



UNIVERSIDAD PENTECOSTAL
MIZPA

Graduate Catalog 2020-2025

CLARIFICATION NOTE

To avoid repetition in the written presentation of this document, it uses the male gender and other generic forms to identify the male and female genders, except in those cases where it is necessary to state that the suppression of one does not mean diminishing the other. The Civil Rights Act of 1964 authorizes the use of generic terms for referring to directors, faculty, students and any other that includes both categories.

Message of the President

Theological Education has been an essential part of the Christian Church since its beginning. Historical records are witnesses of hundreds of men and women who have devoted their time to the formal study of the word. We cannot deny that their contributions have been extremely important for the development and strengthening of the Church over time. In addition, we recognize that the tools provided by this teaching-learning process have been key when it comes to discipleship, training and defending our faith. As the Apostle Paul said to Timothy, "But as for you, continue in what you have learned and have become convinced of... and how from infancy you have known the Holy Scriptures" 2 Tim. 3: 14-15.

Mizpa Pentecostal University as precursor of Pentecostal Theological Education in Puerto Rico recognizes its role within the society of which it is a part. As an Institution, we have been called to continue with the legacy of promoting theological education. Our purpose is to impact the church and, therefore, society with the message of hope, conciliation and communion of Jesus Christ. It is for this reason that since 1937 we have been dedicated to communicate the teachings of the Scriptures in a responsible manner and with a high sense of commitment. As Institution we have seen our development to fulfill the assigned task within Theological Education.

On the other hand, as an accredited University by the Association for Biblical Higher Education (ABHE) and Council for Higher Education Accreditation (CHEA) we have a high degree of responsibility. This leads us to meet the requirements of these entities for the benefit of our students and the growth of this Institution. Our Graduate Catalog reflects this commitment. This is reflected in our idiosyncrasy, the academic offerings, the policies that guide our administrative processes, financial aid, procedures, among others. It offers the information that both students and administration need for an excellent execution of processes and tasks.

We reaffirm our commitment to Theological Education. For this reason, we continue to expand programs and strengthening our academic offer, tempering us to the necessity of this time. We project ourselves to the future as a hopeful one, where once again the history of the Church is marked by men and women who took on the responsibility of preparing and training in the study of the Scriptures, becoming voices that proclaim in the Gospel of grace and reconciliation.

Sincerely,

Prof. Naury Y. Sánchez Cintrón, M.A.M.C. / M. Div.
President

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HISTORICAL OVERVIEW

Universidad Pentecostal Mizpa (UPM), designated until 2008 as the Colegio Pentecostal Mizpa (CPM) was established in 1937 under the name Instituto Bíblico Mizpa (IBM), to train and qualify laborers to work in the Christian ministry. The IBM was founded as a result of multiple efforts by the Reverend Juan L. Lugo, the first Pentecostal missionary to arrive in Puerto Rico and first President of the Iglesia de Dios Pentecostal, Inc. Initially, the IBM settled on America St., No. 10, Santurce, Puerto Rico, in the facilities of the Iglesia de Dios Pentecostal located at the Stop 22. Later, it was moved to the municipality of Bayamón, and finally in 1956, to the Neighborhood Caimito Alto, Road 199, Km 0.3 in Río Piedras, where it is currently located.

On January 9, 1939 twelve students representing different sectors of Puerto Rico became the First Graduating Class of the IBM. During all its years of service, thousands of students have completed academic programs and many of them have served with distinction in the Christian ministry.

In 1981, the Iglesia de Dios Pentecostal M.I. began operations of the Pentecostal Seminary of Puerto Rico to offer Associate and Bachelor's Degrees. Later, in 1985, the Seminary and the Instituto Bíblico Mizpa merged under the name of Colegio Pentecostal Mizpa.

In October 1992, the Institution was admitted as "Applicant" in the "Accrediting Association of Bible Colleges" (AABC). The "AABC", today the "Association for Biblical Higher Education" (ABHE), is a member of the "Council for Higher Education Accreditation" (CHEA), an institution recognized by the Department of Education of the United States. In addition, in February 1997, Mizpa was promoted to the rank of "Candidate for Accreditation", which validated the academic degrees and diplomas granted, in the United States and Canada.

In February 2001, the Commission on Accreditation of the AABC awarded the “Initial Accreditation” status to the Universidad Pentecostal Mizpa. It also received the Certificate of Eligibility from the United States Department of Education to participate in the Federal Financial Aid Programs (Title IV). In academic year 2003 - 2004 the UPM began accepting PELL Grants.

In 2005, the UPM begins to participate in the Work-Study Program and received the SEVIS certification for foreign students. In February 2006, UPM obtained the reaffirmation of accreditation for the next ten years under ABHE for San Juan Campus and its extension centers in Humacao and Manatí.

In 2010 the Council of Theological Education authorized the President of the University the development of proposals to request the accrediting agency (ABHE) authorization of the first program at the graduate level and the development of a new extension center in the city of Arecibo. Both applications were approved by the ABHE in 2011. The Master’s in Arts Degree Program in Pastoral Theology officially began in that year, starting a new phase in the development and history of theological education in Puerto Rico.

The UPM is the first educational institution of the Puerto Rican Pentecostalism with a broad vision and strong Christian commitment. Its quest is "to equip the saints for the work of ministry" and to train people to serve God's work.

**CALENDAR OF EVENTS
2018-2023 (Updated Annually)**

-FIRST SEMESTER-

JULY

- 30 Last date to renew Pell Grants
- 1-30 Orientation and student evaluations
- 4 Holiday (USA Independence Day)
- 25 Holiday (Constitution ELA)
- 30 Orientation and Seminar for Directors and Faculty

AUGUST

- 2-13 Orientation, late admission and registration
- 2-13 Pell Grant Application (new students)
- 15 First day of class
- 16-31 Late registration with penalties (surcharges)
- 20 Last date to apply for deferred payment (extension period)
- 31 Opening Worship Service of the Semester

SEPTEMBER

- 2 Selection of Students for Work Study Program
- 3 Delivery to the Registrar Office the first checklist of student attendance
- 3-10 Student Assembly
- 10 Last date to deliver initial financial reports and other documents to Admissions and Registrar Office (Extension Centers)
- 10-17 Students' Council Voting
- 17 Special events for the Mizpa Community (Mizpeña)
- 24 Delivery to the Registrar Office of the second checklist of student attendance
- 24 Last date to apply for Reclassification of the Study Program
- 24-30 Bible Week

OCTOBER

- 12 Holiday
- 15 Dialogue with the University President
- 22 Oral Expression Seminar
- 22-29 Week of the Protestant Reformation
- 22 Delivery to the Registrar Office of the third checklist of student Attendance
- 24-29 Assessment Week
- 27 Spiritual Retreat
- 29 Last date for tuition payment with extension period without Penalty.

NOVEMBER

- 3-8 Faculty evaluations
- 12 Anniversary of Universidad Pentecostal Mizpa
- 12-19 Orientation and assessments to students, Pre-registrations for the Second Semester
- 18 Activity - Gratitude to the Lord
- 24 Holiday (Thanksgiving)
- 29 Last day to remove incomplete grades
- 26 Mission Day

DECEMBER

- 3 Last day of classes
- 3 Last Day of partial and total withdrawal, (W) and incomplete grade
- 2-4 Nights of Praise and Worship
- 5-10 Final Exams
- 16 Last day to submit final tabulated grades from the Campus and Extension Centers
- 17 Christmas Agape
- 23 Granted Day

-SECOND SEMESTER-

JANUARY

- 6 Three Kings Day
- 9 -27 Orientation, admissions, student evaluations
- 8 -16 Regular Registration for students
- 8 & 16 Trainings of faculty and administration
- 15-17 First Day of classes
- 17-27 Late registration with penalties
- 27 Last day for course changes and reclassification of a study program
- 27 Last day to submit the Pell Grant Application

FEBRUARY

- 1-7 Assessment: Test for new students
- 3 Checking first attendance student check lists
- 5-7 Opening Worship
- 10-12 Orientation Seminars for Principals and Professors
- 10-12 Delivery to the Registrar Office of the first checklist of student Attendance
- 17-19 Friendship Day Service

MARCH: MONTH OF THE UPM

3-5	Last day to submit Application for Graduation
3-5	Last day to delivery to the Registrar Office the second checklist of student attendance
10-11	UPM Open House
10-11	Regional Day UPM (Local Church)
14-16	Concentration for UPM Districts
21-23	Concentration UPM for Districts
22	Holiday, Day of the Abolition of Slavery
24-26	Last date for tuition payments for extension periods without penalties
28-30	Concentration for UPM Districts

APRIL

16-17	PELL Grants Renovation
23-28	Pre-registration and completion of the application for Incomplete grades
27	Professional Administrative Staff Date
28-2	Last day to remove Incomplete grades of the first semester
28-29	Games Day

