

ACADEMIC CATALOG

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LATIN AMERICAN FACULTY FOR
THEOLOGICAL EDUCATION

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A WORD FROM THE PRESIDENT

Dear student:

Welcome to FLET University! It is a privilege for us to unite our efforts with yours so that you can reach your goals and objectives.

FLET University specializes in offering distance courses that are relevant to your situation. We provide the opportunity to enrich your biblical and theological knowledge, as well as obtaining an academic degree in one of the professional programs of undergraduate or graduate studies.

FLET allows you to study without leaving your job. You can study in your home or in your office, without moving to another city. You can study while you are ministering in a congregation, or in your free time. Our method of distance education is strategically designed to fit your needs. FLET also gives credit for academic credit from other recognized institutions.

In most courses, there is a study guide, a textbook, and other materials that you can use. We also offer courses by Internet. You can study individually or participate in small groups.

It is our desire and our prayer that in this process of study, you will come to know the Lord better, and that as a result, you will make Him known to a world that needs the truth.



Dr. Jeffrey D. De León
President, Universidad FLET

PURPOSE

The mission of FLET University is to provide academic theological and biblical education primarily for the Spanish-speaking world by means of distance learning. [Selected courses are now available in English, and Portuguese.]

ACCREDITATION AND RECOGNITION

FLET University is registered with and licensed by the Commission for Independent Education of the Florida Department of Education under Chapter 1005, Florida Statutes and Rule 6E-2.004, Florida Administrative Code, as an organization offering a religious education program. As such, it has official authority to grant undergraduate and graduate academic degrees. (For more information, please contact The Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; phone: 850/ 245-3200.)

FLET University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) in Washington, DC, an institutional accrediting body recognized by the United States Department of Education.¹ Universidad FLET was granted accreditation status with the DETC in June 2003. Member institutions of DETC are also recognized by CHEA (Council for Higher Education Accreditation), the national accrediting association that serves as an umbrella over all the recognized accrediting bodies, including the regional associations.

FLET does not guarantee that any of the programs offered or credits granted by our institution will automatically be accepted by another educational institution. However, recognized institutions such as: Trinity International University, Reformed Theological Seminary, Asbury Theological Seminary, Knox Theological Seminary, Fuller Theological Seminary, Golden Gate Baptist Theological Seminary, Gordon-Conwell Seminary, Calvin Theological Seminary, Kentucky Christian University, and Mars Hill Graduate School, among others, accept our credits in their curriculum.

FLET University strives to provide the best possible training to its students so that they might equip God's people biblically, in order to present to the Lord Jesus Christ a church in which He rejoices (Rev. 19:7; Is. 62:5). We believe that this purpose is the most important objective for the leadership of Christ's church. If God would be pleased to use FLET to accomplish this purpose, it would be sufficient reward for our efforts in this educational ministry.

IMPORTANT NOTE

The Latin American Faculty for Theological Education, FLET, does not identify itself with any other institution, neither in Latin America nor in any other part of the world, using names or acronyms similar to FLET. Therefore, every student must make sure that the study materials, grades, degrees and/or any other documents, come from—and are properly identified by—the Latin American Faculty for Theological Studies, FLET, located in Miami, Florida, USA, in order to be recognized. Other groups such

¹ For more information please contact DETC, 1601 18th Street NW, Washington DC 20009-2529, Telephone (202) 234-5100, www.DETC.org

as AFLET, FLETP, and AFJET may use FLET textbooks, but they are NOT accredited or recognized in any way by Universidad FLET.

AFFILIATIONS

ACCESS	An international distance education association
ANECEV	Asociación Nacional de Educadores Cristianos Evangélicos de Venezuela (National Association of Evangelical Christian Educators of Venezuela)
CEV	Consejo Evangélico de Venezuela (Evangelical Council of Venezuela)
CHEA	Council for Higher Education Accreditation
DETC	Distance Education and Training Council
DIGEDEV	Dirección General de Educación del Consejo Evangélico de Chile (General Direction of Education of the Evangelical Council of Chile)
HETA	Higher Education Transfer Alliance
UPLA	Universidad de Playa Ancha de Ciencias de la Educación, Valparaíso, Chile (Playa Ancha University of Education Sciences)

DEPARTMENT OF UNDERGRADUATE STUDIES

FLET University, with the goal of preparing pastors, teachers, Christian leaders, and lay people in general for the divine task of evangelism, offers their students the following programs: Bachelor of Arts in Biblical Studies, Associate of Arts in Biblical Studies, and Certificates.

Each undergraduate program has been designed so that students can be trained through guided independent study courses, including online courses available on the Internet. However, if students wish to study in a group, they may supplement their independent study by meeting in small discussion and study groups. Study groups are supervised by a facilitator or coordinator chosen by the students and approved by FLET University. Students are able to accelerate their studies by taking advantage of one-week intensive courses and weekend workshops that are offered in selected locations. Students may also study in cooperation with an established institution under the supervision of their administration.

TEACHING METHODOLOGY

The educational method implemented by FLET is known as “distance education”, which uses pedagogical materials designed to train the student in the art of self-study. This methodology takes students through stages, so that they learn the biblical-theological contents of the program as they learn to use different research and study methods. During the learning process, students will develop habits that will serve them for a lifetime of service in the church of the Lord Jesus Christ.

The process is as follows: Once students have registered for a course (see REGISTERING FOR COURSES), they should buy the study materials (textbooks and any other required materials) that were indicated at the time of registration. Study materials can be purchased through a Christian bookstore (see STUDY MATERIALS). The text book includes a study guide with instructions for the student about how to complete the course, and a facilitator’s manual that contains instructions for the tutor about how to guide a study group—if there should be one—during the meetings for discussion, review, and the development of the course. Students should send in all required work by email to tareas@flet.edu (or if that is not possible by mail to the FLET office in Miami). Each university-level course has been designed to be taken in eight weeks, nevertheless students may elect to complete the course in as little as four weeks or in the maximum allowed time of sixteen weeks. Students should direct any questions about how to take a course to the Registrar at registros@flet.edu or call (305) 378-8700.

REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE PROGRAMS

To apply for admission to any undergraduate program, the prospective student must send the following:

1. Payment of US\$20 for processing the admission papers, if applying individually. The cost is US\$10 if you are applying as a member of an affiliated group.
2. A completed application form (available online at: www.flet.edu). The student must provide an email address to which FLET will send all communications.
3. A copy of his or her high school diploma. (This is not required for the certificate programs.) FLET may provisionally accept a student for undergraduate degree programs who has not yet finished his secondary

education, then give him credit when he has finished his high school studies. However, he can take only up to five courses before providing evidence of finishing high school.

4. A letter of recommendation from his pastor or a Christian leader who gives testimony to his solid commitment to Jesus Christ as his personal Lord and Savior.
5. A copy of his personal ID document.
6. Two small photographs, passport size.

The evaluation process may take up to four weeks after FLET receives all of the student's documents.

As a part of the admission process, the student must take an aptitude test. The purpose of this test is to evaluate the level of composition for written work to be presented to the university, as well as the capacity to adapt to a distance method of studies. The test will be sent to the prospective student as soon as the office has received payment for the admission process and the completed application form.

Note: If the student has completed university level studies, taken technical courses, or has extensive practical experience in the ministry, he or she may solicit academic credit, according to the instructions in another section of the catalog. The process of evaluating credits may take up to four weeks after the office has received all the documents. Documents sent to FLET will not be returned to the prospective student.

REQUIREMENTS FOR TAKING UNDERGRADUATE COURSES

1. FLET students are responsible for registering in courses that are part of their study plan. Please see the section REGISTERING FOR COURSES for information about the process of registration.
2. Bachelor of Arts students who have no prior undergraduate studies should follow the study plan outlined in the section "Suggested Sequence for the Bachelor of Arts Degree." If students have doubts or questions about what course they should take, they are encouraged to consult with the Registrar or Academic Dean. Associate of Arts students should follow the first two years of the study plan in the section "Associate of Arts in Biblical Studies." Certificate students should take the courses listed in their certificate program. Students who have questions or need help determining what course to take should contact the Registrar (registros@flet.edu) or the Academic Dean (decano@flet.edu).
3. Students who have prior undergraduate studies that are convalidated at FLET should carefully follow their study plan. Any proposed departures from that plan should be made only in consultation with the Registrar or Academic Dean.
4. Students should carefully follow the study guide for the courses in which they register. Each course study guide lists and explains all of the assignments required in order to obtain academic credit for the course. They can begin sending completed assignments to FLET one month after registering in a course, and they must complete all of the required assignments within four months after initiating the course. Students who see that they will not be able to complete all of the requirements for a course in time because of circumstances beyond their control may request an extension of time, but they must do so before the four months have expired (see "Academic Policies"). The maximum extension that will be given is an additional two months. There will be a fee charged if an extension is granted (see "Financial Policies").
5. Students will receive grades for the assignments they send to FLET within 4-6 weeks after the assignments are received.

REQUIREMENTS FOR GRADUATION FROM UNDERGRADUATE PROGRAMS

1. To receive the degree of Bachelor of Arts in Biblical Studies, students must complete a total of 120 credit hours, 30 of which must be taken from FLET University.
2. To receive the degree of Associate of Arts in Biblical Studies, students must complete a total of 60 credit hours, 30 of which must be taken from FLET University.
3. To receive a Certificate, students must complete a total of 9 credit hours.
4. The minimum grade for passing each course is 70%. However, students must obtain an accumulated final grade average of 79% (2.0 or better) in the FLET courses in order to graduate.
5. Students must not have any outstanding debt with FLET University.
6. Students must satisfactorily complete the additional requirements for the program in which they hope to graduate, including research projects, essays, exams, supplementary reading and lectures, etc.
7. Students who graduate from FLET University must be active members in good standing of a church, and be recommended by the leaders of their congregation.
8. A degree is granted in accordance with the catalog in effect at the time of enrollment.
9. Students must complete a graduation request form and pay the graduation fee within the period indicated in the calendar of graduations. The three graduation dates are in March, July, and November. The process of approving graduation takes 60 days.

