

Genesis College & Seminary

Student HANDBOOK

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Welcome!

Genesis College & Seminary

Genesis College & Seminary offers a challenging curriculum for highly motivated distance learning students who long to make a kingdom impact with their lives.

“We are not just looking for men and women who want to earn degrees,” says David Johnson, Genesis’ Chairman of the Board. “We are seeking students who desire to be history makers and world changers.”

A provider of rigorous distance learning courses, Genesis is a much needed center for theological education and ministry training. People from all walks of life are accepted, including the hurting and broken. While many in society tend to give up on drug addicts, criminals, and sex offenders, the founders of Genesis College believe that God is the Giver of chance after chance to make a difference in the world.

Genesis College & Seminary currently offers two majors in a carefully developed curriculum that is based upon the Word of God and scholarship from anointed teachers such as A.W. Tozer, Tim Keller, John Piper, Wayne Grudem, Paul Tripp, and others. Students can earn Associate, Bachelor, Master, and Doctoral degrees in Ministry or Biblical Studies.

General Information

Genesis College & Seminary

Our Unique Footprint

What makes Genesis unique?

Mission-minded – not profit-minded. We offer Christian education to students for whom a college degree is financially out of reach. Tuition is free to incarcerated men and women, thanks to the generosity of our donors and partners.

Covenant Creation. Bachelor students create a binding agreement with God, signed by witnesses, in the “My Covenant” course. In this covenant, students make vows regarding their family, their conduct, and their ministry. The covenant also speaks to the impact these students’ lives will have on others.

Partnership. Many scholars and institutions embrace Genesis College’s heart for the hurting and broken. In addition to the school’s diverse faculty, some of the best minds in theological education contribute to course development.

Scripture Memorization. Acknowledging the centrality of God’s Word in the life of a Christian leader, Genesis requires students to memorize Scripture throughout their degree programs.

Capstone Project. In the course, “Capstone Project,” students design a living, working, functional plan or tool to assist them in their call to make a kingdom impact with their lives.

Ministry Portfolio. Master students build a portfolio throughout the duration of their program to demonstrate their knowledge, skills, and abilities. The Ministry Portfolio is a usable, functioning body of work that includes tools, projects, plans and other career-related documents that can be used in one’s vocation.

Spiritual Growth Journal. At some Learning Centers, learners are required to keep a Spiritual Journal that chronicles their spiritual growth class by class.

Spanish Courses. We offer courses in Spanish, allowing us to serve Spanish-speaking learners, including the Spanish-speaking population in U.S. prisons.

Purpose

The purpose of Genesis College & Seminary is to provide distance learning, theological education, and ministry training to equip its graduates to serve Jesus Christ in Christian ministry and a wide variety of occupational vocations.

Mission

To prepare humble hearts to begin again.

We raise up passionate followers of Christ, disciples who will be Christ-exalting leaders in their homes, churches, workplaces, and communities.

While the odds may be stacked against “the least of these” (Matthew 25:37-39) in our society, Genesis unequivocally believes that God is the Giver of second chances, third chances, and endless chances, and will use any willing vessel to make a kingdom impact with his or her life.

Vision

To empower our graduates to fulfill God-sized dreams according to his purpose.
We impact lives locally, nationally, and globally.

Statement of Faith

The College’s fellowship, instruction and discipline is based upon the following Statement of Faith:

1. We believe in the 66 canonical books of the Old and New Testaments as the inspired Word of God, Infallible, Inerrant, and the Final Authority in faith and life. (2 Timothy 3:16-17, Psalms 19:7, Isaiah 8:20, 2 Peter 1:20-21)
2. We believe in One Living and True God, eternally existing in three Persons: the Father, the Son, and the Holy Spirit. (Deuteronomy 6:4, Jeremiah 10:10, Genesis 1:26, Isaiah 45:21-22, Matthew 28:19, John 1:1-14, 2 Corinthians 13:14)
3. We believe Jesus Christ is God’s Son; conceived by the Holy Spirit; born of the Virgin Mary; suffered under Pontius Pilate; was crucified, dead and buried; rose from the dead on the third day; ascended into heaven; sits at the right hand of God; and from there he shall come to judge the living and the dead. (John 3:16, Matthew 1:20, Luke 2:7, Mark 15:15, Matthew 27:35, Matthew 27:58-60, Luke 24:7, Luke 22:69, Acts 10:42, John 5:22,27)
4. We believe that all people have sinned, the penalty of sin is death, Jesus died in the sinner’s place to pay the penalty of sin, and those who repent of their sin and believe in Jesus Christ are justified on the grounds of his shed blood. (Romans 3:23, 6:23, 5:8, 1 Peter 1:18-19, 2:24, Acts 16:31, Ephesians 1:7, John 1:7, Ephesians 2:13)
5. We believe that all who receive Jesus Christ by faith are born again of the Holy Spirit, baptized by him into that spiritual body (the church) of which Christ is the head, and empowered with spiritual gifts to equip the church for the ministry it is called to. (John 3:3-7, 1:12-13, 14:16-17, 1 Corinthians 12:12-13, Colossians 1:18, 24, Acts 1:8, Romans 12:6-8, 1 Corinthians 7:7, 12:8-12, 14:26, Ephesians 4:11)
6. We believe in the observance of two ordinances by the church: the baptizing of believers in water and serving of the Lord’s Supper in worship. (Matthew 28:19-20, Acts 8:34-39, Romans 6:1-11, Matthew 26:26-29, 1 Corinthians 11:20-24)
7. We believe that a local Bible-based church is a worshipping body of believers committed to reaching the lost and training up of the saints; such evangelism efforts should include the “least of these,” such as the poor, oppressed, and those who are

incarcerated. (Matthew 28:19-20, Matthew 25:37-39, Galatians 2:10, James 1:27, Acts 11:29, 2 Corinthians 8:4, 1 John 3:17)

History

Genesis College & Seminary was established in 2018 by an interdenominational team of like-minded pastors, professionals, administrators, retired professionals, and others. In 2020, the school was chartered as a Not-for-Profit Corporation, authorized to grant degrees by the State of Arizona. Genesis College & Seminary is a 501(c)(3) institution.

Accreditation

Genesis College & Seminary is in the process of seeking theological accreditation. The College is a certified member of AICCS (Association of Independent Christian Colleges and Seminaries). We are also a certified member of ACSI (Association of Christian Schools International), and pursuing affiliate membership and accreditation with other accreditation agencies.

Because the College's purpose is to provide theological education and ministry training, it will not seek accreditation with government accreditation bodies.

Learning Format

Students take courses either through *Distance Learning* or by participating at a *Learning Center*.

Distance Learning: Students who take courses through *Distance Learning* receive coursework through the postal service. They work independently on their courses and mail completed assignments to their appointed *Genesis Instructor*.

Learning Center: The *Learning Center* model is available through formal or informal partnerships with churches, rehabilitation facilities, prisons, and other designated locations. In this format, a *Course Facilitator* meets with students (in small groups or one-on-one) at scheduled times to help them navigate through their assigned coursework.

Spiritual Transformation

The expected fruit of the Genesis mission (*To prepare humble hearts to begin again*) is to raise up disciples who will be Christ-exalting leaders in their homes, churches, workplaces and communities. Becoming such a disciple, however, is more than acquiring theological knowledge and ministry skills; it also requires spiritual transformation.

The process of true discipleship takes place between the student and the Holy Spirit. It requires the student to spend time with Jesus, seeking to become more and more like him. It also requires being a part of a believing community, interacting with God's people in order for his people to speak into the student's life.

Genesis College & Seminary encourages its students to engage in daily Bible study and prayer and to be involved in a Spirit-led church or a mission community that is Bible-

saturated, Christ-exalting, cross-centered, and focused on bringing glory, honor and praise to God.

Please see the Genesis Course Catalog for a complete list of degrees offered, along with curriculums and course descriptions.

Academic Calendar

Genesis College & Seminary

Genesis College & Seminary offers open registration. Students can begin coursework at any time during any term. Coursework is sent to the student as soon as his/her application is approved.

The College has four terms per year:

Term	Months Included in Term
Fall	September, October, November
Winter	December, January, February
Spring	March, April, May
Summer	June, July, August

The term in which a student completes a course will be recorded on the student's transcript.