MAY

1-5	Pre-registration for Summer courses
5-7	Last day of classes
5-7	Last day of partial and total withdrawal
5	Faculty and student day
8 -12	Final Exams
19-20	Last day to submit the final grades to the Registrar Office
19-20	Achievement Day

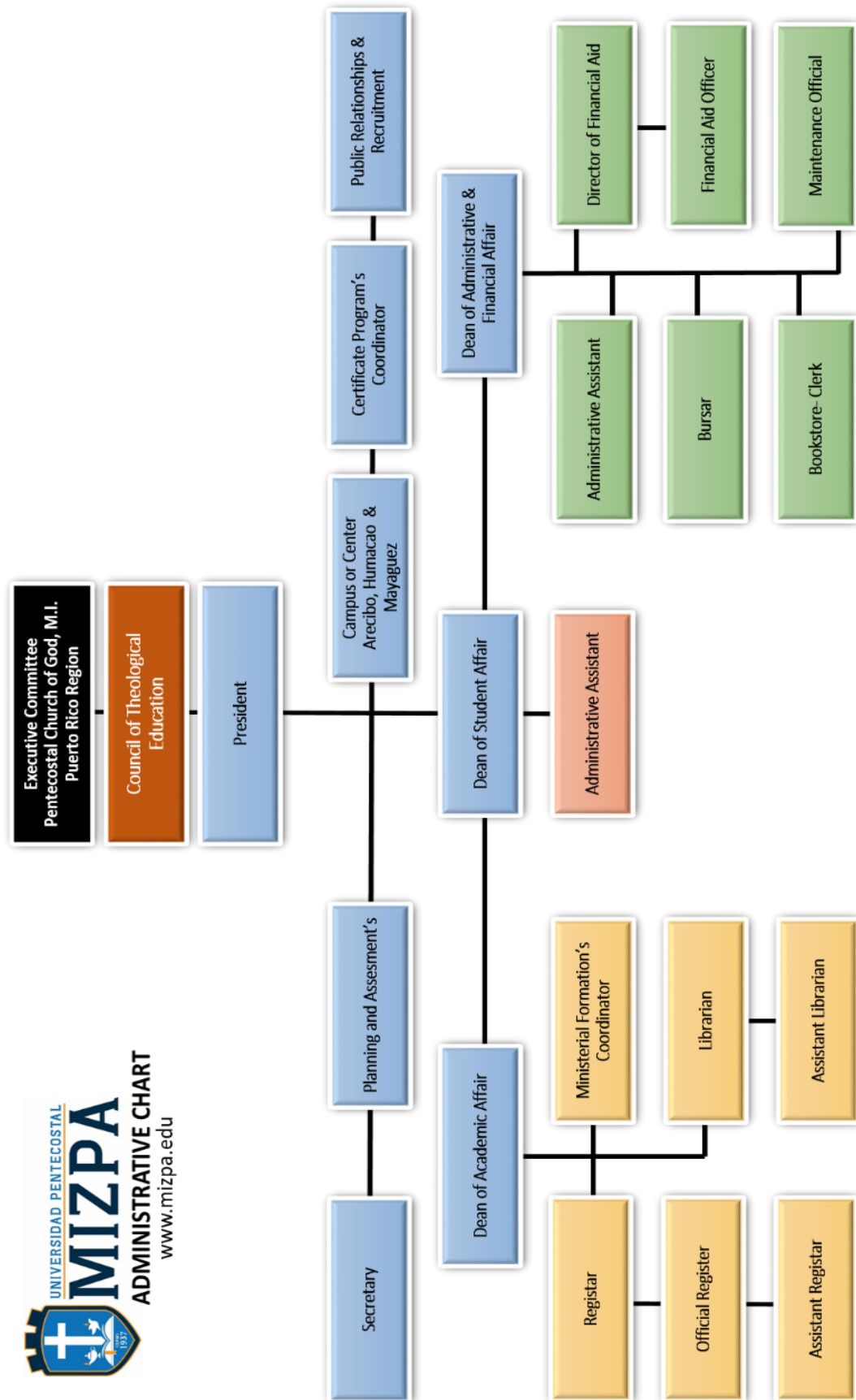
JUNE

9-18	Graduations
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* Final dates are set annually by the President, except for official holidays.

ADMINISTRATIVE STRUCTURE

UNIVERSIDAD PENTECOSTAL MIZPA



GOVERNANCE AND ADMINISTRATION

The Universidad Pentecostal Mizpa, hereinafter UPM, is governed by the Council of Theological Education of the Iglesia de Dios Pentecostal, MI, Region of Puerto Rico: The Council's President, Vice President, Secretary, Treasurer, Members and representative of the Association of Alumni are appointed for a term of three years, except the representative of the alumni who is appointed annually. They do not occupy administrative or teaching positions at UPM during their terms as Council members. The Council sets standards and has jurisdiction over all administrative, fiscal and educational affairs of the UPM.

The President of the UPM is appointed by the Council of Theological Education as the chief administrative officer of the University. The President selects and submits the appointment of the chief administrative and academic officials of the institution for confirmation by the Council. He also responds to the Council as the principal academic leader and chief executive officer of the UPM. In addition to represent the University, the President will act in harmony with the regulations and the institutional guidelines. His main functions are defined in the Regulations of the UPM (Article VII, Section B.)

COUNCIL OF THEOLOGICAL EDUCATION

Dra. Sonia Rivera González

President

D.A. Education with Concentration in
Curriculum of Education- Inter American University of
Puerto Rico, Metropolitan Campus
M.A. Chemistry-University of Puerto Rico, Mayagüez
B.A. Chemistry-University of Puerto Rico, Mayague

Rev. Samuel Rodríguez

Vice President

M.S. Chemistry
M.A in Education with Curriculum,
Conneticut University

Sra. Aida Cordero Hernández

Secretary

D.A. Advanced Studies-Complutense, Madrid
D.A. Certification of Methodology of Investigation,
Metropolitan University of Puerto Rico
M.A. Administration of Supervision in Education
Inter American University of Puerto Rico
M.A. Psychology-University of South, Ponce
Candidate for Master of Science in Behavioral Sciences

Rev. José E. Orellana Torres

Treasurer

Master's in art in Process in Environmental Education,
Metropolitan University of Puerto Rico
B.A. Secondary Education, University of Puerto Rico
Certification of Education in Physics
Metropolitan University of Puerto Rico
Certification in Investigation-University of Puerto Rico,

Rev. Jesús Santos Medina

Member

M.A. in process Theological Studies,
Southwestern Baptist Theological Seminary, Texas.
B.A. in Chemistry-Inter American University of
Puerto Rico
M.A. in Environmental Sciences-Metropolitan University
of Puerto Rico

Ángel A. Rivera Rivera

Execituve Liaison

M.A. Curriculum Specialization in Spanish
University of Phoenix, Puerto Rico
B.A. Secondary Education – Inter American University of
Puerto Rico

Madelyn Ortiz

Member

M.A. in Education and Counseling

Sixto Bermúdez

Member

M.A. in Education

Lic. Norma E. Dávila

Member

Juris Doctor-Inter American University of Puerto Rico

B.A. Arts Concentration in Management

Inter American University of Puerto Rico

Certificate in Ministerial Arts- Universidad Pentecostal

Mizpa

Prof. Naury Y. Sánchez Cintrón

President of Universidad Pentecostal Mizpa

M. Div.- McCormick Theological Seminary

M.A. Pastoral Counseling,

Church of God Theological Seminary, TN

B.B.A. Accounting-University of Puerto Rico

ADMINISTRATIVE PERSONNEL

Prof. Naury Y. Sánchez Cintrón	President of Universidad Pentecostal Mizpa M. Div.- McCormick Theological Seminary M.A. Pastoral Counseling, Church of God Theological Seminary, TN B.B.A. Accounting-University of Puerto Rico
Joan Jiménez Marrero	Dean of Academic Affairs M. A. Administration and Supervision, Metropolitan University of Puerto Rico M.A. Literary Creation- Sagrado Corazon University D.A in Process-Investigation and Education Metropolitan University of PR and online program AIU
Maureen de Leon Mullert	Dean of Administration and Finance M.A. Accounting, Metropolitan University of Puerto Rico, B.A. Accounting with a minor in Secretarial Sciences- Inter American University of Puerto Rico B.A. Business Administration, Concentration in accounting- Inter American University of Puerto Rico
Geserie Cruzado Rosado	Bursar B.A. Business Administration, Concentration in accounting American University of Puerto Rico
Jorge A. Burgos Carrión	Dean of Students Affairs M.B.A. Human Resources Management-Turabo University B.A. Human Resources Management- University of Puerto Rico, Río Piedras Campus A.A. Pastoral Theology-Universidad Pentecostal Mizpa
Daluan M. Nieves García	Assistant of Dean of Students Affairs B.A. Arts in Christian Counseling- Universidad Pentecostal Mizpa G.A. Secretarial Sciences-Universidad de Puerto Rico Certificate in Chaplaincy-Universidad Pentecostal Mizpa