PROGRAMS OF UNDERGRADUATE STUDY

BACHELOR OF ARTS DEGREE IN BIBLICAL STUDIES 120 credit hours

Students who graduate with this degree will demonstrate a basic knowledge of the Bible, of principles of biblical interpretation, and of theology. They will also be able to demonstrate application of the biblical truth in their lives and ministry. Students will develop a world and life view based on a foundation of biblical and general studies, form a global vision of the mission of the church, and strengthen their commitment to take the Gospel to this needy world and contribute to the edification of those who have believed in Jesus Christ. This degree will be granted to those students meeting the necessary requirements of four years of study. (This degree is equivalent to the Bachelor of Arts degree in the nomenclature of the United States). The courses for this program are listed below. **Each course is valued at three (3) credit hours.**

Courses required for graduation	Subject code
Bible: Six courses (18 credit hours)	BI
Bible Introduction	BI 101
Old Testament Survey	BI 102
New Testament Survey	BI 103
At least three (3) Bible Electives	
Theology: Six courses (18 credit hours)	TS
Doctrine of the Scriptures and Doctrine of God	TS 111
Doctrine of Man and Doctrine of Christ	TS 112
Doctrine of Salvation (Soteriology)	TS 211
At least three (3) Theology Electives	
Professional: Eight courses (24 credit hours)	TP
Hermeneutics	TP 101
Principles of Teaching the Bible	TP 102
Spiritual Formation	TP 103
Evangelism and Personal Discipleship	TP 104
At least four (4) Professional Electives	
General Education: Fifteen courses (45 credit hours)	HU
Composition I	HU 101
Composition II	HU 102
Marriage and Family	HU 103
History of the Refomation	HU 405
At least eleven (11) General Education Electives	
Additional Electives: Five courses from any area of study (15 credit hours)	
TOTAL: Forty courses (120 credit hours)	

Bible Elective Courses	BI
The Four Gospels	BI 202
Acts	BI 203
Genesis	BI 304
Pastoral Epistles	BI 410
Guided Independent Study	BI 475
Theology Elective Courses	TS
Survey of Biblical Doctrine (not an elective for BA students)	TS 101
Doctrine of the Holy Spirit	TS 204
Doctrine of the Church	TS 311
Apologetics	TS 402
Christian World View	TS 403
Eschatology	TS 406
Guided Independent Study	TS 475
Professional Studies Elective Courses	TP
Ministry of the Deacons	TP 211
Homiletics	TP 233
Administration	TP 250
Intimacy and Sexuality in the Marriage	TP 260
Leadership	TP 302
Introduction to Counseling	TP 304
The Seven Laws of the Learner	TP 305
Creative Bible Teaching Methods	TP 306
Church Growth	TP 403
Missions	TP 404
Church Planting	TP 405
Crisis Counseling	TP 406
Guided Independent Study	TP 475
General Education Elective Courses	HU
History of the Early Church	HU 204
Contemporary Thought	HU 208
Catholicism	HU 209
Intimacy and Sexuality in Marriage	HU 260
Greek as an Exegetical Tool	HU 301
General Psychology	HU 304
Philosophy	HU 305
Art and Modern Culture	HU 307
Greek I	HU 344
Crisis Counseling	HU 406
Ethics and Morality	HU 407
Sociology	HU 408
Postmodernism	HU 420
Greek II	HU 455
Greek III	HU 460
Guided Independent Study	HU 475

Summary

Bible	18 credit hours
Theology	18 credit hours
Professional / Ministerial Studies	24 credit hours
General Education	45 credit hours
Additional electives	15 credit hours
TOTAL	120 credit hours

The Bachelor of Arts Degree is granted to those students who meet all the academic requirements of all four years. At least 120 credit hours are required.

SPECIALIZATION

The following plan for elective courses is recommended for students desiring to concentrate their studies in the following particular fields. If prospective students desire a specialization in one of these fields, they should indicate their preference at the beginning of their studies, and carefully follow the study plan given to them.

Concentration in New Testament

- | | |
|----|---|
| 1. | Bible: A total of 8 courses in Bible. The three required courses and 5 electives. |
| 2. | General Education Courses: HU 301, HU 344, HU 455 y HU 460 |

Concentration in Theology

- | | |
|----|---|
| 1. | The following Theology electives: TS 204, TS 402, TS 403, TS 406 |
| 2. | General Education Courses: HU 305, HU 408, HU 420 |

Concentration In Pastoral Ministry

- | | |
|----|--|
| 1. | The following Professional electives: TP233, TP 250, TP 302, TP 304, TP 403, TP 405, TP 406 |
| 2. | General Education Courses: HU 301, HU 208, HU 304, HU 407 |

Concentration In Pastoral Counseling

- | | |
|----|--|
| 1. | Bible and Theology electives: BI 410, TS 204, TS 403 |
| 2. | Professional electives: TP 260, TP 304, TP 406 |
| 3. | General Education Courses: HU 208, HU 209, HU 304, HU 305, HU 407, HU 408, HU 420 |

Concentration In Christian Education

- | | |
|----|---|
| 1. | Professional electives: TP 305, TP 306, TP 475 (A guided independent study in the area of Christian education) |
| 2. | General Education Courses: HU 304, HU 305, HU 407 |

SUGGESTED SEQUENCE FOR THE BACHELOR OF ARTS DEGREE

4 YEAR PLAN OF STUDY

R= required

The following sequence of courses is recommended for students who have no prior undergraduate studies. Students who have prior undergraduate studies and an individual study plan should consult that plan and this sequence every time they register in a course. Selection of courses depends on the list of prerequisites below. **Each course is valued at three (3) credit hours.**

First Year		Third Year	
BI 101	Bible Introduction (R)	BI	Bible Elective
BI 102	Old Testament Survey (R)	TS	Theology Elective
BI 103	New Testament Survey (R)	TP	Professional Elective
TS 111	Doctrine of Scriptures and God (R)	TP	Professional Elective
TS 112	Doctrine of Man and Christ (R)	HU	General Education Elective
TP 101	Hermeneutics (R)	HU	General Education Elective
TP 102	Principles of Teaching the Bible (R)	HU	General Education Elective
TP 103	Spiritual Formation (R)	HU	General Education Elective
HU 101	Composition I (R)	BI/TS/TP/HU	Additional Elective
HU 103	Marriage and Family (R)	BI/TS/TP/HU	Additional Elective
Second Year		Fourth Year	
BI	Bible Elective	BI	Bible Elective
TS 211	Doctrine of Salvation (R)	TS	Theology Elective
TS	Theology Elective	HU 405	History of the Reformation (R)
TP 104	Evangelism and Discipleship (R)	HU	General Education Elective
TP	Professional Elective	HU	General Education Elective
TP	Professional Elective	HU	General Education Elective
HU 102	Composition II (R)	HU	General Education Elective
HU	General Education Elective	BI/TS/TP/HU	Additional Elective
HU	General Education Elective	BI/TS/TP/HU	Additional Elective
HU	General Education Elective	BI/TS/TP/HU	Additional Elective

PREREQUISITES:

The following courses are prerequisites in the Bachelor and Associate programs:

1. BI 101, Bible Introduction, BI 102, Old Testament Survey, and BI 103, New Testament Survey are prerequisites for all other Bible courses (BI).
2. TS 111, TS 112, and TS 211 should be taken in that order
3. TP 102, Principles of Teaching the Bible, is a prerequisite for TP 305, The Seven Laws of the Learner and TP 306, Creative Bible Teaching Methods.
4. TP 101, Hermeneutics, is a prerequisite for TP 233, Homiletics.
5. HU 301, Greek as an exegetical tool is a prerequisite for HU 344 Greek I
6. HU 344, Greek I, is a prerequisite for HU 455, Greek II.
7. HU 455, Greek II, is a prerequisite for HU 460, Greek III.

ASSOCIATE OF ARTS IN BIBLICAL STUDIES

60 credit hours

Students who graduate with this degree will have received an introduction to the biblical and theological studies, and will have taken certain courses in the area of ministerial skills (i.e. hermeneutics, teaching and preaching). Students will be prepared to help in the local church in teaching, evangelism, and discipleship. Those who plan to pastor a church should continue their studies for a Bachelor of Arts degree in Biblical Studies. **Each course is valued at three (3) credit hours.**

Courses required for graduation	Subject code
Bible: Four courses (12 credit hours)	BI
Bible Introduction	BI 101
Old Testament Survey	BI 102
New Testament Survey	BI 103
At least one (1) Bible Elective	
Theology: Four courses (12 credit hours)	TS
Doctrine of the Scriptures and Doctrine of God	TS 111
Doctrine of Man and Doctrine of Christ	TS 112
Doctrine of Salvation (Soteriology)	TS 211
At least one (1) Theology Elective	
Professional: Four courses (12 credit hours)	TP
Hermeneutics	TP 101
Principles of Teaching the Bible	TP 102
Spiritual Formation	TP 103
Evangelism and Personal Discipleship	TP 104
General Education: Five courses (15 credit hours)	HU
Composition I	HU 101
Composition II	HU 102
Marriage and Family	HU 103
At least two (2) Electives from the area of General Education	
Additional Electives: Three courses from any area of study (9 credit hours)	
TOTAL: Twenty courses (60 credit hours)	

Electives:

See the electives from the Bachelor of Arts program.

Summary:

Bible	12 credit hours
Theology	12 credit hours
Professional / Ministerial Studies	12 credit hours
General Education	18 credit hours
Additional Electives	9 credit hours
TOTAL	60 credit hours

Prerequisites:

See the prerequisites for the Bachelor of Arts program.

General Psychology HU 304
 Christian Counseling TP 304
 And one of the following two courses:
 Marriage and Family HU 103 or Crisis Counseling TP 406

CERTIFICATE IN MISSIONS

Every Christian has a mission to share the Gospel among those who have not heard it. Due to the importance of this task, Christians should be properly trained. FLET University has created this program so that the students gain a basic understanding of evangelism, and so that they learn to form and lead study groups at home or in their church. This certificate is given by FLET to the students meeting all the requirements of the respective curriculum.

Evangelism and Personal Discipleship TP 104
 Missions TP 404
 And one of the following two courses:
 Church Growth TP 403 or Church Planting TP 405

ONLINE COURSES

In its continued efforts to provide the best tools for training leaders for the edification of the Body of Christ, FLET is pleased to offer online courses.

These courses maintain the same standards as the traditional book-oriented courses, and are accredited.

The advantages of taking courses online are:

- You will have faster communication with the FLET office and staff.
- You can see the results of your tests and exams immediately.
- You can upload your other assignments, avoiding mailing costs and time. The faculty can grade these assignments more quickly and show you the results online.

Also...

- We will show you links for extra reading, avoiding additional expense.
- You will have access to the vast world of resources on the Internet (Theology, Bible, language, history, and general culture).
- The courses will include a great variety of graphics, photos, and audio-visual aids.
- You will have access to a chat room and forum to communicate with other FLET students.



We encourage you to register for our Internet courses. Don't miss this opportunity! It will be an enriching experience! Please visit <http://universidadflet.org/moodle> for a list of online courses that are available. To register in these courses, please see REGISTERING FOR COURSES.

DESCRIPTIONS OF UNDERGRADUATE COURSES

BIBLE (BI)

BI 101

BIBLE INTRODUCTION (3 credits)

A general introduction to the Bible; it examines the concepts of inspiration, revelation, canonicity and infallibility. The course also reviews the history of the Spanish versions of the Bible.

BI 102

OLD TESTAMENT SURVEY (3 credits)

A review of the Old Testament, analyzing the passages and historical events in their context of the plan of redemption.

BI 103

NEW TESTAMENT SURVEY (3 credits)

A review of the New Testament in its historical and cultural context which puts critical questions about authorship, provenance, date of composition, and textual problems in an evangelical perspective.

BI 202

THE FOUR GOSPELS (3 credits)

This course is a study of the four Gospels. The author gives the student a perspective that prepares him for further study of the Gospels in the future.

BI 203

ACTS (3 credits)

This course explains the purpose, structure, development and message of the book of Acts. The student investigates diverse subjects like the work of the Holy Spirit, the history of the primitive church, the role and the authenticity of the apostleship of Paul, and his relation with the message of the Old Testament, as well as geographical and historical data in the early church. The course also reveals teachings from Acts about discipleship, missions, evangelism, the relationship of the believer with the Law of Moses, and the nature of the church, the body of Christ. The student studies the whole book of Acts and explores ways to apply it to the contemporary world.

BI 304

GENESIS (3 credits)

This course offers two aspects:

A study of a section of Alfred Edersheim's historical commentary on the Old Testament.

A study of inductive lessons on the book of Genesis itself. Edersheim's commentary is a treasure of practical and theological analysis. The inductive lessons help the student reflect on key passages of Genesis, seeking practical applications.

BI 410

PASTORAL EPISTLES (3 credits)

This course is an exegetical and practical study of the Pastoral Epistles (1 and 2 Timothy, and Titus), using the commentaries of Calvin and Luther, guiding the student in the development of a personal philosophy of ministry.