A student should average two six-week courses per term to complete a 60-credit hour degree program within two years.

Financial Information

Genesis College & Seminary

Tuition

Genesis College & Seminary offers free tuition to those incarcerated thanks to the generosity of our donors. All other students pay either Regular Tuition or Adjusted Tuition, depending on their financial circumstances. In addition, the H. C. Johnson Scholarship is awarded to a limited number of applicants who meet the scholarship's requisites. The cost of textbooks and resources are not included in tuition. Textbooks and resources are additional expenses.

Regular Tuition

Regular Tuition is the standard tuition that students pay for a college or seminary degree.

Adjusted Tuition (must qualify)

Adjusted Tuition is modified tuition for 1) individuals in qualified/certified transitional housing, drug rehabilitation and treatment centers, and 2) those with little or no income. Adjusted Tuition enables the marginalized of society to receive a college degree despite any financial obstacles. Financial need will be evaluated at the start of every degree program.

H. C. Johnson Scholarship (must qualify)

The H. C. Johnson Scholarship is awarded to a select number of students who share H. C. Johnson's passion for Jesus. The scholarship honors the life and ministry of its namesake, a missionary who served the poor of India in the 1940s and 1950s and established many churches and training centers. Upon leaving the mission field, Johnson pastored several congregations and served God until he took his final breath. He was relentless in his desire to see the lost transformed by the power of the living Christ, leading countless people to Jesus.

To be eligible for the H. C. Johnson Scholarship, individuals must submit a scholarship application that describes their love and passion for Jesus, their unwavering commitment to reach the lost, and how they will use their education to be Christ-exalting leaders in their homes, churches, workplaces, and communities. The scholarship application form can be found in the Genesis Course Catalog.

Students can apply for the H. C. Johnson Scholarship when submitting the Application/Enrollment form or at any time during their degree program. Students who receive the scholarship must maintain a minimum 3.0 G.P.A.

Fees

There is no application or enrollment fee. There are no additional charges for matriculation, diplomas, or the first two (2) sets of transcripts. Students can purchase extra diplomas for \$35.00 each and extra transcripts for \$7.00 each.

Tuition, fees, and scholarship requirements are subject to change at any time.

Tuition

Degree	Credit hrs	Tuition per credit hr	* Tuition per course	Total tuition
Associate	60	\$222.50	\$890.00	\$13,350.00
Bachelor	60	\$222.50	\$890.00	\$13,350.00
Master	60	\$275.00	\$1100.00	\$16,500.00
Doctorate	60	\$275.00	\$1100.00	\$16,500.00

Adjusted Tuition

Degree	Credit hrs	Tuition per credit hr	* Tuition per course	Total tuition
Associate	60	\$15.00	\$60.00	\$900.00
Bachelor	60	\$15.00	\$60.00	\$900.00
Master	60	\$17.50	\$70.00	\$1050.00
Doctorate	60	\$17.50	\$70.00	\$1050.00

H. C. Johnson Scholarship

Degree	Credit hrs	Tuition per credit hr	* Tuition per course	Total tuition
Associate	60	\$1.75	\$7.00	\$105.00
Bachelor	60	\$1.75	\$7.00	\$105.00
Master	60	\$3.00	\$12.00	\$180.00
Doctorate	60	\$3.00	\$12.00	\$180.00

* Tuition per course is based upon a 4-credit hour course.

Payment Options

The following payment options are available:

Option 1: Payment in Full

Acceptable payment methods include check, money order, or electronic transfer. The balance due for each course must be paid in full before a student can begin a course.

Option 2: Deferred Payment Plan

Genesis College & Seminary acknowledges that payment in full may not be possible for some students. Please contact Genesis personnel for payment plan options, which allow tuition balance to be paid in monthly installments.

Please note, however, that transcripts and diplomas will not be issued until all financial obligations have been met.