Myriam Juarbe Rey	Director of Financial Assistance B.A. Pastoral Theology-Pentecostal Biblical College AA. Business Administration-Inter American University of Puerto Rico
Johnsie Velázquez González	Official of Financial Aid BS in Computer Information System Program-University of Puerto Rico
Harry Muñoz Colón	Director of the Ministerial Formation Program M.P.S. Counseling-Theological Seminary of Puerto Rico B.A. Pastoral Theology-Universidad Pentecostal Mizpa Ordered Chaplain of the Iglesia de Dios Pentecostal, Movimiento Internacional
Sara Martínez Rivera	Certificate Programs Coordinator M.A. in Christian Counseling-Luther Rice Theological Seminary, Georgia B.A. Pastoral Theology-Universidad Pentecostal Mizpa
Leonardo Meléndez León	Registrar MPS- Master Professional Studies-Theological Seminary, N.Y., Puerto Rico Branch B.B.A. Management Finance-Colombia University
Ruth A. Delgado Guzmán	Officer of the Registrar B.A. Pastoral Theology- Universidad Pentecostal Mizpa B.A. Economics-University of Puerto Rico
Nancy N. Santiago Hernández	Assistant to the Registrar B.A. Christian Education-Universidad Pentecostal Mizpa
Melanie Rodríguez Martínez	Librarian M.A. Information Science-University of Puerto Rico B.B.A. Information Systems-University Metropolitan
Celia E. Galarza López	Auxiliar Librarian B.A. Biology, Secondary Education-Pontifical Catholic University of Puerto Rico B.A. Pastoral Theology, Christian Education-Universidad Pentecostal Mizpa
Rafael Laboy Fúster	Public Relations and Recruitment M.A. Pastoral Theology-Universidad Pentecostal Mizpa B.B.A. Accounting-Universidad del Turabo, Caguas, Puerto Rico

Jaydee A. Guzmán Quiles

Secretary

B.A. Administration of Office Systems-Dewey University

Luis O. Rivera Torres

B.A. Pastoral Theology-Universidad Pentecostal Mizpa

VISION

The Universidad Pentecostal Mizpa is an educational institution that serves the Kingdom of God in accordance to the Holy Scriptures. It is an institution that will be at the forefront to respond to the challenges of the times by diversifying its academic offerings. The UPM will have the task of forming men and women called by God to be competent leaders and ministers responsible and committed to the service of God and all men.

MISSION

The mission of Universidad Pentecostal Mizpa, as a Christian Institution, is to provide excellent academic programs aimed at training men and women with the skills, knowledge, and the necessary attitudes to assume positions of leadership and responsibility in evangelism, pastoral work, missionary and social services, counseling, and Christian education, among others.

GOALS AND OBJECTIVES

The UPM pursues the following goals and objectives:

Goal 1 - Develop the full potential of students in their academic, personal, social and spiritual dimensions.

Objectives:

1. To provide a flexible and integrated curriculum so that students have relevant, learning and enriching experiences to face the demands of the Kingdom of God ministry.
2. To provide an excellent biblical and theological education that promotes the biblical ministry formation that may be evident through the development of different ministries.
3. To provide supplementary counseling services, orientation and chaplaincy to promote personal, social, moral and spiritual development of all students.
4. To provide a comprehensive education that leads to the development of responsible, spiritual, moral and civic leaders as evidenced through the service they provide in their communities.
5. To emphasize in all students the interpretative analysis of the Scriptures using research tools, intellectual honesty, educational discipline, and above all, the guidance and illumination of the Holy Spirit.
6. To provide Christian Education to form in the students, awareness of the place Christianity occupies in our society and its relationship with other disciplines.

Goal 2 – To adequately involve the students in community services to create awareness of the social, economic, environmental and spiritual issues society faces.

Objectives:

1. Provide students the opportunity of community service that responds to social needs integrated in the curriculum of the educational programs.
2. To guide all students in the application of the acquired knowledge through the Scriptures in solving problems, analyzing situations and conflicts in the society.
3. To promote a variety of services to the geographic communities that the UPM serves to enrich and improve their living conditions.

Goal 3- To provide an education of excellence with an academically qualified faculty that is also qualified in the practice of teaching.

Objectives:

1. Recruit and retain highly qualified faculty according to the requirements of the accrediting agency.
2. Provide continuous faculty development focused on improving the quality of the teaching-learning process.
3. Ensure compliance with the responsibilities and tasks of teaching with the student and the institution.

Goal 4 - Provide the appropriate conditions conducive to a teaching and learning environment of high quality.

Objectives:

1. To maintain continuous improvement plans for the physical infrastructure of the institution to achieve an acceptable level for the entire academic community.
2. To ensure that faculty has access to the materials and equipment needed for an effective teaching-learning process.
3. To integrate technology into the teaching-learning process.
4. Provide a safe environment on campus.

DOCTRINAL STATEMENT

We believe that...

1. The Bible, Old and New Testament is the Word of God, the revelation of God to man. This was verbally and fully inspired by the Holy Spirit and therefore exempt from errors in the original thus becoming an infallible rule of faith and conduct for humans.
2. The only true God has revealed himself eternally coexisting in three divine persons, namely God the Father, God the Son and God the Holy Spirit, who have the same nature and substance, attributes and perfections, worthy of the same tribute, trust and obedience.
3. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born by the Virgin Mary. By dying on the cross, as a just for the unjust, He made atonement for our sins by shedding of His blood. He, having offered himself to forgiveness of sin and salvation, He rose from the dead according to the Scriptures and is seated at the right hand of God on high as our High Priest and intercessor.
4. The Holy Spirit is a divine person, sent to inhabit, guide, teach and empower the believer, and convince the world of sin, righteousness and judgment. The baptism in the Holy Spirit and fire is the promise of the Father for all believers and with it come the endowment of power to serve in holiness. This wonderful unction is distinct from and subsequent to the new birth experience. The baptism in the Holy Spirit is the signal as the initial evidence of speaking in other tongues as the Spirit gives it to the believer.
5. The man was created by God in his image and likeness, but fell into transgression and disobedience because of his sin, and consequently lost his spiritual life. All men are born with a sinful nature and are separated from the life of God. They can be saved through repentance and faith in the vicarious sacrifice of Jesus Christ.
6. The true Church is composed of all believers in Christ, born again, since the Day of Pentecost to the Second Coming of Christ. The local church is a congregation of believers, whose mission is to provide fellowship and edification of the saints and communicate the Gospel to the whole world through a life of Christian testimony.
7. The Second Coming of Christ, which includes the rapture of the saints, will be followed by a shorter period of seven years called as the Great Tribulation by the visible return of Christ with His saints on earth for a thousand years.

INSTITUTIONAL VALUES

UPM performs all its management in the field of education in harmony with the Holy Scriptures and within the framework of the following values that guide all the efforts of its administration, faculty and students.

1. Honesty: **We adhere to all ethical, moral and social conduct that is based in the biblical truth.**
2. Responsibility: **We are in the disposition to comply with our correspondent obligations.**
3. Commitment: **We are united in an appropriate way to do [carry out] the work entrusted to us.**
4. Fair and humane treatment: **To achieve a healthy coexistence, we propose to give to all individuals the same opportunities and identify ourselves with the reality that affects them.**
5. Solidarity: **We strive to give our best for the sake of others.**
6. Dignity: **We behave with seriousness and respect toward others.**

STUDENT OBJECTIVES

I. Spiritual Objectives

All students who complete the requirements for a degree at the UPM will have the knowledge, skills and attitudes necessary to:

1. Keep in the community an effective testimony and an exemplary relationship under the Plan of Salvation.
2. Know more profoundly God the Father, God the Son and God the Holy Spirit.
3. Have a clear understanding of Christian values and commitment as part of the community of faith.
4. Communicate effectively to others the good news of salvation and the Kingdom of God.
5. Be committed and collaborate with any recognized ministry such as missions, pastoral, counseling, education and chaplaincy according to the education acquired.

II. Educational Objectives

Any student who completes the requirements for a degree at the UPM will have the knowledge, skills and attitudes necessary to:

1. Demonstrate proper discipline in self-study of the Scriptures by using the tools of exegetical interpretation.
2. To present the message of Jesus Christ to the world.
3. Communicate the Scriptures systematically.
4. Contribute to the work of evangelization, pastoral care, counseling and missionary effort.
5. Serve as a leader in his congregation.
6. Demonstrate to other brothers and sisters how to acquire biblical and theological knowledge through the appropriate use of library resources.
7. Communicate effectively using grammar and style adaptability

III. Student Learning Outcomes

Upon graduation from the UPM, the student will have the necessary skills to:

1. Interpret the Holy Scriptures properly to share through preaching and evangelizing the world as part of the mandate of the Great Commission.
2. Apply the different didactic techniques to teach effectively the biblical doctrines in the Church and in the world.
3. Analyze the history of the social, political and economic realms of past societies to comprehend our own postmodern world and have the capacity to communicate it at the university level
4. Work in the ministry, chaplaincy, education and Christian counseling service for the Church and community, as needed.
5. Organize missionary church leadership, including teamwork for personal evangelism and discipleship of new believers.
6. Demonstrate commitment through servant leadership focused on collaboration, trust, empathy and ethical conduct.