BI 475

GUIDED INDEPENDENT STUDY (3 credits)

This course gives students the opportunity to focus on an area of biblical studies that is of special interest to them with the guidance of a faculty member.

THEOLOGY (TS)

TS 101

SURVEY OF BIBLE DOCTRINE (3 credits)

In the textbook, the author presents a synthesis of Bible doctrines. Thus, the student becomes familiar with the key teachings of God's Word that constitute the foundation of the evangelical faith.

Furthermore, this course offers the student a good basis for the future study of theology.

TS 111

DOCTRINE OF THE SCRIPTURES AND DOCTRINE OF GOD (3 credits)

This course first introduces the student to the study of theology, including terminology and divisions of theology, as well as an examination of the doctrines of revelation and inspiration. Secondly, the course studies the doctrine of God, including His attributes, His decrees, and the doctrines of predestination, creation, and providence. Finally, the student is guided to reflect on the practical importance of key aspects of the doctrines studied.

TS 112

DOCTRINE MAN AND DOCTRINE OF CHRIST (3 credits)

This course introduces the student to the biblical teaching about man, the person and natures of Christ, the work of Christ, and the atonement. The student is guided to reflect on the practical importance of key aspects of these doctrines.

TS 204

DOCTRINE OF THE HOLY SPIRIT (3 credits)

This course is a study of the biblical teachings about the person and work of the Holy Spirit. This course analyzes the deity of the Holy Spirit, His purpose in the world and His ministry on behalf of the Body of Christ.

TS 211

DOCTRINE OF SALVATION (3 credits)

This course introduces the student to the doctrines of the application of redemption, seeking a biblical understanding of concepts such as: union with Christ, the external and internal call, regeneration, conversion, repentance, saving faith, justification, adoption, sanctification, and glorification. The student is guided to reflect on the practical importance of these biblical teachings.

TS 311

DOCTRINE OF CHURCH (3 credits)

An important study of the doctrine of the church, including its origin, organization, ordinances and the place it should have in the life of every believer. How did the church begin? What is its purpose? What role does it have in the world?

TS 402

APOLOGETICS (3 credits)

This course teaches how to defend the Christian faith before contrary world views, philosophies and beliefs. It analyzes crucial Christian arguments and provides ways to uncover the falseness of the opposing philosophies.

TS 403

CHRISTIAN WORLD VIEW (3 credits)

This course guides the student through the process of developing and defending a uniquely christian way of viewing life philosophically, socially and culturally.

TS 406

ESCHATOLOGY (3 credits)

The study of eschatology takes the student through the Bible, looking at what the Old and New Testaments have to say about the future Kingdom of God, the Second Coming of Christ, death, and judgment. It analyzes the diverse, at times controversial, doctrinal positions about these final events. And guides the student through the process of writing a theological position paper.

TS 475

GUIDED INDEPENDENT STUDY (3 credits)

This course gives students the opportunity to focus on an area of theological studies that is of special interest to them with the guidance of a faculty member.

PROFESSIONAL STUDIES (TP)

TP 101

HERMENEUTICS (3 credits)

This course is an introduction to the basic principles of interpretation. Emphasis is given to the application of these principles to personal Bible study, and an important foundation is given for sermon preparation.

TP 102

PRINCIPLES OF TEACHING THE BIBLE (3 credits)

This course is an introduction to the philosophy, principles, and methodology of Bible teaching. Emphasis is given to the teacher's biblical and academic training and the application of teaching skills.

TP 103

SPIRITUAL FORMATION (3 credits)

This course looks at the biblical and theological foundations for spiritual formation in the individual and in community. The spiritual disciplines are studied together with spiritual mentoring as a tool in spiritual formation. The student is challenged to put into practice the spiritual disciplines through the course with the goal that this becomes integral in their lives as students and beyond.

TP 104

EVANGELISM AND PERSONAL DISCIPLESHIP (3 credits)

A program designed to help the church establish a good plan of evangelism and follow-up, developed by FLET University and the Billy Graham Evangelistic Association. The student learns to put into practice the best principles of evangelism.

TP 211

THE MINISTRY OF DEACONS (3 credits)

This course is an analysis of the biblical teaching of the office of deacon. This course aims to prepare deacons to be effective in their calling to serve the local church and the community. The course will both challenge and equip those interested in obeying God's call for this important office in the church.

TP 233

HOMILETICS (3 credits)

This course is an introduction to the philosophy and practice of Bible exposition. It emphasizes the development of basic skills for the preparation and preaching of a Bible passage.

TP 250

PRINCIPLES OF ADMINISTRATION (3 credits)

This course is an introduction to the principles and practice of church administration in a Latin American context. The course examines the pastor's role as an administrator in the local church.

TP260

INTIMACY AND SEXUALITY IN MARRIAGE (3 credits)

This course is designed to strengthen the marital relationship and prevent the tendency towards divorce that is so prevalent today. It deals with the concepts of identity vs intimacy, the difficulties encountered in developing intimacy, and the elements that should be taken into account to grow in intimacy. This course also deals with sexual issues such as sexual formation, gender differentiation, and areas of sexual conflict.

TP 302

LEADERSHIP (3 credits)

This course explores the need for effective leadership and management, and examines characteristics and definitions. Students will learn to implement the various functions of managerial leadership by putting into practice leadership principles and management skills within the sphere of their influence. There will also be an emphasis upon evaluating, analyzing, and improving leadership and management concepts through a process of self-assessment.

TP 304

INTRODUCTION TO COUNSELING (3 credits)

This course is an introduction to the principles of biblical counseling. Emphasis is given to the application of practical methods of counseling to different problems in the lives of individuals and families.

TP 305

THE SEVEN LAWS OF THE LEARNER (3 credits)

This course teaches seven basic principles that will help the pastor or Bible teacher to develop a much more effective teaching ministry.

TP 306

CREATIVE BIBLE TEACHING METHODS (3 credits)

In this course, the student will learn the process of teaching the Bible in a precise, relevant, and creative way. It focuses on the importance of discerning the sense of the biblical text by way of the inductive method. The student then will learn how to structure lessons to capture the attention of the student, to involve him in the interpretation of the Scriptures, to help him relate the lessons to real life and to put into practice the biblical principles learned.

TP 403

CHURCH GROWTH (3 credits)

This course is a study of the biblical principles that lead to the overall growth of the church, according to the purposes of God. Starting from the Bible and using all the teaching available, this course concerns itself with discerning the internal and external factors that cause a congregation to grow quantitatively and qualitatively.

TP 404

MISSIONS (3 credits)

This course focuses on crucial matters of vision, which will help the student live with strategic significance as a part of God's global plan in the extension of the Gospel throughout the earth. The course introduces four different perspectives on how God is and has been using his people to fulfill his purposes throughout history. The Biblical, Historical, Cultural, and Strategic dimensions of mission are discussed.

TP 405

CHURCH PLANTING (3 credits)

This course teaches practical and biblical principles for the planting of healthy churches. It focuses on cultural context, and different models frequently used to begin new congregations.

TP 406

CRISIS COUNSELING (3 credits)

This course analyzes the concept of crisis from a psychological and a biblical point of view, giving the pastor clarity and tools to encounter the numerous situations of crisis that form part of his pastoral task. The following topics are dealt with in this course: Suffering, depression, death and grief, suicide, divorce, life's transitions, and stress.

TP 475

GUIDED INDEPENDENT STUDY (3 credits)

This course gives students the opportunity to focus on an area of professional studies that is of special interest to them with the guidance of a faculty member.

GENERAL EDUCATION (HU)

HU 101

COMPOSITION I (3 credits)

This remedial course is designed to bring the first-year university student up to speed in the areas of grammar, spelling, punctuation, capitalization, references to cited works, and basic writing skills.

HU 102

COMPOSITION II (3 credits)

This course guides students in the development of a clear, concise, and precise academic writing style that will be useful during the rest of their formal education and in their careers.

HU 103

MARRIAGE AND FAMILY (3 credits)

This course is an examination of the biblical doctrine of marriage and the family. In the light of the Bible, the student evaluates the roles of husband and wife, interpersonal relationships, and duties of the parents in the home, the church, and the community.

HU 204

HISTORY OF THE EARLY CHURCH (3 credits)

This course is an introduction to early church history, its great leaders, its doctrines, beliefs, heresies, strengths, and weaknesses. This course enables the student to learn from the past in order to improve the present.

HU 208

CONTEMPORARY THOUGHT (3 credits)

This course informs and presents concepts, attitudes and practices that prevail in the world, but are anti biblical. The course helps the believer discern that which tries to destroy the Christian faith and it encourages him to live in a Christian manner in a secular context.

HU 209

CATHOLICISM (3 credits)

This course provides an in-depth study of the differences and similarities between Latin American Catholic and Protestant faith and practice.

HU 260

INTIMACY AND SEXUALITY IN MARRIAGE (3 credits)

(See TP 260)

HU 301

GREEK AS AN EXEGETICAL TOOL (3 credits)

This course is a practical guide to the fundamentals of Greek and the steps to its use in the exegesis of a biblical passage.

HU 304

GENERAL PSYCHOLOGY (3 credits)

This course explains the psychological concepts of how a child develops, how a person adapts to his environment, how the emotions work, and how the personality is formed, showing application of these concepts to daily life. It also deals with the subjects of motivation, motor development, social behavior and functional disorders.

HU 305

PHILOSOPHY (3 credits)

This course explains in a clear way some of the most important philosophical currents and their repercussion on the church throughout the centuries. The student will appreciate the development of human thinking and will better understand philosophical concepts in order to confront them with the Word of God.

HU 307

ART AND MODERN CULTURE (3 credits)

This course analyzes the principal schools of art and the most outstanding artists of the modern era, and teaches how to discern the message behind the form, from a Christian point of view.

HU 344

GREEK I (3 credits)

Since the original manuscripts were written in Greek, and given the problem of diverse translations, it is indispensable to study Greek in order to do a proper exegesis of the New Testament. In this first course, the student learns the basic grammar, as well as the essential vocabulary, to begin this adventure. He will also become familiar with some study tools, such as the lexicon, the concordance, and the linguistic key.

HU 406

CRISIS COUNSELING (3 credits)

(See TP 406.)

HU 407

ETHICS AND MORALITY (3 credits)

This course is a theoretical and practical study of Christian ethics. Biblical principles are applied to daily contemporary life.

HU 408

SOCIOLOGY (3 credits)

This course analyzes the sociological conclusions reached by secular thought. It places them under the magnifying glass of what the Bible reveals to us about work, rights, religion, art, literature, and culture. It draws biblical conclusions about how we are to live in a Christian manner in relation to others.

HU 420

POSTMODERNISM (3 credits)

This course is a comparative study of modernism and postmodernism, offering the contemporary church possible answers to a postmodern worldview. Because of the social changes that we are experiencing, every leader should take advantage of this course.

HU 455

GREEK II (3 credits)

This is a continuation of Greek I. More vocabulary and more grammar are learned, with an emphasis on verb forms. The capacity of translation is improved, always pointing toward the goal of translating the New Testament. The emphasis of this course is on translation from Greek to Spanish, but also teaches to write in Greek.

HU 460

Greek III (3 credits)

This course is a continuation of Greek II. Vocabulary is increased, and the art of translating is perfected, adding knowledge of grammar, with an emphasis on sentence syntax. At the end of the course, the student can study the New Testament in Greek. In fact, in the last lessons, the first epistle of John is translated and analyzed.

HU 405

HISTORY OF THE REFORMATION (3 credits)

In order to understand our roots as evangelicals, it is necessary to study the reformation. This course reveals the problems of the church in that period, and shows how God used leaders such as Luther and Calvin to return to the gospel and begin a revival.

