
24-6 Christmas Break

## SECOND SEMESTER ACADEMIC YEAR 2012-2013

### January 2013

7	Back staff to their work and tests
9-11	Attention new candidates
14	Holiday: Eugenio M. de Hostos (The offices are open)
11-18	Regular registration period
18	Last day to remove status listener.
21	Holiday: Dr. Martin Luther King (The offices are open)
21-25	
21	Classes begin Late registration and changes in the schedule of classes (high, low and sections)
22	Last day to withdraw from individual courses with annotation "W".
29	Last day to withdraw from all entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
31	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it. x

### February 2013

1	Last day to remove incomplete first-half
1 and 4	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.
11	During and after the fourth week of classes the student will pay 100% of tuition if they were given in full or partial withdrawal. Defeat 15 first-term deferred payment Convention ABHE 13-16, Orlando, Florida
18	Holiday: George Washington (Monday) (There will be classes)

### March 2013

1	Night Awards
15	Due second deferred payment term
15 to 17	Spring Awakening Campaign
22	Holiday: Abolition of Slavery (Friday) (There will be classes)

25-29	Spring Recess for students (Easter)
25	Professional Development Seminar for staff and faculty
27	UTC Easter Retirement
27-31	UTC Spring Break staff and faculty



### April 2013

8-12	Library Week
15	Due third term deferred payment. Last day for graduates settle their debts.
15	Holiday: José de Diego (Monday) (There will be classes)
22-27	Evaluation of Administrative Faculty
24	Staff Day

### May 2013

1-10	Registration for summer and pre-enrollment sections
3-1	August 2013 Order sheet relay (clear) in Finance Office to deliver papers and take final exams
6	In June Farewell Worship Bible Institutes (Island)
9	Student Day
10	Teacher's Day
10	Last day to apply for incomplete 10 Last Day of Classes
10	Farewell Worship Bible school (Metro Area)
13-18	Final Exams
24	Last day for faculty to submit qualifications
25	Graduation Acts Program
29	Bible school faculty meeting with Senior Class

### June 2013

#### Summer

1	Graduating Class Acts of Graduation Certificates, Bachelor's and Master's
3-14	First Session Classes
3	Late registration and changes in the curriculum for summer classes. Last day to pay summer tuition.
4	Last day to withdraw from all of the first summer session are entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
5	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
6	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.

7

During and after the fourth day of class the student will pay 100% of tuition if they were given in full or partial withdrawal.

<b>17-28</b>	<b>Second Session of classes</b>
17	Last day to remove incomplete second half
18	Last day to withdraw from all of the first summer session are entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the cost Total thereof.
19	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
20	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.
21	During and after the fourth day of class the student will pay 100% of tuition if they were given in full or partial withdrawal.
21	Last day to apply incomplete sections
17-28	Summer Term Care and examinations to candidates for admission and re-admission.

July 1 to July 31 Break School 2013-2014

## **ACADEMIC YEAR 2013-2014**

### **FIRST SEMESTER**

#### **August 2013**

5-9	Regular registration period
2	Summer Report Card
12-16	Late registration and changes in the schedule of classes (enroll, withdraw and sections)
13	Last day to withdraw from individual courses with notation "W".
16	Last day to remove status listener.
20	Last day to withdraw from all entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
22	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
23	Last day to remove incomplete summer.
23 and 26	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.

### **September 2013**

- 2 Holiday: Labor Day (Monday) (No School)
- 6 During and after the fourth week of classes the student will pay 100% of tuition if he knew full or partial withdrawal. Defeat
- 15 Due deferred first payment period

### **October 2013**

- 4-6 Revival Campaign Fall
- 14 Holiday: Columbus Day (Monday) (There will be classes)
- 15 Due second period for deferred payment
- 22-24 Pentecostalism Week
- 26 Open House

### **November 2013**

- 1- 8 Period of January to May 2014 Pre-registration Assessment
- 11-15 Faculty 11 Holiday: Veterans Day (Monday) (There will be classes)
- 15 Due third term deferred payment
- 15 President's Day
- 19 Holiday: Discovery of Puerto Rico (Tuesday) (There will be classes)
- 21 Turkey Trot and Thanksgiving dinner
- 25 Professional Development Seminar for Faculty
- 25-29 Thanksgiving Break for students
- 27 UTC Thanksgiving Retirement
- 27-30 Thanksgiving Recess for Staff and Faculty