ACADEMIC OFFERINGS AT THE GRADUATE LEVEL

The UPM offers a Master's Program of Arts degree in Pastoral Theology, which holds the accreditation from the ABHE and is recognized also by the Secretary of Education of the United States, the *Council for Higher Education Accreditation* (CHEA), the *Postsecondary Council on Accreditation* (COPA) and the *Commission on Recognition of Postsecondary Accreditation* (CORPA).

FACILITIES

Universidad Pentecostal Mizpa main Campus is located at Barrio Caimito in Río Piedras and includes the following facilities:

Administrative Offices of principal officers:

- President
- Dean of Academic Affairs
- Dean of Students Affairs
- Dean of Finance and Administration
- Financial Aid
- Office of the Bursar
- Ministerial Formation Office
- Public Relations
- Registrar Office

Academic Facilities:

- Office of the Faculty
- Classrooms
- Rev. Eleuterio Feliciano Crespo Library
- Meeting Rooms
- Chapel
- Pentecostalism Research Center and Museum

Student Life Facilities:

- Dining Room
- Cafeteria
- Student Residences

Other facilities:

- Residence of the President
- Parking

The Institution also offers courses at Extension Centers in different locations in Puerto Rico. These Centers operate under the approval and direct supervision of the President and key officials of the San Juan Main Campus. The centers are organized to provide the following services:

- A. Extension Centers that offer accredited courses in associate and bachelor's degrees at Arecibo, Humacao and Mayagüez:
 - The Extension Center in Arecibo offers credit courses leading to an academic degree that can be validated up to a maximum of 49% of the total required for that degree at the University. The remainder of the required credits must be taken at the San Juan Campus.
 - The Humacao and Mayagüez Extension Centers are classified as “Additional Location”, which means that they can offer all (100%) of the courses required to complete all Programs at the levels of associate and bachelor's degrees.
- B. Centers of Certificate in Ministerial Arts (CCMA - non-accredited courses)
 - These Centers offer non-accredited courses with no credits, with different identification codes from those accredited courses offered in the associate and bachelor's degree programs. These courses are not validated at UPM towards completion of associate or bachelor's degrees.

Eligible credits approved in the Extension Centers at Arecibo, Humacao and Mayagüez can be validated in the San Juan Campus as part of a program of study leading to a degree, in accordance to the rules and procedures established for these purposes. Students from these Extension Centers interested in continuing academic programs at the main campus should seek orientation at the Admissions Office about the services, eligibility and transfer requirements.

ACCREDITATION AND AFFILIATION

The UPM is an educational institution sponsored by Iglesia de Dios Pentecostal M.I., Region of Puerto Rico (IDDPMI). It is accredited by The Association for Biblical Higher Education (ABHE), and by the Secretary of Education of the United States and the Council for Higher Education Accreditation (CHEA). It is also recognized by the Council on Post-Secondary Accreditation (COPA) and the Commission on Recognition of Postsecondary Accreditation (CORPA). In February 8, 2017 the ABHE Commission on Accreditation (COA) reaffirmed the accreditation of the UPM until 2026.

The graduates of the UPM are accepted to pursue studies leading to master and doctoral degrees at colleges and universities accredited by the *Middle States Association of Colleges and Secondary Schools*, the *Association of Theological School in the United States and Canada*, the *Accrediting Association of Bible Colleges*, the *Caribbean Association of Bible Colleges*, among other accrediting agencies.

The UPM is included in the directory of Institutions of Higher Education published by the Department of Education of the United States (*Higher Education Directory*), in the *Patterson's Schools Classified* and in the Directory of the World Council of Churches and Institutions of Theological Education published in Switzerland, Europe.

ADMISSION REQUIREMENTS OF THE GRADUATE PROGRAM

The UPM's Graduate Program admits students who meet the following requirements :

1. Graduation from a bachelor degree from an accredited institution with a minimum GPA of 3.00.
2. Evidence of the entrance examination for graduate studies required by the University.
3. Payment of a non-refundable Admission Fee.
4. Successful completion of an interview with the Admissions Committee for Graduate Studies of the University.
5. Completion of any other requirements for admission to courses leading to a degree regardless of its level and nature of the program.

ADMISSION POLICY

The Universidad Pentecostal Mizpa (UPM) is an institution dedicated to promoting the holistic development of men and women for the service of the Kingdom of God. This University is committed to provide a biblical-theological education of excellence that encourages the growth of our students.

The UPM recruit students who meet the requirements of admission stipulated by the Institution; and provides them a comprehensive education that promotes the development of leaders with spiritual, moral and civic responsibility; which are evident through the service that they render to their communities.

The UPM promotes a holistic development of a diverse student population, through: research, critical-creative thinking, building of knowledge and its application in ministry. To achieve this, all academic and administrative processes must address the reality of the students and their needs according to their academic programs.

Therefore, the UPM establishes policies and accessible requirements that will focus on the admission of our prospects. The Admission policies are the following:

NON-DISCRIMINATION POLICY

In admissions, as in all administrative matters, the UPM maintains a policy of non-discrimination on grounds of age, race, color, sex, national origin, political beliefs, physical or mental disability, ethnicity or any other condition that does not interfere with the achievement in its programs of study and the students' roles and responsibilities related to them. Admission will be requested at the Office of the Dean of Students Affairs and must follow the following procedures.

ELIGIBILITY FOR ADMISSION TO THE GRADUATE PROGRAM

Once the candidate meets the admission requirements, the eligibility for admission to the graduate program is determined when the candidate complies with the following documentation:

1. Application Form completed and signed.
2. Three letters of recommendation. Preferably from pastors, supervisors or church leaders.
3. Pastoral Certification Letter.
4. Transcript of credits of the completed baccalaureate program.
5. Two photographs: Size 2 "x 2".
6. Student Visa or Residence Permit, if not a US citizen.
7. An autobiographical essay that includes the purpose to pursue graduate studies.

ADMISSION PROCEDURES

UPM will own all documents provided by the student. They will not be returned to the applicant, except for the High School Diploma. After completing all requirements, each applicant is evaluated, and the Institution will take one of the following actions:

- a. Applicants who meet all requirements and are evaluated successfully will receive an official letter of regular admission, and an authorization to complete enrollment in the next academic term.
- b. Students who have submitted all documentation and do not meet other requirements will not be admitted. They will be informed in writing and oriented on the conditioned admission process, if they are eligible for it. If eligible, it will be valid up to a maximum of the next semester for the student to complete all requirements of their application for conditioned admission.
- c. Those who do not meet all the requirements or fail to provide all required documents within the prescribed time, will be informed of the decision to deny admission by the Office of the Dean of Students Affairs.

READMISSION REQUIREMENTS

When a student is not officially enrolled at the UPM for one academic year or more, he can restart his studies if he meets the following requirements:

1. Readmission Application signed and fully fulfilled
2. Readmission Fee Payment (not refundable).
3. Pastoral Certification Letter.
4. An interview with the Dean of Students Affairs or his/her representative.

READMISSION PROCEDURES

UPM will own all documents provided by a student requesting readmission. They will not be returned except for the high school diploma. After completing all requirements, each applicant is evaluated, and the Institution shall take one of the following actions:

- a. Applicants who meet all requirements and are evaluated successfully will receive an official letter of regular admission, and an authorization to complete enrollment in the next academic term.
- b. Students who have submitted all documentation and do not meet other requirements will not be admitted. They will be informed in writing and oriented on the conditioned admission process, if they are eligible for it. If eligible, it will be valid up to a maximum of the next semester for the student to complete all requirements of their application for conditioned readmission.
- c. Those who do not meet all the requirements or fail to provide all required documents within the prescribed time, will be informed of the decision to deny readmission by the Office of the Dean of Students Affairs.

TRANSFER REQUIREMENTS

Any student who qualifies can request a transfer from a graduate program from another Institution to the UPM. Students who were previously admitted, enrolled and completed at least a quarter of study at the UPM must apply for readmission. The University validates up to nine (9) credits passed with a grade of B from other duly accredited institutions. These credits will be validated only if they can be considered as equivalent to elective courses of the graduate program at the UPM. All students must complete all the credits of the specialization required by the University. Transfer requirements are:

1. Application form signed and completed fully.
2. Payment of a non-refundable Readmission Fee.
3. Pastoral Certification Letter.
4. Transcript of the Institution and the graduate program.

TRANSFER PROCEDURES

All documents submitted by the students requesting transfer shall be owned by the UPM. The only document that will be returned is the original high school diploma of graduation, if applicable.