HU 475

GUIDED INDEPENDENT STUDIES (3 credits)

This course gives students the opportunity to focus on an area of general education studies that is of special interest to them with the guidance of a faculty member.

NON-CREDIT PROGRAM (FOR PERSONAL ENRICHMENT)

Universidad FLET now offers the opportunity to study undergraduate courses without academic credit for personal enrichment. Students who elect this program will only have to study the courses at their own pace and present a simple exam in order to receive a non-academic credit certificate of completion. This program is especially for those students who want to study certain courses, but who are not interested in any academic credit for the study. The advantages of this program are:

- Much lower cost than study for academic credit.
- No need to register as a student. After studying a course, it is only necessary to pay the cost of the completion certificate and present a simple exam.
- There is no list of required courses nor a minimum number of courses. Students can study only those courses that most interest them (see the list of available courses).
- There is no time limit to finish a course.
- There are no required assignments, only a simple final exam that evaluates whether students have studied the course materials.

DEPARTMENT OF GRADUATE STUDIES

INTRODUCTION

FLET University has assembled professors of solid academic preparation (all possessing postgraduate degrees), with ample experience in teaching and pastoring and also experience in academic work and theological investigation. Many of them are authors of the books that are used in our degree courses, and almost all are professors in accredited universities or seminaries.

Dr. Josué Pérez is chairman of FLET's Master of Theological Studies Program. Dr. Pérez is a seminary professor who has his PhD in Theology and Religion with an emphasis in Philosophy of Religion.

Dr. Joel Harlow, graduate educator with online specialties, is chairman of FLET's Master of Education Program.

Dr. Milton Uecker, international education leader, is a special resource person for the M.Ed. program. Dr. Uecker is the co-director of the International Institute of Christian School Education, has faculty experience at Regent University and Columbia International University, and is the dean of the Graduate School at CIU.

MISSION

The mission of the department of graduate studies of FLET University is to offer theological studies of depth and excellence to pastors, leaders of the church, teachers and Christian leaders in general, since they already have basic professional preparation (bachelor's degree). Graduates will be able to communicate the primary biblical/theological truths and principles to future generations. This goal will be reached by expanding and deepening the biblical knowledge and doctrine of each student. It will also heighten their understanding of the effect of the Word of God in human history, especially with regards to the history of the church. Finally, it will impart to each student of FLET University knowledge of the principles of effective communication of the Gospel to an indifferent world, knowledge that will create an understanding of the contemporary context in which they serve. The teaching, as a function of this mission, will always contain a focus on evangelism and apologetics.

The department of graduate studies also offers a quality program in teacher education. The M.Ed. in Curriculum and Instruction Program is designed to prepare teachers and administrators of Christian schools and to provide continuing studies for people with some classroom teaching experience in public and/or private schools that wish to continue their studies in the field of education. Applicants must possess a bachelor's degree. Graduates will be able to utilize critical thinking and learning strategies, assess all aspects of curriculum and the evaluation of learning tools, develop positive learning environments, design instructional plans that take into consideration differences in learning styles and personality traits of students, and apply effective methods and practices. The teaching, as a function of this mission, will always contain a focus upon incorporating a biblical worldview in all curriculum development and instruction.

METHOD OF STUDY

The methodology of study used in the Master's program is similar to that of the Bachelor's degree program of FLET University. Nevertheless, our students will encounter some differences, especially in

the number and variety of reading assignments and the formal nature of the work (commensurate to requirements at the master's level). The Master's programs expose students to some points of view that are not necessarily those of the professor or students, but that must be considered by the student within the context of the material being studied. The student should learn to read and think critically.

FLET University will offer a study guide for each course. Besides this study guide, students will have a substantial amount of other required readings. For the theological studies program, the University will take care not to assign readings that are unavailable for the student in evangelical bookstores or in the local area. For the Master in Education courses, the University will work diligently to provide appropriate course materials in a timely manner. Each student will have to present an annotated bibliography of the reading he completes. Each course will have its own requirements for the amount of work and volume of reading. Although the study guide is an indispensable part of the course, each student will realize that the graduate courses require substantially more reading and study. The study guide does not serve as a textbook per se but rather as a "tutor". Students must complete the studies according to the assignments in the study guide. Students should send in all required work by email to tareas@flet.edu (or to the FLET office in Miami).

The courses are organized in such a way that one is able to complete them in eight sessions, that is, eight weeks. Nevertheless, the maximum time allowed for a course is 24 weeks (see "Academic Policies"). We calculate that each course will require about nine hours of personal study each week, equivalent to a total of seventy-two hours for each course. The student should request the final exam two weeks before finishing the coursework. Students should direct any questions about how to take a course to the Registrar at registros@flet.edu or call (305) 378-8700.

REQUIREMENTS FOR ADMISSION TO THE GRADUATE PROGRAMS

To apply for admission to any graduate program, the prospective student must send the following:

1. Payment of US\$20 for processing the admission papers, if applying individually. The cost is US\$10 if you are applying as a member of an affiliated group.
2. A completed application form (available online at: www.flet.edu). The student must provide an email address to which FLET will send all communications.
3. A copy of his or her university level degree, along with official transcripts of grades that show that the prospective student has graduated from a university or another institution of the equivalent academic level. FLET may provisionally accept a student for graduate degree programs who has not yet finished a university level degree, then give him credit when he has finished his university studies. However, he can take only up to three courses before providing evidence of finishing the studies.
4. A letter of recommendation from his pastor or a Christian leader who gives testimony to his solid commitment to Jesus Christ as his personal Lord and Savior.
5. A copy of his personal ID document.
6. Two small photographs, passport size.

The evaluation process may take up to four weeks after FLET receives all of the student's documents.

As a part of the admission process, the student must take an aptitude test. The purpose of this test is to evaluate the level of composition for written work to be presented to the university, as well as the capacity to adapt to a distance method of studies. The test will be sent to the prospective student as soon as the office has received payment for the admission process and the completed application form.

Note: If the student has completed graduate level studies, he or she may solicit academic credit, according to the instructions in another section of the catalog. The process of evaluating credits may take up to four weeks after the office has received all the documents. Documents sent to FLET will not be returned to the prospective student.

REQUIREMENTS FOR TAKING GRADUATE COURSES

1. FLET students are responsible for registering in courses that are part of their study plan. Please see the section REGISTERING FOR COURSES for information about the process of registration.
2. Students who have prior graduate studies that are convalidated at FLET should carefully follow their study plan. Any proposed departures from that plan should be made only in consultation with the Registrar or Academic Dean.
3. Students should carefully follow the study guide for the courses in which they register. Each course study guide lists and explains all of the assignments required in order to obtain academic credit for the course. They can begin sending completed assignments to FLET one month after registering in a course, and they must complete all of the required assignments within four months of registering. Students who see that they will not be able to complete all of the requirements for a course in time because of circumstances beyond their control may request an extension of time, but they must do so before the six months have expired (see "Academic Policies"). The maximum extension that will be given is an additional two months. There will be a fee charged if an extension is granted (see "Financial Policies").
4. Students will receive grades for the assignments they send to FLET within 4-6 weeks after the assignments are received.

REQUIREMENTS FOR GRADUATION FROM THE GRADUATE PROGRAMS

1. To receive the Master's degree in theological studies, students must complete a total of 45 hours of credit, including a six hour thesis or project (see requirements below).
2. To receive a Master's degree in education, a student must complete a total of 36 hours of credit, including a six-hour professional project (see requirements below).
3. The minimum grade to pass a graduate course is 79% (2.0). However, students must obtain a grade point average of 85 % (2.7 or better) to graduate. Students who have completed the program with a grade point average of less than 85% (2.7) but more than 79% (2.0) can, with special permission of FLET University, do further reading and a new project in order to raise their final grade point average.
4. Students must have no outstanding debt with FLET University.
5. Students must complete in a satisfactory manner all additional requirements for all of the courses for this degree, consisting of investigative work, analysis, or whatever has been established.
6. Students should receive the recommendation of the Academic Dean and faculty.
7. Students that graduate from FLET University must be a member in good standing, active in their church, and must be recommended by the leadership of the congregation or school.
8. A degree is granted in accordance with the catalog in effect at the time of enrollment.
9. Students must complete a graduation request form and pay the graduation fee within the period indicated in the calendar of graduations. The three graduation dates are in March, July, and November. The process of approving graduation takes 60 days.

THESIS OR PROJECT REQUIREMENTS

1. **Obtain permission to propose thesis or project.** Students who have completed 70% of required courses with a minimum grade of 85% may request permission to propose their thesis topic or professional project. Please write to registros@flet.edu for more information.
2. **Submit proposal for approval.** After obtaining permission to propose a topic or project, the student should enroll in RE 607 or ED 607 (which is the first part of the course) and submit a 500-1,000-word proposal for approval. Detailed instructions are available online or upon request from the FLET offices. Upon approval, a supervisor and second reader will be assigned from the faculty of FLET.
3. **Investigation.** After the topic or project is approved, students may begin research and writing. Individual chapters must be submitted as they are completed for review and evaluation by the faculty of FLET. Students should plan on a thesis or project between 25,000 and 35,000 words in length. After completing the first 10,000 words with approval of the supervisor, students should register in RE 608 or ED 608 (which is the second part of the course).
4. **Presentation and defense.** After having completed all of the Master's-level courses, and having received an evaluation and tentative approval of each draft chapter of the thesis or project, students should prepare and submit two copies of the final revision of the thesis or project for evaluation and defense. Details of this process are available online or upon request from the offices of FLET.

GRADUATE STUDY PROGRAMS

MASTER’S DEGREE IN THEOLOGICAL STUDIES (M.T.S.) 45 credit hours

If the student’s undergraduate degree does not include a minimum of nine credit hours in biblical studies, three hours in hermeneutics, and three hours in college level composition, the student will be required to take the appropriate undergraduate courses specified in the following “Bridge program.” These undergraduate courses do not provide graduate credit; they merely bring the student up to the required minimum level of competence to begin graduate study. The Bridge courses will be assessed the undergraduate tuition rate. See the undergraduate course descriptions for these courses.

BRIDGE FOR M.T.S. STUDENTS WITHOUT PRIOR BIBLE COURSE WORK	
Biblia : Three courses (9 credit hours)	BI
Old Testament Survey	BI 102
New Testament Survey	BI 103
Select one of the following:	
Acts	BI 203
Genesis	BI 304
Pastoral Epistles	BI 410
Professional: One course (3 credit hours)	TP
Hermeneutics	TP 101
Investigation: One course (3 credit hours)	RE
Composition II	HU 102

REQUIRED COURSES	Subject code
Bible: Two courses (6 credit hours)	BI
Exegetical analysis of the Gospels	BI 501
Greek as an Exegetical Tool	BI 601
Theology: Five courses (15 credit hours)	TS
Introduction to Theology and the Doctrine of God	TS 502
Doctrine of Man and of Christ and His Work	TS 503
Soteriology (Doctrine of the Application of Redemption)	TS 504
Apologetics	TS 602
Christian World View	TS 603
Professional: Five courses (15 credit hours)	TP
Philosophy of Christian Education	TP 504
Biblical Exposition	TP 506
Creative Bible Teaching Methods	TP 601
The Evangelistic Mandate for the Church	TP 603
Crisis Counseling	TP 704
History: One course (3 credit hours)	HU
History of Christianity	HU 606
Investigation: Thesis or Project (6 credit hours)	RE
Thesis or Project	RE 607 / RE 608
TOTAL 13 courses and a thesis or project (45 credit hours)	

Students in the M.T.S. program will deepen their biblical and theological knowledge for the purpose of being able to communicate with more efficacy and depth the content and teaching of the Bible. Students will see doctrines in their original context with the purpose of explaining them in their present context. The emphasis will be on the acquisition of biblical and doctrinal knowledge, the development of biblical and Christian thought and the defense of the faith in the contemporary world. The courses for this program are listed below. **Each graduate course is valued at three (3) credit hours.**

Students may ask permission to take a Guided Independent Study Course in any of the four areas of study (BI 675, TS 675, TP 675, or HU 675). Permission will be granted to those students who have demonstrated that they have the ability and motivation to work independently.