### **December 2013**

- 2-6 Order sheet relay ("clear") in the Finance Office to turn in assignments and take final exams in February Last day to apply incomplete
- 6-7 Last Day of School
- 9-14 Christmas Party Final Exams
- 20 Last day for faculty submit qualifications
- 23-5 Christmas Break

**SECOND SEMESTER**  
**ACADEMIC YEAR 2013-2014**

**January 2014**

7	Back in the staff to their work and tests
8-10	Attention new recruits
10-17	Regular registration (enrollment period)
13	Holiday: Eugenio M. De Hostos (Monday) (The offices are open)
20	Holiday: Dr. Martin Luther King (The offices will be open)
20	Classes begin
20-24	Late registration and changes in the schedule of classes (enroll, withdraw and sections)
21	Last day to withdraw from individual courses with annotation " W
28	Last day to withdraw from all entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
30	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
31	Last day to remove incomplete in the first half
31 and 3	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.

**February 2014**

10	During and after the fourth week of classes the student will pay 100% of tuition if they were given in full or partial withdrawal.
15	Due First-term deferred payment
19-22	ABHE Convention Orlando, Florida
17	Holiday: George Washington (Monday) (There will be classes)

**March 2014**

7	Achievement Night
14	Due second term deferred payment
17-21	Library Week
22	Holiday Abolition of Slavery (Saturday) (There will be classes)

**April 2014**

4-6  
14

Spring Revival Campaign  
Professional Development Seminar for Staff and Faculty

15	Due third term deferred payment. Last day for graduates settle their debts.
14-19	Spring Break for students (Easter)
16	Easter Retirement UTC
16-20	Spring Break for Staff and Faculty
21	Holiday: José de Diego (Monday) (There will be classes)
21-25	Assessment
23	Faculty Administrative Staff Day

### **May 2014**

1-9	Registration for summer and pre-enrollment sections
5-9	Order sheet relay (clear) in the Finance Office to deliver jobs and take final exams
9	Student Day Teacher's Day
9	Last day to apply for incomplete
12	Farewell Worship Bible Institutes (Island)
16 and 17	Last day of classes
16	Farewell Worship Bible school (Metro Area)
19-24	Final Exams
23	Last day for faculty to submit qualifications
24	Graduation Acts Bible school program
28	Faculty Meeting
31	Graduating Class Graduation Certificates, Bachelor's and Master

### **June 2014**

#### **2-13 First Summer Session**

2	Last day of classes Late registration and changes in the curriculum for summer classes. Last day to pay summer tuition.
3	Last day to withdraw from all of the first summer session are entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the total cost of it.
4	Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it.
5	Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.
6	During and after the fourth day of class the student will pay 100% of tuition if they were given in full or partial withdrawal.

**16-27**

**Second Session Classes**

16

Last day to remove incomplete second half

17

Last day to withdraw from all of the first summer session are entitled to reimbursement of 75% of the total cost of tuition or pay 25% of the cost Total thereof.

18

Last day to withdraw from all entitled to reimbursement of 50% of the total cost of tuition or pay 50% of the total cost of it. 19 Last day to withdraw from all entitled to reimbursement of 25% of the total cost of tuition or pay 75% of the total cost of it.

20

During and after the fourth day of class the student will pay 100% of tuition if they were given in full or partial withdrawal.

20

Last day to apply incomplete Summer sections

July 1 to July 31

Break College



## WHERE TO GET INFORMATION

Admission Application

Promotion and Recruitment

*The application form can also be obtained in the cyber page: [www.utcpr.edu](http://www.utcpr.edu)*

Pell Grant Application

Office of Financial Aid

*Pell Grant Application can be obtained and submitted directly from cyber page: [www.fafsa.com](http://www.fafsa.com)*

Economic Aspects

Dean of Administration and Finance  
Economics

Student Accommodation

Student Services Dean Student

Applications Office of International Academic  
Registry Recognition of courses

Dean of Academic Affairs

Phone: 787-761-0640 - 787- 761-0808

Fax: 787-748-9220

Cyber Page:

[www.utcpr.edu](http://www.utcpr.edu) Email

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