Once all transfer requirements are completed, the UPM proceeds with the evaluation of those approved courses from the institution of origin. Each applicant is evaluated and UPM takes one of the following actions:

- a. Applicants who meet all requirements and are evaluated successfully will receive an official letter of regular admission and authorization to complete enrollment in the next academic period. Students will be notified of the courses and the total credits validated by the UPM.
- b. Students who despite complying with the delivery of all documentation do not comply with other requirements will not be admitted. They will be informed in writing and will be oriented on conditioned admission process if they are eligible for it. All applicant shall be granted up to the next semester to complete all requirements.

- c. Those students who do not fulfill or complete all their transfer requirements with all necessary documents will be informed of the decision to decline their admission by the Office of the Dean of Students Affairs. (Admission will be denied to those students who do not fulfill all transfer requirements or do not present all necessary documents.)

CONDITIONED ADMISSION

The President of the University may consider and grant the privilege of conditioned admission to any student applying to the graduate program. The President may grant a conditioned admission to students applying for admission, transfer or reinstatement and authorization to enroll, if at the time of application, one or more requirements are not met. The President's decisions in these cases will not be appealable to any other university forum.

Conditioned Admission Procedure

Once the applicant is evaluated and it is determined that he does not meet any of the requirements, the Admissions Office notifies this determination and gives him/her the option to ask the President a conditioned admission. If the President approves a conditioned admission, it will be awarded after completion of the following:

- a. The student will sign the "Conditioned Admission to Graduate Studies Agreement" in the Dean of Student Affairs Office, which is a document that establishes that the student will comply with any requirements stipulated by the Institution on or before completing the first academic year of the Graduate Program.

If the student completes all requirements for admission within the time frame established, he/she will be awarded a regular admission for the following academic periods, providing compliance with the Satisfactory Academic Progress Policy.

ADMISSION TO GRADUATE STUDIES FOR SPECIAL STUDENTS

The University may admit to graduate studies as special students applicants under the following terms or considerations:

I. Audit Students

Students wishing to enroll in graduate studies without receiving qualification are considered as “Audit Students”. These students must meet all requirements and standard procedures, if subsequently enrolling in the graduate program. The requirements for admission to graduate studies for “Audit Students” are:

- a. Present evidence of having completed a bachelor's degree from a higher education accredited Institution.
- b. Complete the application for admission.
- c. Payment of the admission fee.
- d. Pastoral Certification Letter.
- e. Two (2) 2"x 2" photos.
- f. Interview with the Admissions Committee to Graduate Studies after delivery of the above-mentioned documents.
- g. Payment of the appropriate fee to “Audit Students”.

II - Students not Admitted to the Graduate Studies Program

Interested students who do not wish to complete a program of graduate studies, may be admitted provided they meet the following requirements:

- a. Present evidence of having completed a bachelor's degree from a higher education accredited Institution.
- b. Complete the application for admission.
- c. Payment of the admission fee.
- d. Pastoral Certification Letter.
- e. Two (2) 2 "x 2" photos.
- f. Interview with the Admissions Committee to Graduate Studies.

These students must meet all requirements and procedures if subsequently wish to enroll in degree programs, if they are eligible.

RULES FOR RECOGNITION OF CREDITS

- a. The UPM maintains an admissions policy aimed at providing all interested and eligible person the opportunity to enter and complete a program of graduate studies. In cases where a student's interest is a transfer from another university, recognition of credits to validate the equivalence between them and the subjects offered at the UPM will take place. The University validates up to nine (9) credits passed with a minimum grade of B in other duly accredited institutions. These credits will be validated only if they can be considered as equivalent to elective courses of the graduate program at the UPM. All students must complete all UPM's required credits in the specialization area. This applies even if the student has completed a program of graduate studies in the originating institution.
- b. The college credits are valid for 10 years.
- c. Only the number of credits that corresponds to the UPM's current catalog will be validated.
- d. When the number of credits of the equivalent course is lower in the originating institution than in the UPM, it will not be validated.
- e. Courses from other institutions that correspond to work experience, internships, courses by contract and courses in the independent modality will not be validated.
- f. Only courses passed with a minimum grade of B will be validated.
- g. The recognition of credits will be completed at the request of the person requesting the validation process.
- h. After completing the validation process, decisions are final and the student must decide to complete or not the transfer process.

ADMISSION DATES

The process of admission to the graduate program is a continuous one and specific datelines will be set and publish annually. Admission will be requested during the previous quarter to which the candidate wishes to begin studies. It is set as follows:

Quarter	From	To
August-October	April	July
October-December	August	September
February-April	November	January
April-June	January	March

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains and guards the academic records of the students. It notifies by mail or electronically the students' final grades and scores the credits on their transcripts. This Office is responsible for issuing official transcripts of credits, certificates of study, and graduation diplomas. It will not issue transcripts, certificates or diplomas to students who maintain debts with the UPM. The Office of the Registrar provides services from Tuesday to Friday, between the hours of 8:00 AM to 4:30 PM and Saturday from 8:00 AM to 2:00 PM.

CANCELLATION OF COURSES

The UPM reserves the right to cancel courses.

CLASSIFICATION CRITERIA FOR GRADUATE STUDENTS

The UPM classifies its students according to the purpose of their studies, approved credits and academic status.

1. Full time: Students taking a program of six (6) credits or more in the academic session.
2. Part time: Students taking a program of five (5) credits or less in the academic session.
3. Special: Students taking courses leading to non-graduate degree program. They will take up to six (6) credits per quarter.
4. Audits: Students who attend the course but receive no credit. The student cannot make any claim of credits and validations on courses taken under this classification.
5. International Students: Foreign students, non-permanent residents of the United States or its territories.

WITHDRAWALS

Every student is entitled to process a partial or total withdrawal. However, any applicable repayment, is subject to the rules and procedures specified in the Institutional Regulations and to the dates specified in the Calendar of Events.

GRADING (QUALIFICATION) SYSTEM

The faculty will use the following classification to evaluate students:

A-100% - 90%	= Excellent	P	= Passed or Approved
B-89% - 80%	= Good	NP	= Not Passed (Not Approved)
C-79% - 70%	= Regular	AU	= Audit Course
D-69% - 60%	= Deficient	R	= Repeated Course
F-59% - 0%	= Failed	WM	= Withdrawal due to MilitaryService
I	= Incomplete	K	= Course convalidated by Transference
WD	= Withdrawal by Death	NA	= Never Attended
N/C	= Course without credit		
IP	= In Process		
W	= Withdrawal		
WA	= Administrative Withdrawal, Nonauthorized Course Withdrawal		
	(the GPA is calculated as intent credit)		

I () Incomplete (Provisional Grade assigned attached to an "I". (If the missing work is not complete by the time authorized, the Provisional Grade will be the Final Grade).

The following classification will be used for the cumulative grade point average:

4.00	-	3.50	A
3.49	-	2.50	B
2.49	-	1.60	C
1.59	-	.80	D
.79	-	.00	F

GRADING (QUALIFICATION) AND REMOVAL OF INCOMPLETE: (I)

For course requirement

The Incomplete grade will be granted only to the student who did not complete one or more requirements of a course due to a justified cause. In these cases, the student will be required to apply for the Incomplete no later than the date assigned by the Registrar's Office. In evaluating the student, the professor will inform the "I" grade accompanied by the grade obtained by the student, after giving zero (0) in the grade(s) of those requirements that have not been completed.

Removal of Incomplete

Every student has the right to request the Dean of Academic Affairs review and change the Incomplete grade in a course within the date established in the academic calendar. The course instructor is responsible for completing the Incomplete Removal Form in accordance with the procedures of the UPM.

SATISFACTORY ACADEMIC PROGRESS POLICY

The UPM requires its students demonstrate satisfactory academic progress at the end of every academic period. It is the responsibility of all students admitted to the graduate program to know the extent to which SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) applied to them, as well as to all students of the institution. This policy is available in the Admissions Office of the University.

Maximum Time to Complete the Master's Degree in Arts of Pastoral Theology

The student must complete all requirements for the Master's Degree in a maximum of seven (7) years. If the student is forced to interrupt his studies, he will have to comply with the institutional requirements to remain as an active student, even if not enrolled in courses leading to the degree. In cases where the students do not enroll for two (2) consecutive academic years, they must comply with the requirements for readmission and any changes to the curriculum approved during this period will be applied to them.

REPEATED COURSES

A student may repeat a course to account only the highest grade in calculating the GPA. Each annotation of the course will be recorded on the student's transcript. Only the same course taken at the UPM is considered a repeated course.

ACADEMIC STANDARDS ON GRADE POINT AVERAGE

The student's grade point average is used to determine the academic standing and a minimum of 3.00 GPA is required for graduation. No course with a grade of F will count to complete a degree.

Grades transferred, or validated courses will not be counted in calculating the student's GPA.