Summary

Bible	6 credit hours
Theology	15 credit hours
Professional	15 credit hours
History	3 credit hours
Thesis or project	6 credit hours
TOTAL	45 credit hours

Required Sequence for the Master's in Theological Studies degree

The three courses TS 502, Introduction to Theology and the Doctrine of God, TS 503, Doctrine of Man and Doctrine of Christ, and TS 504, Doctrine of Salvation, must be taken in that order. TP 504,

Philosophy of Christian Education must be taken before TP 601, Methods of Christian Education. There are no other sequence requirements except those already noted for the completion of the Thesis or Project.

MASTER'S IN THEOLOGICAL STUDIES (With Emphasis in Education) 45 credit hours

This degree is offered to those professionals that are teachers and want to equip themselves to teach religion in the public schools. The courses of this program are the same as the Master's in Theological Studies. The student will have the option of choosing two elective courses at the graduate level in the area of Christian education in lieu of completing a thesis or project for the degree, which must also focus upon Christian education.

M.T.S. COURSE DESCRIPTIONS

BI 501 AN EXEGETICAL ANALYSIS OF THE GOSPELS (3 credits)

This course offers the student an in-depth exegesis of the Gospels. It includes a study of their content, their historical background, and the different approaches used to study them throughout church history. The student will also explore the use of the Gospels for diverse ministries in the church.

BI 601 GREEK AS AN EXEGETICAL TOOL (3 credits)

This course teaches the fundamentals of Greek, the use of linguistic tools, and the steps for a serious exegesis of a New Testament passage. The student practices the method with a text and presents two thorough exegetical studies.

TS 502 INTRODUCTION TO THEOLOGY AND THE DOCTRINE OF GOD (3 credits)

This course first introduces the student to the study of theology, including terminology and divisions of theology, as well as an examination of the doctrines of revelation and inspiration. Secondly, the course studies the doctrine of God, including His attributes, His decrees, and the doctrines of predestination, creation, and providence. Finally, the student is guided to reflect on the practical importance of key aspects of the doctrines studied.

TS 503 DOCTRINE OF MAN AND THE DOCTRINE OF CHRIST AND HIS WORK (3 credits)

This course introduces the student to the biblical teaching about man, the person and natures of Christ, the work of Christ, and the atonement. The student is guided to reflect on the practical importance of key aspects of these doctrines.

TS 504 SOTERIOLOGY: DOCTRINE OF THE APPLICATION OF REDEMPTION (3 credits)

This course introduces the student to the doctrines of the application of redemption, seeking a biblical understanding of concepts such as: union with Christ, the external and internal call, regeneration, conversion, repentance, saving faith, justification, adoption, sanctification, and glorification. The student is guided to reflect on the practical importance of these biblical teachings.

TS 602 APOLOGETICS (3 credits)

This course introduces the student to the principles of Christian apologetics, with an emphasis on epistemology. The student becomes familiar with the philosophical inconsistencies of the non-believer, and with a variety of approaches in defending the gospel.

TS 603 CHRISTIAN WORLD VIEW (3 credits)

The purpose of this course is to orient the student in his way of thinking, so that he can develop a biblical Christian world view, not only in the area of philosophy and theology, but also in the areas of the arts, the social sciences and the physical sciences. The student will be prepared to defend the Christian view over against the non-Christian challenges.

TP 504 PHILOSOPHY OF CHRISTIAN EDUCATION (3 credits)

The student will learn fundamental concepts of the philosophy of Christian education from some of the following sources: the Bible, influential and significant figures in the history of education, and contemporary theories of learning.

TP 506 BIBLICAL EXPOSITION (3 credits)

Students will learn how to create an expository message, following the process from exegesis to the communication of the message or Bible study. Students will also give evidence of their knowledge of this process by preparing a sermon, Bible study, or class.

TP 601 CREATIVE BIBLE TEACHING METHODS (3 credits)

This course explores the spiritual and psychological dynamics of effective Bible teaching and the principles of learning and teaching. Students will explore diverse creative teaching methods as well as apply their philosophy of Christian education in actual teaching situations with children, adolescents and adults. Students will also develop the conviction of communicating biblical truth with precision, clarity, and practical relevance.

TP 603 THE EVANGELISTIC MANDATE FOR THE CHURCH (3 credits)

The student will understand the evangelistic mandate of the church, with reference to questions such as: What is the evangelistic mandate? Who should fulfill it? How should they fulfill it? What resources do we have to accomplish it? What role do the Persons of the Trinity play in the mission? As a result, the students will grow in their desire to fulfill the mandate of the church and in their dedication to help others fulfill it.

TP 704 CRISIS COUNSELING (3 credits)

This course analyzes the concept of crisis from a psychological and a biblical point of view, giving the pastor clarity and tools to encounter the numerous situations of crisis that form part of his pastoral task. The following topics are dealt with in this course: Suffering, depression, death and grief, suicide, divorce, life's transitions, and stress.

HI 606 HISTORY OF CHRISTIANITY (3 credits)

This course presents a complete history of Christianity from the first century through the 20th century, with an emphasis on Spain and Latin America. It includes the growth of the church, the formulation of important doctrines, the relationship between the church and the civil authorities, and the biographies of key figures. It shows the growth of the church in the context of secular historical events.

RE 607/ RE 608 RESEARCH FOR THE THESIS OR PROJECT (6 credits)

Students will learn how to do research on the topic they have selected for the thesis or project. They will utilize the principles as part of the actual process of working on and completing the thesis or project.

Students will present either a written thesis that will contribute to a new understanding of a subject of the Christian faith, or a written project that will make a practical contribution to the growth of the church.

MASTER'S DEGREE IN EDUCATION (M.Ed.) 36 credit hours

If the student's undergraduate degree does not include a minimum of six hours in biblical studies and three hours in hermeneutics, the student will be required to take the appropriate undergraduate courses specified below. These undergraduate courses do not provide graduate credit; they merely bring the student up to the required minimum level of competence to begin graduate study. The Bridge courses will be assessed the undergraduate tuition rate. See the undergraduate course descriptions for these courses.

BRIDGE FOR M.Ed. STUDENTS WITHOUT PRIOR BIBLE COURSE WORK	
Biblia : Two courses (6 credit hours)	BI
Old Testament Survey	BI 102
New Testament Survey	BI 103
Professional: One course (3 credit hours)	TP
Hermeneutics	TP 101

The M.Ed. in Curriculum and Instruction is designed for educational leaders in Christian schools who wish to specialize in elementary or secondary instruction and curriculum development, and is intentionally planned to meet the professional needs of individuals. The curriculum includes 36 semester hours (ten required courses, three elective courses, plus a professional project). This program may lead to the appropriate ACSI (Association of Christian Schools International) professional certificate. **Each graduate course is valued at two (2) or three (3) credit hours.**

EDUCATION CORE COURSES (29 hours required)	Subject code
The Nature of the Learner (2 hours)	ED 533
Teaching Bible (3 hours)	ED 544
Technology in Education (2 hours)	ED 547
Learning Environment and Classroom Management (2 hours)	ED 554
Curriculum Development and Instruction (3 hours)	ED 611
History and Philosophy of Education (3 hours)	ED 623
Authentic Educational Assessment (2 hours)	ED 643
Biblical Foundations for Curriculum (3 hours)	ED 730
Advanced Instructional Design (3 hours)	ED 740
Educational Research / Professional Project (6 hours)	ED 607 / ED 608

CONTINUANCE REQUIREMENTS

ELECTIVE COURSES (7 hours required)	
Seminar in Models of Teaching (2 hours)	ED 542
Seminar in Learning Disabilities (2 hours)	ED 546
Teaching in the Content Areas (3 hours)	ED 560
Teaching Reading and Language Arts (3 hours)	ED 561
Teaching Mathematics (3 hours)	ED 562
Guided Independent Study (2 or 3 hours)	ED 575
Christian World View (3 hours)	ED 605
Supervision of Instruction (2 hours)	ED 642

CONTINUANCE REQUIREMENTS

Student performance in the M.Ed. program is checked periodically to insure that the student is progressing appropriately toward meeting program objectives. All M.Ed. students must meet the following requirements:

1. Maintaining a minimum GPA of 2.7 with no grade below a “C.”
2. Evidence of motivation and ability to complete the requirements.
3. Evidence of spiritual commitment consistent with the objectives of FLET.
4. Submission of satisfactory faculty recommendations.

M.Ed. COURSE DESCRIPTIONS

ED 533 The Nature of the Learner (2 credits):

This is a survey course in developmental psychology covering human growth from birth through young adult. Emphasis is placed on the major theorists and changes within the strands of development that impact the teaching profession and serve as the basis for developmentally appropriate practices. Upon completion of this course the students should not only have a grasp of the characteristics of the learner, but also the teaching strategies that compliment the student’s developmental needs. The course models how to analyze and critique the field of behavioral science in light of special revelation—the Bible.

ED 542 Seminar in Models of Teaching (2 credits):

This seminar focuses on the dimensions of learning and models of teaching. Participants will learn several instructional approaches and activities and will design practical projects to implement in their classrooms or schools.

ED 544 Teaching Bible (3 credits):

This course is designed to enable the teacher of Bible to develop a philosophy of Bible teaching and to follow a preparation procedure that will insure that the purpose for which Scripture was given will be accomplished. Special emphasis is placed on how to plan a Bible curriculum with courses of study, units, and daily lessons, following the pattern of biblical revelation and teaching the biblical material with integrity.

ED 546 Seminar in Learning Disabilities (2 credits):

This course is for regular classroom teachers to be introduced to the exceptional children they have in their classrooms, particularly those with learning disabilities. Time will also be given to Attention Deficit Disorder and those identified as gifted learners. Topics will include the identification and characteristics of these exceptionalities, suggested classroom modifications and current intervention models. In addition, a model of effective co-laboring will be shared in which general and special educators form a collaborative school-wide team.

ED 547 Technology in Education (2 credits):

The scope of this course will be to expose the student to the potential of the computer as both a productive tool and a teaching tool, instruct the student in the basic use of computer operating systems, and enable the student to effectively utilize various instructional software currently available on the market.

ED 554 Learning Environment and Classroom Management (2 credits):

This course is designed to introduce a variety of class management models, with analysis and application emphases. Implications for both early childhood and elementary settings are studied. Classroom environmental arrangements, time-management factors, children of differing backgrounds and needs, mentally, emotionally, socially and/or physically disabled children, and preventative, supportive and corrective discipline are addressed. Large and small group management and components of effective physical/social/emotional/academic learning environments are examined.

ED 560 Teaching in the Content Areas (3 credits):

This course introduces the knowledge, skills, and dispositions related to teaching in the content areas – social studies and science. It helps candidates design and assess developmentally appropriate learning environments and instructional experiences; use technology resources for learning, communication, and productivity; implement national and state standards in lesson design. This course and the interrelated required practicum would help candidates evaluate themselves as prospective discerning educators.