Tuition Refund Policy

To receive a full or partial tuition refund, a student must submit the “Course Drop and Refund Request Form” (found in the “Applications and Forms” section of the Genesis Course Catalog) or submit a request in writing. The Tuition Refund Policy is as follows:

1. A full refund will be granted if the student submits a request within 14 days of the start date of a course.
2. An 80% refund will be granted if the student submits a request within 15-30 days of the start date of a course.
3. A 50% refund will be granted if the student submits a request within 31-45 days of the start date of a course.
4. No refund will be granted after 45 days of the course start date.

The withdrawal date is the date that the written notification is postmarked. This date will be used to calculate the amount refunded. Administrators understand that incarcerated students have unique needs and situations. Special circumstances will be addressed on a case-by-case basis. The College will make every effort to accommodate special circumstances.

The following table summarizes the Tuition Refund Policy and the grade issued:

Percent Refunded	If Form is Postmarked :	Grade Issued
100	Within 14 days of Official Start Date	“W” (Withdraw)
80	Within 15-30 days of Official Start Date	“I” (Incomplete)
50	Within 31-45 days of Official Start Date	“F” (Fail)
0	After 45 days of Official Start Date	“F”

Textbooks and Resources

Required textbooks and resources can be purchased through most bookstores and on-line vendors. Genesis College & Seminary recommends Christian Book Distributors (CBD) as their prices are very reasonable. Students can contact CBD at www.Christianbook.com or P.O. Box 7000 Peabody, MA 01911-7000.

Many of the required resources are available through the Genesis College Bookstore, which can send students course textbooks and resources directly upon order/payment.

Books required for each class can be found in the “Course Descriptions” section of the Genesis Course Catalog.

Admissions Information

Genesis College & Seminary

Application Process

Candidates can apply for admission at any time by submitting the Application/Enrollment Form found in the Genesis Course Catalog. A high school diploma/GED is required for admission.

The following steps make up the application process:

1. Applicant submits an application/enrollment form.
2. Applicant arranges to have official transcripts (if applicable) sent to Genesis College & Seminary from every post-secondary institution applicant has attended.
3. If requesting Adjusted Tuition or applying for the H. C. Johnson Scholarship (see Financial Information), applicant submits Adjusted Tuition Application and/or H. C. Johnson Scholarship Application, along with his/her application/enrollment form.
4. Applicant will receive a letter indicating whether or not he/she has been accepted as a student. This letter should arrive within two weeks of application receipt. When applicants are accepted, the letter will include pertinent information regarding 1) payment for tuition, 2) textbooks needed for their coursework, and 3) degree program requirements.

Transfer Credits

Genesis College & Seminary honors credit from accredited institutions. Genesis also accepts credits from non-accredited theological institutions with which it has established partnerships. Credits from non-Christian colleges will be evaluated, but there is no guarantee those credits will be accepted and applied to a student's degree program. Genesis does not accept transfer credits with a grade of "D" or below.

Students can transfer a maximum of 28 credits into an undergraduate program and 16 credits into a Master's program. No credits can be transferred into Doctoral programs.

Transcript Request Process

If you would like your transcript from another institution evaluated for credit, contact the institution you attended or use the "College Transcript Request Form" in the Genesis Course Catalog to request official transcripts from institutions you attended.

Note: Genesis College & Seminary does not make transcript requests on behalf of applicants/students.

Experiential Learning Credits

Genesis recognizes that knowledge gained outside of a classroom through life or ministry experience may be relevant to a student's degree program. Undergraduate students may be

eligible to receive up to 16 credits from non-collegiate education and/or work/ministry experience by completing an experiential learning portfolio (ELP).

An experiential learning portfolio allows undergraduate students to demonstrate how non-collegiate education and/or work/ministry experience helped them gain knowledge that matches objectives taught in a particular Genesis course. For example, non-collegiate education might include attending seminars, workshops, conferences, and taking certificate-based correspondence Bible courses and/or courses from non-accredited colleges; work/ministry experience might include the skills developed in positions such as store manager, board member, worship leader, or pastor.

Learners who have served in the military automatically receive 16 ELP credits upon proof of their honorable service.

To petition for up to 16 Experiential Learning Portfolio credits, undergraduate students must enroll in ELP 200 (Associate level) and/or ELP 400 (Bachelor level) upon advisement from an enrollment counselor. Individuals can indicate whether or not they would like to receive credits for life or ministry experience on the Genesis Application/Enrollment Form found in the Genesis Course Catalog.