TRANSCRIPT OF CREDITS

The transcripts of credits are issued only upon written request of the student and after paying the applicable fee. Student's requests for official transcripts are issued when grades are sent to other institutions. Transcripts of grades for student use will be identified as such.

Transcripts will not be processed while the student maintains an outstanding debt with the institution and when all the documents required by the Admissions Office have not been submitted. Under no circumstances grades or courses will be deleted after being registered, even if they are repeated.

GRADING REPORT

Ratings or grades will be delivered at the end of each quarter to students who meet the requirements established by the UPM.

GRADUATION REQUIREMENTS

Students qualify for graduation if they meet the following criteria:

- * Successfully completed all the courses prescribed in the graduate program.
- * Grade Point Average no lower than 3.00.
- * Evidence of having no debts in any branch of the UPM and evidence of compliance in the delivery of required documents.
- * Permission for graduation granted by the Dean of Academic Affairs and the Dean of Students Affairs.
- * Completion of the application for graduation on or before the deadline.
- * Payment of the corresponding graduation fee.

POLICY OF ATTENDANCE

Students' class attendance is required to comply with the necessary number of contact hours of each course. Each credit is equivalent to 15 hour-credits during the semester and the recess for each credit-hour must be no longer than ten (10) minutes. Absences without justification

may affect student participation in financial aid programs in accordance with applicable policies. Students unexcused absences to the classrooms constitute a fault to the *Student Manual* and can lead to disciplinary sanction.

Veteran students must comply with the requirements established by the Veteran Administration Agency regarding attendance. The UPM established a policy titled *Assistance of Veteran Students* on October 29, 2012 to comply with these requirements. The policy is implemented by the faculty and all administrative personnel.

UPM has established the criteria to calculate student's absenteeism for all its associate and bachelor's degrees courses. The faculty is required to use the attendance criteria which is to be included in the syllabus for every one of their courses.

UPM's faculty must follow-up each student enrolled in their courses since the first day of classes and immediately inform to the Office of the Registrar absenteeism cases. In that way, the status of each student is known, and if he/she will continue in the course, and if not, to proceed to complete the appropriate withdrawal procedures. Several lists of enrolled students are prepared and provided during the semester to the faculty to carry out the follow-up process with their students. The faculty is responsible to check the list of enrolled students, clarify their status, sign the lists and deliver them to the Office of the Registrar.

APPLICATION FOR GRADUATION

Every student is responsible for requesting evaluation for graduation in the Office of the Registrar on the date required. Incomplete applications will not be considered.

STUDENT'S CONFIDENTIAL INFORMATION

The provisions of the Act of 1974 Family Rights and Privacy Act are observed with respect to any information that may be available to third parties. It is considered confidential and such information will be provided to any third party only with written authorization by the student. This information includes

- * The academic record
- * Disciplinary Actions
- * Commendation letters and other communications of this type
- * Dates of Class Attendance
- * Address and telephone numbers
- * Graduations at the UPM
- * Grades received with their respective dates

RULES ON PLAGIARISM

Plagiarism or any conduct that constitutes fraud in the presentation of academic tasks entails a grade of **F** in the course and any other penalty or process specified by institutional rules. It is meant by plagiarism any action intended to use copyrighted information without giving due credit, using the work of another student or allow others to use their work to their advantage.

RIGHT TO REVIEW

The UPM reserves the right to revise or change its regulations, charges, fees, curricula and courses, requirements for degrees and all other regulations affecting students, when deemed necessary.

The admission of students implies their right to continue only in those degree programs established in the Catalog at the time of admission or at any subsequent catalog. The UPM reserves the right to discontinue or declare on moratorium any curriculum. In the case of programs placed in moratoria or discontinued, the institution will be responsible for providing students with opportunities to complete their curricula in harmony with the policies and procedures. This does not mean that students who may be affected are exempted from any other applicable rule and procedure.

RIGHT TO COMPLETE THE DEGREE

The student is entitled to remain in the program in which admitted when it is removed or placed on moratorium, while they maintain their status as active or fulltime, as applicable, uninterrupted until the end of his academic program.

TUITION AND SPECIAL FEES

Once a year the UPM publishes information on tuition and special fees, which will be available in the Bursar's Office for students who request it.

During the registration and enrollment period tuition, fees and service charges shall be paid in full. Payment can be in cash, check, money order or credit card accepted by the Institution. No claims will be accepted without respective receipts.

DEFERRED PAYMENT

Any students may apply for a deferred payment plan of a fifty percent (50%) of the credits costs. The student who is granted this privilege will sign a promissory note of payments and these shall be made no later than the deadline established in it. If the student paid after the established date, a penalty of ten percent (10%) of the balance of the debt will be applied. If the UPM is forced to hire legal services and / or the services of a collection agency, these costs will be paid by the student.

NEGATIVE CERTIFICATION

The students with debts including Admission's (documents), Library's (books or other fees) and Finance's will not be issued any official document, nor can enroll the next quarter until the debts are paid in full or the delivery of documents has been complied with.

When the student settles any debt, the relevant Office will issue a negative debt certificate that the student will present at the Office of the Registrar and the Dean of Students Affairs.

ADJUSTMENTS AND DISBURSEMENTS

The adjustments and disbursements will be made in case of a total withdrawal. The student who opts for the total withdrawal before classes begin will receive one hundred percent (100%) reimbursement. From the first day of classes, the following refunds will be given:

1.	In the first week of classes.....	75%
2.	In the second week of classes.....	50%
3.	In the third week of classes.....	25%
4.	In the fourth week of classes.....	0%

The cancellation and refund policy for intensive sessions is as follows:

1. Students who cancel all classes (total withdrawal) no later than the date of beginning of classes will receive a full refund.
2. Students who cancel all classes (total withdrawal) after the initiation of classes will not be refunded.
 - No refunds will be made in cash.
 - Any refund will be made by check of the Institution.

COST OF STUDIES

Admission and Readmission Fees

Both the admission fee, which is paid when applying for the first time, and the reinstatement fee (students out for a quarter or more) are not refundable.

Quarterly Tuition and Fees Costs

Besides the cost of the number of credits, students must comply with the payment of the following costs and fees, as applicable:

1. General Fees (cultural activities and safe school) *
2. Library Fee *
3. Maintenance Fee *
4. Computer Lab Fee *
5. Cost of Auditing (cost per credit)
6. Removal of Incomplete

* These payments are not refundable.

Accommodation and Lodging Costs

Lodging and accommodations costs vary by occupation per room and is subject to availability, key charges and maintenance fees. There are also fees for isolated nights lodging. All of the following elements are considered in the cost:

1. A single person in the room
2. Two people in the room
3. Maintenance fee
4. Key of the room
5. Use of lodging for one night

Other Fees

The following items include costs:

1. Late Registration
2. Graduation
3. Transcript of credits
4. Certification of Study
5. Request for Deferred Payment
6. Returned Check Fee
7. Certification of Graduation

INSTITUTIONAL DISCOUNTS

The UPM can offer discounts on the cost of credits, in the graduate program to: Council of Theological Education members, employees, headmasters and professors, among others. The policy on institutional discounts is set by the Council of Theological Education, upon the recommendation of the President. The policy is available to all stakeholders in the President's Office.

THE FINANCIAL AID PROGRAM

The Universidad Pentecostal Mizpa (UPM) is committed to provide economic alternatives that meet the needs of our students. That is why it has approached Wells Fargo, a financial institution that has designed several products to help the students to defray the costs of study in their ministerial career. Admission to the UPM does not imply financial aid eligibility. Students from the graduate program should contact the Financial Aid Office (FAO) for guidance on the procedures and regulations to follow to apply for a private loan.

Private loans require that students be evaluated on their credit and income capacity. The financial institution has competent options on the type of loan, interest and payment alternatives. The loan amount on an application must not exceed the cost of education. The FAO will process loan funds once they have received notice of approval from the financial institution.

The student that chooses this option, must complete the "Private Educational Loan Applicant Self-Certification Form." The student will have the responsibility of completing and returning to the financial institution the disclosures of their student loan.

After finishing his/her studies, the students are required to start paying, according to the accepted terms, the payment of their loans. Information about benefits, interests, co-debtors, eligibility, among other related matters can be obtained in the following link:

<https://www.wellsfargo.com/student/collegiate-loans/>

Students whose loans are approved during the first quarter of the academic year will not have to reapply for the next quarter. They only must apply once annually. The loan application must be completed on or before the date established for each calendar year. Due dates for the application can be solicited to the FAO in person, by electronic mail at: (asistenciaeconomica@mizpa.edu, financialaid@mizpa.edu), or by regular mail at the following

address:

UNIVERSIDAD PENTECOSTAL MIZPA
FINANCIAL AID OFFICE
PO BOX 20966
SAN JUAN, PR 00928-0966

For more information and application call 1-800-658-3567 or access the web portal:

<https://www.wellsfargo.com/student/>

GI BILL® Scholarship for Veterans Students*

UPM is recognized and authorized by the Puerto Rico State Approving Agency to admit students and provide academic training under various GI Bill® programs. The student who qualifies for this aid must present the eligibility certification granted by the Department of Veterans Affairs.