ED 561 Teaching Reading and Language Arts (3 credits):

A study of the various types and uses of reading in their relation to the curriculum needs of today's students. Emphasis is placed on reading instruction, development of skills and methods of teaching. This course is also designed to employ a variety of instructional methodologies, techniques and materials as they relate to instruction of language arts in the preschool and elementary grades. Emphasis is on writing, speaking, listening, spelling, grammar, poetry, handwriting, and thematic units. Practice in application theory and skills integrate current research and effective teaching.

ED 562 Teaching Mathematics (3 credits):

This course studies the content, materials, and programs for the teaching of mathematics to early childhood/elementary school students. Higher order thinking, development of computational proficiency and estimation, problem solving, calculator and computer technologies, integration of learning theory, the use of professional journals and practicum are integral to this course. Preparation of lesson plans and a focus on the ADEPT dimensions and curriculum frameworks are also important parts of this course.

ED 605 Christian World View (3 credits):

The purpose of this course is to orient students in their way of thinking, so that they can develop a biblical Christian world view, not only in the area of philosophy and theology, but also in the areas of the arts, the social sciences and the physical sciences. The student will be prepared to defend the Christian view over against the non-Christian challenges.

ED 611 Curriculum Development and Instruction (3 credits):

This course is designed to enable educators to identify the various philosophical approaches that underlie present day curriculum, so that they may develop their own curriculum theory and also be able to analyze current working curriculum. The evaluation of curricula against biblical principles regarding knowledge, values, teaching, and learning will be emphasized. The components of quality curriculum will be analyzed and skills will be developed in order that the educator may be able to select and adapt programs to accommodate a variety of educational settings and learners.

ED 623 History and Philosophy of Education (3 credits):

This course surveys and analyzes the historical and philosophical ideas that guide educational theory and practice in our schools today. The course focuses on the study of ideas and movements and their developmental effects on current educational settings in the United States and in selected countries abroad. In addition, major consideration is given to Christian philosophical perspectives that are the foundation of Christian school education with attention given to the goals of education, the nature of the learner and learning, the role of the teacher, and the content of curriculum as components of educational philosophy.

ED 642 Supervision of Instruction (2 credits):

This course will assist any supervisory personnel in improving their ability to exercise effective supervision and evaluation principles. This improvement will be influenced by an understanding of biblical principles, knowledge of related educational theory and an opportunity to apply these principles and knowledge to specific supervisory problems and practices.

ED 643 Authentic Educational Assessment (2 credits):

This course is designed to introduce students to varying methods of assessment procedures in order for them to establish a foundation for constructing and choosing various forms of assessments and interpreting and reporting the results in order to gauge student educational progress.

ED 730 Biblical Foundations for Curriculum (3 credits):

This course will enable both teachers and administrators to use the Bible as their primary document for curriculum and instructional design. Students will learn to utilize basic hermeneutical principles when integrating faith and learning, design biblically integrated instruction, write biblical standards and objectives, and teach Christian critical thinking and worldview. Products from the course will include a comprehensive list of biblical standards for education, a list of Christian critical thinking skills, knowledge of models for biblical integration and examples of integrated lessons. The course will utilize both historical lectures (video) from the International Institute for Christian School Educators and a team of experienced, Christian professors.

ED 740 Advanced Instructional Design (3 credits):

This course will provide a theoretical and practical framework for creating effective instruction. Beginning with a study of human learning, a procedure for planning, delivering, and evaluating instruction will be presented and practiced through hands-on activities. Emphasis will be on determining goals (including those in the cognitive/psycho motor/spiritual/affective domains), identifying appropriate resources and strategies to reach these goals, and evaluating the ultimate achievement of the goals.

ED 607/ED 608 Educational Research/Professional Project (3 credits each):

Students will learn how to do research on the topic they have selected for the professional project. He/she will utilize the principles as part of the actual process of working on and completing the project. Provides an opportunity to design and develop an idea resulting in a tangible product, innovative curriculum, improved management system or other unique addition to the field of education.

Prerequisite: approval of an advisor.

ACADEMIC POLICIES (Undergraduate and Graduate)

We encourage FLET applicants to dialogue with our staff members in the office regarding your plans and goals. You can call 305-378-8700 or send an e-mail to admisiones@flet.edu. Our representatives in different countries can also help you. If you are not sure who your representative is, contact the office of FLET University directly, who will put you in contact with him or her.

REGISTERING FOR COURSES

In order to register for a course, students should do the following:

1. Use their individual study plan to select the course in which they will register.
2. Decide how they want to pay for the course:
 - a. By telephone with a credit card (305-378-8700).
 - b. By regular mail with a check or money order sent to the Registrars Office, or the Admissions Office if it is the first course taken. Both are located at: Universidad FLET, 14540 SW 136 Street, Suite 108, Miami, FL, 33186.
 - c. By Internet through the website www.flet.edu.
 - d. By bank deposit in Colombia, Venezuela, México or Chile.
3. Provide along with the payment the name and number of the course and the exact date in which they want to start the course. All courses begin official the first day of the month. If no date is provided, it will be assumed that the starting date for the course will be the first of the next month.

Course registrations that are not accompanied by full payment will not be processed. If a student registers for a course during the first ten days of the month, the official beginning date will be the first day of that month. Otherwise, the official starting date will be the first day of the following month.

DURATION OF COURSES AND EXTENSIONS

All undergraduate courses have a maximum duration of four months counted from the starting date. All graduate courses have a maximum duration of six months. Students who are unable to complete all the course requirements in the allotted time will have to re-register and pay the full cost of the course again. In certain extraordinary cases, FLET will permit an extension of time so that students can complete a course after its expiration date. Students must request such an extension before the course time limit has expired. Students who have received an extension of time will be required to pay the cost of one credit hour of study.

STUDY MATERIALS

The cost of textbooks and other study materials is not included in the cost of courses. Each undergraduate course requires at least one principle textbook (some require more). These materials can be purchased at any Christian bookstore or online. Each graduate course requires a Study Guide and one or more textbooks. The Graduate Study Guides can only be purchased from FLET. Other materials can be purchased at bookstores or online.

PROCEDURE FOR GRANTING DEGREES OR CERTIFICATES

FLET University will grant the Certificate, the Associate of Arts in Biblical Studies, and the Bachelor of Arts Degree in Biblical Studies, Master's in Theological Studies, Master in Biblical Sciences with a

concentration in Education, and Master of Education to those students who fulfill all the requirements of the program to which they have been admitted, and who comply with the additional requirements for the degree, consisting of research papers, supplementary reading, exams, etc. It is also required that students have no outstanding debts with FLET University.

ACADEMIC LEVELS

Students are classified in academic levels according to the number of credit hours accumulated. For internal use of FLET University, the academic year begins in July of each year.

The academic levels for **undergraduate** programs are:

First year:	1-30 credit hours
Second year:	31-60 credit hours
Third year:	61-90 credit hours
Fourth year:	91-120 credit hours

The academic levels for **graduate** programs are:

First year:	3-15 credit hours
Second year:	16-30 credit hours
Third year:	31-45 credit hours

CATEGORIZATION OF THE STUDENTS

Those students who have completed six courses or more in the period of one year are considered full-time students. Those who have taken more than one course but less than six in a period of one year are considered part-time students.

NON-DEGREE SEEKING STUDENTS

Students wishing to take credit courses for personal enrichment, job improvement or for reasons other than to complete a certificate or degree program may enroll as non-degree seeking students. These individuals must submit completed admissions applications as well as official transcripts from other college(s) attended.

EVALUATION OF PREVIOUS STUDIES AND EXPERIENCE FOR ACADEMIC CREDIT

Due to the nature of its educational program, FLET University will evaluate each application for transfer of credits in an individual manner, and on the basis of the information authorized by the institution issuing those credits. The University will not deny credit on the basis of the agency that accredited the institution, if that agency is recognized by Department of Education to be a reliable authority of the education or training offered.

Students may ask for transfer of credit hours of courses taken in other institutions so that they may be recognized by FLET University for undergraduate programs. To receive recognition of academic credit on the graduate level, the student must provide official transcripts of academic credits for all graduate courses. In both cases, the student must complete the following procedures:

1. Applicants must pay an enrollment fee of US\$20 and send the completed application form (available online at www.flet.edu).
2. If the applicant requests that his previous studies be evaluated by FLET for convalidation of credits, he must provide official transcripts of all previous course work from the educational institution granting credit. FLET will provisionally accept photocopies of transcripts, but applicants must arrange for the official document to be sent to FLET before they have completed their first five courses for the Bachelors degree, or the first three in the case of the Masters degree.
3. In some cases, if the Dean requires it, applicants must send additional information (the catalog, or an official description of the courses to be transferred) from the undergraduate or graduate institution that they attended.
4. If the student requests recognition of academic credit for professional experience or for ministerial experience (only in the case of undergraduate studies), he should send letters or documents that give evidence of that experience.
5. If the request is made before a student is admitted to FLET, the student must pay a non-refundable fee of US \$20. If the student later applies for admission, the fee will be applied to registration costs.
6. Students should send in all pertinent documents together, because each additional request for convalidation of courses taken before admission to FLET will cost an additional \$20.

The courses presented for transfer of credits must meet the following requirements:

1. The course must have been taken in an institution recognized by FLET. (Courses and seminars taken in other situations will be considered under the policy of credit for prior experience.)
2. The content of each undergraduate course must be essentially equivalent to that of the FLET course it intends to replace. FLET University can recognize studies completed in other institutions up to 90 credit hours (75% of the Bachelor's degree program of FLET University). The student must complete at least 30 credit hours (25%) of the Bachelor's program under FLET University.
3. The content of each graduate course must be exactly equivalent to that of the FLET course it intends to replace. (Up to a maximum of 15 credit hours can be transferred into the M.T.S. Program and up to 12 credit hours toward the M.Ed. Program.)
4. The course to be transferred must have been passed and approved in the originating institution.
5. The course must meet the requirements of FLET's curriculum.
6. The documents presented to FLET for evaluation must not include credits that have been recognized as part of a degree or certificate given by another institution.
7. The maximum number of credits that may be given for professional or ministerial experience are 30 credit hours.

TRANSFER OF CREDITS FROM FLET TO OTHER INSTITUTIONS

The transfer of credits obtained in the FLET program to another institution is at the sole discretion of the receiving entity. Many FLET University students have transferred their credits to other institutions such as those already mentioned in the section *Accreditation and Recognition*. It is the responsibility of the students to check with the receiving institution to make sure that the courses they wish to transfer from FLET University meet the requirements of that institution's program. See "Transcripts" for information on how to request a transcript.

SERVICES FOR THE STUDENT

Academic counseling is available for all students who request it. The specific objectives of the program of academic counsel are: to promote the success of students and the diligence in reaching their educational goals, to guide them in their choice between the different academic programs that the FLET University offers, and help them prepare for their program of study, selecting their courses, and registering. At the same time, we encourage students to maintain close contact with their denominations and local churches, and also to gain experience that will help them reach their professional goals.

Calendar/hours: As a distance learning institution with open registration, there are no beginnings or ending dates of enrollment periods. Students may register or enroll and complete assignments at any time. If a student enrolls in a class during the first 10 days of the month, the start date will be the first of that month, otherwise it will be the first of the following month. Faculty and staff are available to address student inquiries or concerns during regular office hours (9:00 am until 4:30 pm Eastern Time Zone) Monday through Friday. The University offices will be closed on most national holidays and for the Christmas holidays usually from December 23 until the day after New Year.

Canceling courses or programs: The institution will never cancel a course for which a student has already registered. If an academic program is ever phased out, all currently enrolled students will be given opportunity to complete the program requirements as stated in the catalog.