Any combination of transfer and experiential learning credits can be accepted. Total experiential learning credits cannot exceed 16. Total combined credits cannot exceed 28 for undergraduate students.

Note: Graduate students are ineligible to receive experiential learning credits.

Academic Information

Genesis College & Seminary

Course Delivery

Genesis offers Distance Learning Courses in which students complete courses independently. Most courses are designed to be completed within six weeks. Extremely motivated students can work ahead of course schedule depending on the course. In most cases, students take courses sequentially – one after another.

Every undergraduate course includes a Study Guide to help students master course learning outcomes. Study Guides navigate the student through the course textbook and combine several approaches to learning, including essay style assignments. In addition to using a Study Guide, undergraduate students complete additional assignments/projects, memorize Scripture, and take exams in most courses.

In Seminary courses, students complete modules to engage course textbooks, assignments and projects. While courses integrate several approaches to learning, students will complete graduate-level writing assignments in every course (with the exception of Hebrew and Greek).

Students work independently, but they are not alone. Course Facilitators are available to guide students through the learning process and help ensure their success.

Other Forms of Study

On rare occasions, students can complete coursework through Directed Study courses. Directed Study refers to coursework completed under the guidance/direction of Genesis faculty outside of the regular course schedule. To be eligible for Directed Study, a student must 1) petition the College, stating the reason a directed study is warranted, and 2) have a GPA of 3.0 or higher. A maximum of 16 credits (total) of Directed Study may be applied to a degree program.

Depending on live instruction availability, elective courses may be offered at certain Learning Centers. Such courses will be substituted for program courses as appropriate.

Comprehensive Exam

Each degree program (Associate through Doctorate) culminates with the required course, *Program Review and Comprehensive Exam*. This is a non-credit course every student must successfully pass before a diploma is conferred.

Program Review and Comprehensive Exam helps to prepare students for the comprehensive exam, an exam which tests students on key outcomes learned throughout their program of

study. Students will also be tested on the Bible verses they have memorized throughout their program.

Grading for the exam is pass/fail. A passing score is 70% or higher. Students who do not earn a passing score will have one opportunity to retake the exam. Students who do not earn a passing score the second time will be advised of their options from Genesis personnel.

There is no fee for this course.

Spiritual Growth Journal

At some learning centers, students are required to keep a Spiritual Growth Journal to chronicle their spiritual growth and development. The journal is a measurement tool to give learners a self-assessment of their spiritual growth class by class. The Spiritual Growth Journal is a non-credit project that every student must successfully complete before a diploma is conferred.

Grading System

Genesis College & Seminary adheres to the following Grading System:

Letter Grade	Percentage	Interpretation	Letter Grade	Percentage	Interpretation
A	94-100	Excellent	C+	77-79	
A-	90-93		C	74-76	Average
B+	87-89		C-	70-73	
B	84-86	Good	F	0-69	Failing
B-	80-83		I		Incomplete
			W		Withdrawal

Students who receive a grade percentage below 70% will be issued an “F”. Students who receive a failing grade on an assignment (excluding a final exam) will be given one additional opportunity for a higher grade. Students who fail a course will be required to retake the course as a Directed Study course and will be placed on Academic Probation until the course is completed within an allotted timeframe with a passing grade.

Scholarship recipients will receive one-term probation for dropping below a 3.0 GPA.

Academic Requirements

Students are required to maintain satisfactory academic standing throughout their program. To meet satisfactory academic requirements toward the degree, undergraduate students are required to maintain a minimum GPA of 2.5, and Seminary students a minimum GPA of 3.0.

Students will have until the end of the term following the one in which their GPA fell below minimum standards to bring their overall GPA up to the required minimums. Failure to do so will result in dismissal from Genesis College & Seminary.

Courses in Spanish

Select courses are offered in Spanish. For information on our Spanish-language certificate program, please see the Spanish Certificate Program Course Manual.

Academic Policies and Procedures

Genesis College & Seminary

Make-up Grades for Failed Assignments Policy

A student who scores below 70% on an assignment (excluding the final exam) has one opportunity to redo that assignment for a passing grade.