STUDENT'S LIFE

The UPM develops in students all aspects of Christian, intellectual, social, physical and spiritual life. The quality of student life is emphasized. Everyone is stimulated to grow in Christian maturity, responsibility and independence.

STUDENT'S MANUAL

All aspects related to student life are laid down in the Student's Manual, including discipline, responsibilities and privileges of both the Institution and the student. It is the responsibility of each student to know these regulations, which are available at the Office of the Dean of Students Affairs.

OTHER REGULATIONS AND INSTITUTIONAL DISPOSITIONS

In addition to the Student's Manual, all students at the UPM must meet other rules and regulations governing different aspects of student life. Among these are the following:

1. Institutional Satisfactory Academic Progress Policy
2. Institutional Policy on Validations

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Students should also know other documents and policy guidelines regarding academic honesty (plagiarism), standards and graduation requirements, academic achievement, transfers between campuses and programs, grants, incentives, financial aid, refunds, deferred payment, transcripts and records, etc. Both the office of the Dean of Academic Affairs and of the Dean of Students Affairs may provide a copy of any policy document requested by the student.

THE DEAN OF STUDENTS AFFAIRS

The Dean of Students Affairs provides a set of services and programs that complement the academic work and facilitate intellectual, emotional, social, spiritual and physical development of students by emphasizing the quality of student's life. In this office the concerns and needs that may arise in the student's life are addressed. In addition, it channels all the support services offered by the institution to the student, extracurricular activities and serves as a disciplinary body in student affairs.

The variety of activities available to students include: spiritual, social, cultural and recreational, guidance and counseling, medical services and financial assistance. The Office of the Dean of Students Affairs has information and publications on all services offered by the UPM.

SPIRITUAL LIFE

One of the most important aspects for the Administration and the Faculty of the UPM are the activities to foster the spiritual growth of students. Among the activities that take place regularly and in which graduate students can participate are:

Chapel Services

The participation in the activities of the Chapel, which is a requirement for all undergraduate students to maintain optimum spiritual level and create an atmosphere that promotes growth and spiritual maturity are also highly recommended for the graduate student. Students

benefit from a program of spiritual growth under which pastors, evangelists, missionaries, teachers, lecturers and personalities of biblical-theological field visit the UPM and expose a variety of topics according to their field of expertise.

Weekly during the academic periods, teachers and students celebrate the "Reflections of Worship Mizpeña" according to the provisions of the UPM for this type of activity under the supervision of the Dean of Students Affairs. The purpose of these activities is to promote the spiritual atmosphere within the classes.

The chapel is available for individual prayer during school days. All students are expected to separate a period in their daily agenda for personal devotions. This is considered essential for Christian growth and development.

Spiritual Retreats and Prayer Meeting

A day of each quarter is devoted to a period of prayer and fasting in which singing, testimonies and reflection on the Word are presented. During that day, both the Administration and the Faculty integrate themselves in this activity with students.

Bible Week

The Universidad Pentecostal Mizpa celebrates a Bible Week during the month of September, dedicated to extolling the virtues and promoting the reading of the Bible.

Spiritual Assessment

The Office of the Dean of Students Affairs provides a questionnaire related to the Spiritual Life. It gathers valuable information for the development of the spiritual life of students during their stay in the institution. Meanwhile, the students take a self-analysis of their spiritual life.

SOCIAL, CULTURAL AND RECREATIONAL ACTIVITIES

Social activities

In keeping with its mission, vision and goals, the institution sponsors social activities for students. Most activities are coordinated and linked with visits to the churches for evangelizing, preaching and Christian service. These activities include the Concert of Gratitude to the Almighty, the Thanksgiving, Puerto Rican Culture Day, “Ágape” Week, Reformation Day and Christmas. All graduate students are encouraged to participate in these activities.

Similarly, the Open House Day is celebrated to receive the visit of the community and to offer educational and health talks, conferences and games for children. Students also participate in Radio and TV programs, at the Annual Meeting and the Youth Assembly of the Iglesias de Dios Pentecostal, M.I. Region of Puerto Rico.

Cultural activities

The Institution provides opportunities for cultural enrichment of students in activities related to its mission, vision and goals. Among these activities are musical events, guest speakers, lectures, workshops and symposia of general interest. Graduate students can participate in these activities.

Recreational activities

The University encourages and sponsors recreational and sports activities consonant with its mission, vision and goals that contribute to the physical development of its students. Graduate students can also participate in these activities.

STUDENT ORGANIZATIONS

Students Council

Graduate students may participate in the activities sponsored by student organizations. The main student organization at the UPM is the Student Council; an entity which has its own regulations issued by its Executive Committee elected by the enrolled students. These regulations are approved by the Board of Theological Education by recommendation of the President. Its members are elected from among the student body and include one representative from each Center, from the Certificate and Associate Degrees, as well as from the Bachelor's Degree Programs.

Through the Council the concerns of students are properly channeled. Its Executive Committee meets regularly with the Dean of Students Affairs and may represent the students on the Board of Theological Education, whenever necessary or requested.

Student Clubs

Graduate students may participate in activities sponsored by the student clubs. Student clubs are organized according to specializations and interests of students. The UPM requires maintaining a faculty advisor as part of these organizations. The activities of the clubs duly recognized by the UPM will be framed within the mission, vision and institutional goals. All clubs are registered in the Office of the Dean of Students Affairs, according to the procedures established by that office.

All matters relating to student organizations are governed by the institutional policy approved for these purposes. This policy is available in the President's Office to anyone interested.

MEDICAL SERVICES

The UPM maintains a first aid area for students, faculty and administration. In case of any medical emergency, first aid will be provided while referring the case to the appropriate emergency personnel, through the 911-line service.

In case of an emergency which may require services for resident students outside of regular hours, it will be channeled through the person in charge residing on campus. No student should go to emergency services alone or accompanied by another student without notifying and receiving permission to mobilize.

Referrals to general practitioners, dentists, social workers and psychologists, among others, are made through the Dean of Students Affairs.

PUBLICATIONS

Students interested in originating, create or develop any publication in which the facilities and/or the name of the institution is used shall notify and receive approval from the Dean of Students Affairs.

The Dean of Students Affairs publishes bimonthly *The Mizpeño*. This publication is available to channel the interests of students who wish to publish any manifestation of their literary interests, Christians and personal, that are consonant with the criteria established by the Dean of Students Affairs.

DORMITORIES

The UPM has dormitories facilities for students who need that service. One residence for ladies with a capacity of fifteen (15) persons and one for gentlemen with capacity for twenty-six (26) persons are maintained.

The rules and procedures for the use of these dormitories are included in the Student's Manual.

FOOD SERVICES

The cafeteria and other related services are offered by dealers in the hours and days authorized by the University Campus in San Juan. In addition, snacks, soft drinks and coffee machines are installed at strategic locations.

ATTENDANCE

Class attendance is mandatory. Absences without justification may affect student's participation in economic assistance programs, in accordance with applicable policies. Unjustified absences to classroom courses constitute misconduct, as established in the Student's Manual and may be cause for disciplinary actions.

MASTER'S DEGREE PROGRAM OF ARTS IN PASTORAL THEOLOGY

PROGRAM DESCRIPTION

1. Graduate Profile

The graduate from the Master's Degree Program of Arts in Pastoral Theology can examine the theological principles and practices from a Christian evangelical faith perspective. Program graduates will also possess the skills needed to serve as mentors to students doing research in the theological areas. In addition, they will have the knowledge, skills and attitudes required to provide group counseling and orientation in harmony with the ethical principles, complexity and standards of the theological discipline.

2. Occupational Areas

The program graduates will be qualified to serve in the following occupational areas:

Ecclesiastical: Manage all aspects of the Church and other organizations aimed at social action in the community. They can also be integrated into the organizational process in educational administration.

Educational: Manage and teach at educational institutions, as well as other related organizations. Assess, plan and make decisions in educational programs, faculty development and related issues.

Research: Conduct research in groups or independently using the most advanced methodologies and technologies.

Advising and Counseling: Monitor and provide advice to individuals, community-based organizations, and public or private organizations dealing with human beings, religion, moral and ethical issues, as in pastoral planning and spiritual guidance.