ACADEMIC STANDARDS AND INTEGRITY

FLET expects its students to manifest principles of dedication, integrity and academic discipline. To that end, the following standards are established:

- **Original Work:** all homework, practical work assignments, exams, tests, projects, papers, and any manuscript, must be the original work of the student. FLET University considers it plagiarism to represent another person's work, words, or ideas as one's own without the use of properly recognized academic standards of recognition. Evidence of plagiarism will result in a grade of "F" being given for the course involved.
- Students must not give their work to another student or allow another student to copy their work. This practice will also be considered plagiarism and will result in a grade of "F" being given for the course involved.
- Students must maintain the minimum grades necessary to graduate from the academic program in which they are enrolled.

Any violation of these academic standards may result in the suspension or expulsion of the student.

Students suspended for their first violation of academic standards may apply for readmission through the academic Dean after an absence of one year. At this time, the Dean evaluates the causes for dismissal and any evidence that the student may now be able to make satisfactory progress. For example, students unable to maintain a cumulative GPA of 2.0 that is needed to graduate from the undergraduate program, must enroll in a recognized or accredited university or seminary and maintain a 3.0 GPA cumulative average in at least four courses. Students found to be capable of making and maintaining satisfactory progress may be readmitted on academic probation.

INACTIVE STATUS

Students who do not complete any FLET course within a twelve-month period will be placed on inactive status. In order to be restored to active status, they must begin again the process of admission, send a new application, and pay the corresponding fees.

GRADING SYSTEM

It is expected that the work done by students in FLET University reflect the diligence and faithfulness of each one. Although grades are not an end in themselves, they not only represent the knowledge of students, but also, in general, their diligence in study. The system of evaluation is the following:

Grade	Percentage	GPA	Grade	Percentage	GPA
A+	99-100	4.00	D+	74-75	1.33
A	95-98	3.75	D	72-73	1.00
A-	93-94	3.50	D-	70-71	0.50
B+	91-92	3.25	F	less than 70	0.00
B	87-90	3.00	P	pass	
B-	85-86	2.67	DP	withdrew from course before deadline	
C+	82-84	2.33	DF	withdrew from course after deadline	
C	79-81	2.00			
C-	76-78	1.67			

The minimum passing grade for each course is 70%. If students fail a course, they have an opportunity to retake it. Note that students must obtain a minimum final grade average of 79% (2.0) in order to graduate from the undergraduate programs and a final average grade of 85% (2.7) with no individual final course grade below 79% (2.0) in order to graduate from the Master's level programs.

Students who fail to complete the required assignments for a course in which they are registered within the allotted time (four months for undergraduate courses and six months for graduate courses) will receive the grade of "F" for those assignments not completed. If they wish to take the course again, they must register and pay for it in full.

RIGHT OF APPEAL

Students have the right to request a review of the academic matters that may affect their standing with regard to course requirements and/or grades. Such requests should be addressed to FLET's academic Dean. Requests for review must be in writing to be processed.

Students must clear up any doubt or problem about their grade as soon as possible, once the final grades are given out. From the moment the grades are given out, the student has up to four months to request the desired review. After that date, the grades will be regarded as final. The review requested by the student must be worked out with the course instructor or facilitator and the academic Dean, within the established period of four months.

POLICY FOR FAILED EXAMS AND COURSES

Students who fail an exam may request the opportunity to take it again. The request must be made within 45 days from the time they receive the grade. If they retake the exam, they will receive the higher of the two grades. They must pay a fee of \$15 for the privilege of retaking the exam. Students who fail a course may retake it up to a maximum of two times and must pay a retake fee of US \$15 in addition to the normal registration fee for the course. The final GPA will be calculated based on the best grade obtained.

WITHDRAWAL FROM COURSES

If for some justified reason, students desire to withdraw from a course, they must make their request before the sixth week after initiating the course, writing to registros@flet.edu. If they withdraw after the sixth week, they will receive a grade of "F" for the course. See REFUND POLICY.

GRADUATION WITH HONORS

The following honors are given to those students with the following grade point averages in all degree programs:

HONOR	GRADE	GRADE POINT AVERAGE
Summa cum laude (the highest honor)	99-100%	3.9-4.0 no "C" grades
Magna cum laude	95-98%	3.7-3.89 no more than one "C" grade
Cum laude	93-94%	3.5-3.69 no more than two "C" grades

COURSES AND CREDIT HOURS

Each course title is preceded by two letters that represent the field of study, and three numbers that indicate priority. FLET University suggests a plan of study for each program that it offers. However, the order in which the courses are taken is usually up to the student or the leaders of the church, denomination or educational entity, except where pre-requisites are indicated.

The FLET courses are usually completed on a bimonthly basis (every two months), since most of these courses run an average of eight (8) weeks. Each course is worth three credit hours. A credit hour is a measurement used to establish the value of each course, according to the hours of class attendance and hours of study. One credit hour is equivalent to approximately 45 hours of study time and 200 pages of reading.

TRANSCRIPTS

Students who request an official transcript of all their work completed with FLET University must send a written request, dated and signed, to the office of the Registrar in Miami (registros@flet.edu), with the following information:

- Complete name,
- Identification number given by the University, and social security number (if they live in the United States),
- Date of birth
- Name, address, and telephone number of the institution where the transcript will be sent.

He will need to pay the corresponding fee for this process. (See financial policies.)

THE STUDY SYSTEM

The practical aspect of the distance education system used by FLET University is that it offers students the possibility of achieving their goals according to their interest and possibilities. Students, that consult their recommended study plan, can estimate the time it will take them to pass each subject, calculate when they will finish the courses, and thus have an approximate date of their graduation. Students who have been admitted to FLET programs should plan their studies individually, or in coordination with the group with which they are studying. They may structure their schedule with one, two or three courses at a time, as convenient to them.

NONDISCRIMINATORY POLICY

Universidad FLET admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of color, race, nationality, or ethnic origin in administration of its educational policies, scholarship, or other school-administered programs.

FINANCIAL POLICIES (UNDERGRADUATE AND GRADUATE)

FLET University is a non-profit Christian educational institution solely supported by its students and voluntary contributions made by individuals, churches and foundations. FLET does not accept any funds conditioned by a particular theology or ideology determined by the donor's interest.

REGISTRATION/ENROLLMENT COSTS

To receive certification as a FLET University student, students must register directly with Miami's international office or through an authorized representative. The amount of money to be paid varies according to the program of studies selected. If you wish to receive more information, communicate directly with the FLET offices in Miami or with an authorized FLET representative in your country.

Prices per credit hour*	
Certificates	US \$ 100
Bachelor and Diploma	US \$ 100
Master / M.E.T.	US \$ 150
Master / M.Ed.	US \$ 200
Non-Credit Fee	
Audit rate	US \$ 30
Annual registration costs	
Registration (as individual)	US \$20
Registration (in group)	US \$10
Church affiliation	US \$30
Other Costs (documents)	
Certificate (graduation)	US \$10
Associate (graduation)	US \$25
Bachelor and Master (graduation)	US \$25
Transcript evaluation (not registered as student)	US \$20
Additional transcripts (normally takes 10 working days)	US \$5
Duplicate of diploma (normally takes 5 working days)	US \$10
Exam (repeated after failed)	US \$15
Extension of time for a course	Cost of one (1) credit hour according to program of study**

* Contact the FLET office or your country's representative for special discounts offered to students from Latin America.

** There is an exception for Latin American countries, who pay US \$ 30 for this extension.

1. FLET University reserves the right to change its fees whenever necessary.

2. The cost of registration pays expenses incurred by FLET University to register the student, offer educational services, supervise studies, and to send and evaluate exams.
3. All students must pay annual registration fees.
4. Shipping costs will be charged for all special (urgent) orders.
5. FLET University will not grant degrees for programs completed to any student with outstanding fees.
6. The institution reserves the right to change, without notice, any statement in the published catalog concerning, but not limited to, policies, tuition, fees, professors, curriculum, and courses. The catalog is not a contract or an offer of a contract.
7. Students registered in the program of their choice must pay the corresponding cost of the course before beginning. Payment of a registration fee is required each year.

SYSTEM OF PAYMENTS AND COSTS

All payments are due at the time of registration before beginning the courses, in U.S. dollars, except in those countries in which FLET University has national accounts like Colombia, Mexico, Venezuela, and Chile, where you can make deposits in your own national currency (see **Methods of Payment**). Note: A student who makes a deposit in a foreign bank account should immediately inform the FLET office or the representative in his country. Deposits that have been made without informing the office within four months will be considered lost, with no right to appeal.

FINANCIAL ASSISTANCE

Although the costs of FLET University are already subsidized at 60%, there is a possibility of further financial aid. FLET Financial Aid Applications will be reviewed three times a year, and awards will be given to those who qualify according to the availability of funds. These applications may be requested from the Miami office or from a FLET representative in your country. FLET scholarship awards will primarily be made available to full-time pastors, church leaders, and teachers enrolled in one of the degree programs, which have successfully completed at least one course with the institution during the last 12 months. Student applicants must demonstrate financial need and provide a reference letter in accordance with the guidelines on the scholarship application. For more information, please contact the FLET representative in your country or the FLET finance office in Miami: finanzas@flet.edu.

METHODS OF PAYMENT

It is the student's responsibility to find a secure way to send their payment to FLET.

1. Payment may be made with Visa, MasterCard, or American Express credit cards (outside the U.S., international cards must be used). Payment must be made in US dollars
2. Payment may be made on the secure site found at: www.flet.edu
3. Payments may also be made to FLET University in U.S. dollars by checks drawn on a U.S. bank, a postal money order or a bank draft. An additional processing fee will be charged for a returned check.
4. Direct wire transfers may also be made.
5. National deposits can be made in the FLET accounts in the following countries:

Country	Bank	Account Number	Name of Account
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Colombia	Banco Colmena (ahorros)	26506385395	FLET
Venezuela	Banco Mercantil	1118-73692-3	Facultad Latinoamericana de Estudios Teológicos
México	Bancomer Sucursal Cancún	123-8419302	Ramón Celis Gamboa
Chile	Banco de Crédito e Inversiones	401 677 39	Roberto Henríquez

REFUND POLICY

FLET University offers a very generous refund policy. A student may request cancellation in any manner at any time. However, students will need to send a written request for the cancellation with the date, complete name of the student, and the title of the course. All requests should be mailed to the office of FLET or to the email finanzas@flet.edu FLET University will completely refund all payments when the cancellation and refund request is received within five (5) days in which this enrollment agreement is signed (starting at midnight of the same day).

FLET University is entitled to retain:

- The enrollment fee (\$20 USD) if the student requests the cancellation after five days of enrollment, and before the university receives the first completed assignment.
- Up to 10% of the cost of the course, and the enrollment fee, if the student requests cancellation during the period which extends from the day after enrollment in the course to the day the university has received the student's first assignment, or the student has completed 10% of the course.
- Up to 25% of the cost of the course, if the student requests cancellation after completing 10% to 25% of the course.
- Up to 50% of the cost of the course, if the student requests cancellation after completing more than 25% of the course up to and including completion of 50% of the course.
- Up to 100% of the money paid, both the cost of enrollment and tuition, if the student requests cancellation after completing more than 50% of the course.

Although refunds cannot be made after the allowable completion time for the course, additional time to finish the course may be arranged. FLET University reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the terms of tuition payments under this contract, who fails to comply with the regulations of the University as stated in this agreement, or who fails to achieve a performance rate of 70%.