Guidelines for make-up scores are as follows:

1. If the new score on the assignment is higher than the original score, the student will receive half of the difference in points. For example, if a student earns a 60% (a failing grade) on an assignment and redoes the assignment, earning a 90% (30 point difference), he/she will receive half of the 30 points for a make-up score of 75% (a 15 point gain) for that assignment.
2. If a student redoes an assignment and scores above 70% but the calculated score is below 70%, a 70% score will be given. For example: original score is 60%; new score is 70%. The adjusted score is 65% which is a failing grade. However, the student will be granted a 70% due to the initiative and effort taken to better his/her grade.
3. If the redo score is below 70% or is lower than the original score, the original score will remain unchanged.

Writing Skills Policy

Students who lack college-level writing skills will be helped in every way possible to remediate deficiencies. Such students may be required to take a no-credit remedial writing course. A nominal fee may be required.

College-level writing skills are crucial for success at Genesis College & Seminary. Students who do not meet writing standards, and who are unable to remediate writing deficiencies, will be attended to on a case-by-case basis to address areas of weakness.

Enrollment Status Policy

Students are considered “active” when currently taking courses. Students are considered “inactive” when there is a 60-day period in which there is no activity in coursework or written communication with a Course Facilitator or Genesis personnel.

If a student is inactive for one year (one year from the last completed course), he/she will be officially un-enrolled. Un-enrolled students who wish to reenroll must reapply for admission. Scholarship recipients will forfeit their scholarship.

Policy for Course Withdrawal

Students must complete all course material to be eligible to receive a passing grade (grades of A, B, and C are passing).

Classes are scheduled in six-week sessions. A student may drop a course during the six-week period by submitting the "Course Drop and Refund Request Form" (found in the Genesis Course Catalog) or by submitting a request in writing.

Course extensions for special circumstances will be evaluated on a case-by-case basis. Requests for course extensions must be submitted in writing within the six-week session accompanied by a detailed explanation of the circumstance.

Grades for dropped courses will be determined by calculating the number of days between the course's official start date and the date the "Course Drop and Refund Request Form" is postmarked:

Grade Issued	If Form is Postmarked:
"W" (Withdraw)	Within 14 days of Official Start Date
"I" (Incomplete)	Within 15-30 days of Official Start Date
"F" (Fail)	After 30 days of Official Start Date

Students who drop a course may retake the course at a later date. However, any student wishing to retake the course must start from the beginning of that course.

If a student chooses to retake a course for which he/she has received a grade of "W," "I," or "F," he/she may do so. The retake grade will replace the original grade for GPA purposes, but the original grade will remain on the student's transcript. Courses for which the student earned a "C-" or higher may not be retaken.

Academic Integrity*

An important message from Genesis College & Seminary to our students:

Genesis seeks not only to provide excellence in its academic programs, but also seeks to foster excellence in the character of its students.

In order to remain actively enrolled in Genesis College & Seminary, it is expected that our students adhere to the principles of academic integrity outlined below.

Credit for coursework and subsequently conferred academic degrees must be earned by each student as a result of his or her own efforts.

With this in mind, here are examples of academic dishonesty from which a Genesis student must refrain in the course of his or her academic performance:

- ***Cheating*** – i.e. obtaining or providing any information or material which would be used to determine academic credit for you or another student. This includes copying from another student’s assignments or exams or permitting another student to copy from your assignments or exams, or having another person complete or outline a written assignment for you.
- ***Bribery*** – i.e. offering or receiving any gift or favor for the purposes of gaining or conferring academic advantage, such as a passing grade.
- ***Misrepresentation*** – i.e. any action that is intended to deceive an instructor for academic advantage. This includes misrepresenting the truth to an instructor when confronted with allegations of academic dishonesty.
- ***Collusion*** – i.e. the act of two or more students working together on an individual assignment.

*Adapted in part from St. Petersburg College St. Petersburg, FL with permission.

Anti-Discrimination Statement

Genesis College & Seminary does not discriminate on the basis of gender, age, race, national origin, or disability in its admission policy, educational programs, or employment as required by Federal laws and regulations.