3. Program Structure

BIBLE AND THEOLOGY (Requirements: 15 credits)

CODE	COURSE NAME	CREDITS
BT-501	THEOLOGY OF THE OLD TESTAMENT	3
BT-502	THEOLOGY OF THE NEW TESTAMENT	3
BT-503	FUNDAMENTALS OF CHRISTIAN THEOLOGY	3
BT-504	WISDOM LITERATURE	3
BT-505	BIBLICAL EXEGESIS	3

PROFESSIONAL AREA (Requirements: 4 credits)

MP-601	WORLD MISSION AND CONTEMPORARY MINISTERIAL TRENDS	2
MP-602	CHRISTIAN COUNSELING	2
MP-603	EXPOSITIVE PREACHING	2
MP-604	CHRISTIAN ETHICS	2

SPECIALIZATION (Requirements: 19 credits)

ETP-701	NATURE OF WORSHIP AND SPIRITUALITY FOR MINISTERS	3
ETP-702	PNEUMATOLOGICAL FOCUS	3
ETP-703	LEADERSHIP DEVELOPMENT: MINISTERING IN TROUBLED WATERS	3
ETP-704	THE PASTOR AS EDUCATOR IN A POSTMODERN WORLD	3
ETP-705	CHRISTIAN AND RELIGIOUS EDUCATION: SHARING OUR VISION AND HISTORY	3
ETP-706	THESIS, INTEGRATION SEMINAR OR PRACTICE	4

ELECTIVE COURSES RELATED TO THE BIBLE AND THEOLOGY

CODE	COURSE NAME	CREDITS
BT-520	CHRISTOLOGY	2
BT-521	ESCHATOLOGY	2
BT-620	THE WOMAN IN MINISTRY	2

4. Description of Courses

BIBLE AND THEOLOGY (Requirements: 15 credits)

CODE	COURSE NAME	DESCRIPTION	CREDITS
BT-501	THEOLOGY OF THE OLD TESTAMENT	An advanced study on the theological traditions of the Old Testament in its cultural and historical contexts and the implications of the tradition process for a modern theological reflection.	3
BT-502	THEOLOGY OF THE NEW TESTAMENT	An advanced study on the theological traditions of the New Testament in its cultural and historical contexts, examining the background of the main concepts.	3
BT-503	FUNDAMENTALS OF CHRISTIAN THEOLOGY	Intermediate and advanced course in theology. Its development is oriented to the issues of the authority of Scripture, revelation, philosophical conceptions, the attributes of God and the doctrine of the Trinity. A study that includes the mission of the Church and its function centralized in Christ and affirming His salvation and the future events.	3
BT-504	WISDOM LITERATURE	Advanced study on the wisdom writings of Israel. The analysis includes the definition, nature and character of wisdom, controversies in the exegesis, the Canon and the theology of the Old Testament.	3
BT-505	EXEGESIS OF ISAIAH	Advanced exegetical course on the book of Isaiah that includes theological topics like the Messiah, the Redeemer and the Suffering Servant.	3

PROFESSIONAL AREA (Requirements: 4 credits)

MP-601	WORLD MISSION AND CONTEMPORARY MINISTERIAL TRENDS	Advanced course on Christian mission, needs of the Church and the contemporary ministerial trends; the course will also discuss controversial topics, both philosophical and historical, at a theological level.	3
MP-602	CHRISTIAN COUNSELING	Study on the classic and contemporary development of psychology and theology in pastoral counseling.	3
MP-603	EXPOSITIVE PREACHING	The course will study the role of preaching in the pastoral work. Hermeneutical principles are included in order that the Word of God can be effectively preached. The course will teach how to develop sermons for specific situations.	3
MP-604	CHRISTIAN ETHICS	The church against moral problems, legal codes and controversies of this century.	3

SPECIALIZATION (Requirements: 19 credits)			
CODE	COURSE NAME	DESCRIPTION	CREDITS
ETP-701	NATURE OF WORSHIP AND SPIRITUALITY FOR MINISTERS	The course will explore the nature of worship, the liturgical theology and the spiritual formation.	3
ETP-702	PNEUMATOLOGICAL FOCUS	The course will be focused in the legacy of the classic Pentecostalism, and the doctrine of pneumatology will be also studied. The formation of its faith and heritage will be revised.	3
ETP-703	LEADERSHIP DEVELOPMENT: MINISTERING IN TROUBLED WATERS	The course will emphasize the pastoral leadership in the light of local practice, associations, departments, qualities and models of leadership, conflict resolution and ministerial recommendations.	3
ETP-704	THE PASTOR AS EDUCATOR IN A POSTMODERN WORLD	The history of the Church will be studied from the modern and postmodern era and it will be focused on a contemporary vision. The course will analyze the mystery of the Church, its nature, the theological and educational approaches and its relationship to postmodernism.	3
ETP-705	CHRISTIAN AND RELIGIOUS EDUCATION: SHARING OUR VISION AND HISTORY	This course will cover the nature, purpose, context and methodology of Christian education.	3
ETP-706	THESIS, INTEGRATION SEMINAR OR PRACTICE	The culmination of the Master's Program of Arts in Pastoral Theology requires to complete one of three academic educational alternatives, either: Integration Seminar, a Ministerial Practice or Thesis.	4

ELECTIVE COURSES RELATED TO BIBLE AND THEOLOGY

CODE	COURSE NAME	DESCRIPTION	CREDITS
BT-520	CHRISTOLOGY	Advanced study of the person of Jesus Christ and His atoning work, emphasizing three aspects of his life and mission: His preparation, realization and proclamation.	2
BT-521	ESCHATOLOGY	A broad theological study about the reality of the general and the particular eschatologist, and the reflection about the issues of death, final judgement, and the glorious future as an expected promise of the Christian hope.	2
BT-620	THE WOMAN IN MINISTRY	Study based upon the participation of women in the ministerial vocation and calling. The focus will be on women contribution in the Church Mission. Theological, sociological, psychological and political issues will be explored.	2

ELECTIVES (2 COURSES – 4 CREDITS)**ELECTIVE COURSES RELATED TO THE AREA OF SPECIALIZATION**

ETP-711	SHARING THE FAITH: A COMPREHENSIVE APPROACH TO PASTORAL MINISTRY AND RELIGIOUS EDUCATION	This course will examine the educative aspect of faith, sharing the praxis of faith; analyzing its foundations, constitutive components and its relationship with other ministerial functions.	3
ETP-712	THE PASTOR AS A RELIGIOUS EDUCATOR	This course will be focused in the pastoral role as educator, an agent of vision, interpreter, teacher of the Word and spiritual guide.	3

FACULTY OF THE GRADUATE PROGRAM AT UPM

Alvarado Gómez, Ramón N.	Ph.D. Theology (in process) – IUPR Inter American University of PR M.A. Religion - Evangelical Seminary of PR B.A. Biblical Interpretation - Colegio Bíblico Pentecostal
Camacho Rivera, Ángel E.	Ph.D. Pastoral Counseling Southeastern Baptist Theological Seminary M. Div. Pastoral Theology Southeastern Baptist Theological Seminary B.A. Psychology Southeastern Baptist Theological Seminary
Colón Ramos, Félix	D. Min. - Evangelical Seminary of PR M.A. Div. – Evangelical Seminary of PR B.A. Psychology – Inter American University of PR
Cruz Castro, Luis R.	D. Min. Northern Baptist Theological Seminary, Lombard M.A. Divinity Evangelical Seminary of Puerto Rico MPS – Alliance Theological Seminary, N.Y
González González, Melinda S.	Ph.D. Special Education Administration – Inter American University of PR M.A. Ed. Early Childhood Interdisciplinary Ed. Inter American University of PR B. Ed. Special Education – University of Puerto Rico
Mateo Colón, Luis A.	Ph.D. Theological Studies Christian Education Inter American University of PR M. Arts & Religion – Evangelical Seminary of PR M.A. Pastoral Theology – Church of God Theological Seminary B.A. Christian Education – Colegio Bíblico Pentecostal
Mujica Trenche, Nora	Ph.D. Psychological Counseling Inter American University of PR M.A. Psychological Counseling Inter American University of PR B.B.A. Accounting – Universidad del Sagrado Corazón
Rivera Miranda, Luz M.	D. Min. McCormick Theological Seminary M.A. Church of God Theological Seminary, TN B.A. Education, History University of Puerto Rico, Río Piedras Campus

Rodríguez Otero, Luz M.	D. Min. Luther Rice Seminary, Georgia M.E.P., Alliance Theological Seminary, N.Y. B.A. Secretarial Sciences, Universidad del Turabo
Rodríguez Rodríguez, Rafael A.	D. Min. – International Seminary, Plymouth, FL M. Div. Evangelical Seminary of Puerto Rico B.A. Natural Sciences – University of Puerto Rico
Solivan Román, Samuel	PhD. Philosophy Union Theological Seminary M.A. Philosophy Union Theological Seminary M.A. Sacred Theology Union Theological Seminary M.A. Divinity Western Theological Seminary B.A. Christian Education Central Bible College
Torraca Mondríguez, José G.	M. Arts & Religion - Evangelical Seminary of PR B.S. Chemistry - University of Puerto Rico
	M.A. Sacred Theology Union Theological Seminary M.A. Divinity Western Theological Seminary B.A. Christian Education Central Bible College
Torraca Mondríguez, José G.	M. Arts & Religion - Evangelical Seminary of PR B.S. Chemistry - University of Puerto Rico

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