COST OF TRANSCRIPT REQUESTS

The first transcript which accompanies the mailing of the diploma will be issued free. Additional transcripts require a \$5.00 fee to be sent with the request. An extra \$15.00 will be charged for urgent transcripts, which will be sent the same day of the request. Students with outstanding debts (student account) with FLET cannot receive their transcripts.

PREPAYMENT OF SEVERAL COURSES

Students can pay several courses or the whole program of study in advance. If they elect to withdraw from the program, FLET will reimburse the unused balance less a 10% administrative charge. Nevertheless, after a full year of inactivity, FLET will not reimburse the unused balance.

GENERAL INFORMATION

DECLARATION OF PURPOSE

The mission of FLET University is to provide a theological and biblical education primarily for the Spanish-speaking world by means of distance learning. [Selected course are now available in English and in Portuguese.] This practical system of distance teaching emphasizes the development of students in the following areas:

- **INTELLECT:** So they may grow in their love of God through knowledge of the Bible, submitting to the unquestionable authority of the Word in everything related to faith and practice.
- **CHARACTER:** So that, in knowing and applying the teachings of the Bible to daily life, they may imitate Christ in all things, thus strengthening their intrinsic value.
- **FAMILY:** So they may strengthen family and spiritual relationships in the home, by integrating biblical principles.
- **EVANGELISM:** So they may motivate the church to reach its community and the world--with knowledge, conviction and power--with the Gospel of our Lord Jesus Christ.
- **DISCIPLESHIP:** So as to edify and produce Christians that will be motivated to keep on perfecting their gifts and abilities to serve the Lord with all their hearts.
- **LEADERSHIP:** So as to learn and develop leaders with attitudes and abilities that are fit to serve the Lord in the church and in the world.

HISTORICAL BACKGROUND

FLET was founded in 1968 as the educational branch of LOGOI Ministries dedicated to biblical and spiritual nurturing of the evangelical leadership in Latin America. At the beginning of the year 2000, changes were made in the academic and financial policies. Since that year, all the programs available from FLET University are offered for academic credit. In 2004, FLET University became an independent organization. More than 75,000 pastors and leaders of different denominations have studied FLET courses to become prepared to preach the Gospel of Jesus Christ and to make a difference in the world.

STATEMENT OF FAITH

FLET is an interdenominational or multi-denominational University. The teaching of FLET University is based on the great fundamentals of the Christian faith, which are centered in the person of Jesus Christ, our Lord and Savior, who was crucified, resurrected and glorified. The following, along with other

principles of doctrine and Christian practice, including the affirmation of the complete veracity and inerrancy of the Scriptures inspired by God, is the foundation of the faith and doctrine of FLET University:

- The divine inspiration and inerrancy of the Word of God as originally given, and its supreme authority in all matters of faith and conduct.
- The existence of only one person God, one in essence, yet existing in three persons: Father, Son, and Holy Spirit.
- The sovereignty of God in creation, revelation, redemption, and the final judgment.
- The universality of sin and guilt of human beings since the Fall, subjecting them to the wrath and condemnation of God.
- Redemption from guilt of sin only through the expiatory death of our Lord Jesus Christ, the incarnated Son of God, our representative and substitute, and the liberation from the dominion and corruption of sin through our union with Him.
- The bodily resurrection of our Lord Jesus Christ, His ascension to the right hand of God the Father, and His lordship over the Church, the world, and all creation.
- The work of the Holy Spirit in regenerating sinners, leading them to acknowledge their sin and their need of faith in Christ the Savior.
- The indwelling work of the Holy Spirit in believers, enabling them to worship God, overcome sin, serve the church and understand as well as obey the Word of God.
- Justification of sinners only by God's mercy and grace received through faith in Christ's substitutionary death.
- The intercession of Jesus Christ, the only mediator between God and human beings, on behalf of His redeemed.
- One Holy Universal Church, made up of all believers, visible in the local congregations.
- The certainty of our Lord Jesus Christ's second coming in His glorified body.
- The resurrection of the body, life everlasting for the redeemed, and the eternal condemnation of the wicked.

CHRISTIAN MINISTRY

One of the purposes of FLET University is to prepare students for Christian ministry. This necessitates commitment and dedication in the service of Christ. For this reason, the University strongly encourages students taking four or more courses in a one-year period participate in a regular significant ministry of evangelism and discipleship. Through ministry involvement students complement their theological academic development.

EMPLOYMENT REFERENCES

FLET University does not make employment recommendations, but will only provide information. It will receive data from churches or institutions that are looking for pastors, professors, or employees in other ministries, and will make this data available to the students. It will also make available to these churches and institutions the information about a student's studies, but only at the petition of the student.

UNIVERSITY FACILITIES

The International Office of FLET University is located in the southwest of Miami-Dade County, in Florida, USA, directly beside the Tamiami Executive Airport of West Kendall. The institution is easily

accessible from the Florida Turnpike. The administrative offices (for directors, faculty, and administrative staff) are presently located in an air-conditioned two-story building. The on-site library has a collection of over 2,500 volumes. The facilities also include production offices, and a small kitchen/eating area for staff. Occasionally conferences and seminars are offered in local churches. The Office of Latin American Operations is in Bogotá, Colombia. The address is Calle 51 #72a-25.

FACULTY AND ADMINISTRATION

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University and seminary professor / Administrative consultant
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M.B.A. / Administration / Fairleigh Dickinson University, 1973
M.Div. / Pastoral Ministry / Columbia Biblical Seminary, 1973
M.A. / Bible / Columbia Biblical Seminary, 1985
D.Min. / Organizational Christian Development / Fuller Theological Seminary, 1993

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Developer of new systems, projects and training personnel; pastor
B.A. / Accounting / Universidad de Puerto Rico
M.B.A. / Management and Finance / New Hampshire College
M.Div. / Pastoral Ministry / Garret Evangelical Theological Seminary

Gilbert Cuevas

University professor and author
BA/University of Miami, 1967
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Ph.D/Mathematics/University of Miami, 1975

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B.S./Christian Education/Miami Christian College, 1983
M.B.A./St. Thomas University, 1991
J.D./ University of Miami School of Law

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Administrator of development activities for a non-profit organization
B.A. / Bible / Spurgeon Baptist Bible College
Th.M. / Pastoral Ministries / Bethany Baptist Seminary

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M.A. Columbia Biblical Seminary – Bible, 1996

Ph.D. Trinity Evangelical Divinity School – Education, 2000

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M.A. Trinity Evangelical Divinity School – Missions, 1971

D.Min. Luther Rice Seminary – Religious Education, 1979

Post-doctoral studies University of South Carolina –
Education Administration

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A.A. Miami-Dade College, Business Administration

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B.S. Barry University, Accounting, 1993

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M.A Denver Theological Seminary-Bible, 1996

Ph.D. Trinity College, Bristol University, England, New Testament, 2006

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M.Div. Covenant Theological Seminary, 1977

D.Min. studies Westminster Theological Seminary, 1983

Instituto Chileno Terapia Familiar - Terapista de Sistemas Familiares, 1991

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M.Div. Westminster Theological Seminary, 1974

Th.M. Covenant Theological Seminary, Apologetics, 1982

D.Min. Westminster Theological Seminary, Missions, 1992

INTERNATIONAL FACULTY

Mariano Ávila / USA

Th.M., Calvin Theological Seminary – Theology, 1980

M.A., Temple University – History, 1991

Ph.D., Westminster Theological Seminary – Hermeneutics and Biblical Interpretation, 1996

Ph.D. Universidad Autónoma Metropolitana – Social Sciences

Gordon Brown / USA – M.Ed. Program

M.A.T., Rollins College

Ed.D., University of Miami

Robert Brumley / USA - M.Ed.

Ph.D. Southern Illinois University, Education, 1996

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Magister en Teología - Seminario Teológico Bautista, 1991

Abner Mendoza Carrizales / México

B.A. in Philosophy and Apologetics, Trinity College of the Bible

M. A. in Theological Studies , Erskine Theological Seminary

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Lic. Pontificia Universidad Católica de Chile – Psicología, 1992

Diplomado en Dirección y Administración de Recursos Humanos –
Pontificia Universidad Católica de Chile, 1996

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M.Div. Covenant Theological Seminary, 1977

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Instituto Chileno Terapia Familiar - Terapista de Sistemas Familiares, 1991

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Universidad de Barcelona- Doctorate in Biology, 1990

Catedrático de Ciencias Naturales - Ministerio de Educación y Ciencia,
Barcelona, 1982

Research biologist, Centro de Recursos de Biodiversidad Animal -
Universidad de Barcelona, 1991

Roger Dye / Chile

M.A. Covenant Theological Seminary

M.Div. Covenant Theological Seminary

Salvador Dellutri / Argentina

Diploma en Biblia y Teología - Instituto Bíblico Jorge Muller, 1978

Estudios avanzados - Universidad de Buenos Aires

Lester Flaguer / Dominican Republic – M.Ed. Program

M.Ed., Columbia International University

Carlos Humberto García Salazar / Colombia

Maestría en Teología, Seminario Bíblico Latinoamericano de Costa Rica – New Testament, 1995

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Lic. Seminario Bíblico de Colombia - Theology, 1998

Studies in Psychology - Universidad Nacional de Colombia, 1993

Martin Gonzalez / Mexico

M.Div. Trinity Evangelical Divinity School
D.Min. Phoenix Seminary

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M.A. Columbia International University - Christian Education, 1985
M.A. University of Southern California – Spanish, 1969
Ph.D. Southwestern Baptist Theological Seminary – Foundations of Education, 1991

Joel Harlow / USA – M.Ed.

M.T.S. Gordon-Conwell Theological Seminary, Idiomas bíblicas, 1996
Ph.D. University of North Carolina at Greensboro, Educación, 2006

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M.Div., Westminster Theological Seminary, 1977

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M.A., Glassboro State College
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Th.M. Dallas Theological Seminary - Missions, 1979
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Ed.D. University of Texas - Administration of Higher Education, 1996

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Estelle C. Myers / USA – M.Ed.

M.R.E. Southwestern Baptist Theological Seminary, 1996

Robert V. Myers, Jr. /USA. – M.Ed.

M.Div. Southwestern Baptist Theological Seminary, 1985

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Maestría en Teología - Seminario Bíblico Bautista, 1989

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B.D. Calvin Theological Seminary – Theology, 1962

M.Div. Calvin Theological Seminary – Theology, 1978

M.A. Universidad de las Américas – Spanish Philology, 1972

Ph.D. Universidad Iberoamericana – Spanish Literature, 1984

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Lic. Seminario Bíblico de Colombia - Bible and Theology, 1994

M.T.S. - Universidad FLET, 2005

Doctoral studies Universidad Central Las Villas - Philosophy

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M.Div. Westminster Theological Seminary, Philadelphia, 1974

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M.S. Try State University- Psychology and Counseling, 2001

Ph.D. International Theological Seminary- Clinical Christian Counseling, 2006

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MAR/Trinity International University, 2004

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M.S. Florida State University- Library Science, 1971

Ph.D. Florida State University- Instructional Systems, 1980

Certificate in Biblical Studies- Columbia Biblical Seminary & School of Musicians, 1993

Robert Simons / USA

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Ph.D. Trinity College, Bristol University-New Testament, 2006

Gary Teja / USA

M.A. Wheaton College Graduate School, 1984

Ph.D. Michigan State University – Adult Education and Distance Education, 2003

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Ph.D., University of Wales, Bangor – Education

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M.Ed., University of Texas, 1975

Ed.D., University of Virginia, 1987

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M.A. Columbia International University – Missions, 1976

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D.Min. Florida Center of Theological Studies, 1993

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