

SOUTHEASTERN

THEOLOGICAL INSTITUTE



Fulfill Your Ministry

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Student

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Handbook





Student Handbook

Lithonia, Georgia

Southeastern Theological Institute is a non-profit 501(c)3 organization.

The Institute has been granted **religious exemption** by the Georgia Nonpublic Postsecondary Education Commission which authorizes SETI to offer degree programs.

Southeastern Theological Institute is **accredited** by Transworld Accrediting Commission International.

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Welcome to Southeastern Theological Institute. Our mission is to instruct our students in the Word of God and prepare them to fulfill their ministry.

SETI understands fully the frustration of being saved and called by God and just not knowing how to get started in ministry. He has revealed His Word and has charged SETI with helping to remove this frustration from His people and to prepare soldiers for His end-time army. God's Word is fresh, powerful, liberating and encouraging. It doesn't challenge the flesh; it destroys its influence. Our goal is to train and prepare you for ministry. We will teach you the proper perspective of scripture and set your feet on the path of ministry that will glorify our Father.

Many of the students who have attended SETI have embarked on a journey into the operation of their gift of the Spirit. They have the proper perspective of the Word, are trained in their calling and are able to produce the purpose of God in the lives of others.

An exciting adventure in God's Word is waiting for you.



VISION & MISSION

Southeastern Theological Institute exists to educate Christian students to think and live within Biblical boundaries and to proclaim Christ by serving Him in every aspect of their lives. In order to accomplish its reason for existence, the Institute has developed the following vision, mission and values.

Vision Statement

Southeastern Theological Institute will be a premier learning community that intentionally develops the mind, heart, and hands of servant ministry leaders for local and global impact.

Mission Statement

Southeastern Theological Institute is a ministerial school committed to:

- Providing the proper perspective of God's Word
- Training the members of the Body of Christ in their ministerial gifts and callings
- Preparing students to fulfill their ministry
- Equipping laborers to work in the ripe, end-time vineyard
- Equipping students for all types of Christian employment through the teaching of the Gospel of Jesus Christ.

Values

- Commitment to Biblical higher education
- Pursuit of quality education and operation
- An environment which encourages spiritual life and growth
- A ministry and service mindset
- Institutional operational integrity
- A family oriented campus climate
- A faculty and staff that is team oriented



SOUTHEASTERN THEOLOGICAL INSTITUTE, INC.

**NOTICE OF
NONDISCRIMINATORY POLICY
AS TO STUDENTS**

Southeastern Theological Institute, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



DEGREE PROGRAMS

ASSOCIATE OF THEOLOGY

Prerequisite: High School diploma, GED equivalent or some college credits

The Associate of Theology degree requires sixty (60) credit hours. These credits will be completed by taking twenty (20) courses. Each course is worth 3 credit hours. The twenty (20) required courses are outlined on the “Course Selection Sheet”.

ASSOCIATE OF CHRISTIAN EDUCATION

Prerequisite: High School diploma, GED equivalent or some college credits

The Associate of Christian Education degree requires sixty (60) credit hours. These credits will be completed by taking twenty (20) courses. Each course is worth 3 credit hours. The twenty (20) required courses are outlined on the “Course Selection Sheet”.

BACHELOR OF THEOLOGY

Prerequisite: High School diploma, GED equivalent or an Associate of Theology degree

The Bachelor of Theology degree requires 120 credit hours. These hours consist of forty (40) courses. Each course is worth three (3) credit hours. The forty (40) required courses are outlined on the “Course Selection Sheet”.

BACHELOR OF CHRISTIAN EDUCATION

Prerequisite: High School diploma, GED equivalent or an Associate of Theology degree

The Bachelor of Christian Education degree requires 120 credit hours. These hours consist of forty (40) courses. Each course is worth three (3) credit hours. The forty (40) required courses are outlined on the “Course Selection Sheet”.

MASTER OF THEOLOGICAL STUDIES

Prerequisite: A Bachelor degree in Theology or 120 hours of transferable credits in Theology.

The Master of Theological Studies is composed of sixty (60) credit hours. These credit hours consist of twenty (20) courses. The twenty (20) required courses are outlined on the “Course Selection Sheet”.

MASTER OF DIVINITY

Prerequisite: A Bachelor degree in Theology or 120 hours of transferable credits in Theology.

The Master of Divinity degree is composed of ninety (90) hours above the Bachelor degree. These credit hours consist of thirty (30) courses. The thirty (30) required courses are outlined on the “Course Selection Sheet”.

DOCTOR OF MINISTRY

Prerequisite: A Bachelor degree in Theology or 120 hours of transferable credits in Theology or a Master of Divinity degree.

The Doctor of Ministry degree is composed of 120 credit hours above the Bachelor Degree. These credit hours consist of forty (40) courses. The forty (40) required courses are outlined on the “Course Selection Sheet”. A crowning project or dissertation and practicum are required.



CERTIFICATE PROGRAMS

CERTIFICATE IN PASTORAL STUDIES

The Certificate in Pastoral Studies is a program designed to develop the theological and spiritual grounding necessary to become wiser and more effective ministers and leaders. Pursuing a Certificate in Pastoral Studies allows individuals to gain the specific competencies outlined in the Bible for the successful pastorate.

CERTIFICATE IN CHRISTIAN TEACHING

The Certificate in Christian Teaching is a program designed specifically to equip students with the basic skills needed to learn and teach the scriptures from the proper perspective.

CERTIFICATE IN PRAYER AND INTERCESSION

Our goal is to train up skilled intercessors who have an understanding of prayer and intercession from God's perspective. Students will understand the role of intercession, and how to live a life of prayer through the leading of the Holy Spirit.

CERTIFICATE IN BIBLICAL STUDIES

The Certificate in Biblical Studies is designed specifically for people who want more training in the Bible without seeking a degree. This program provides ten excellent courses in Bible doctrine and ministry. This program will greatly assist those who minister in the local church.

CERTIFICATE IN BIBLICAL LAY COUNSELING

If you are a gifted encourager, caring helper or lay counselor, this program could be for you. Certification in Biblical Lay Counseling will give you a deeper understanding of people and the skills necessary to be a more effective people helper in your church or organization.

CERTIFICATE IN MISSIONS AND EVANGELISM

Certification in Missions and Evangelism will equip the student with a strong spiritual foundation and the skills necessary for recruiting, training, and mobilizing Christians to evangelize their local communities and the world for Christ.

NOTE: All certificate programs require 30 credit hours for completion.



THE PERSPECTIVE OF SETI



Southeastern Theological Institute (SETI) was founded in 2011. Dr. Samuel C. Scott serves as the President of the Institute. Pastor Angela Scott currently serves as the Chancellor of SETI in Lithonia, Georgia.

We are committed to worldwide evangelism, discipleship, healing and the perfecting of the Body of Christ. We prepare God's people for ministry. Our ministerial courses answer the prayers of thousands

who are seeking direction in their calling, as well as salvation, deliverance, and healing of the lost.

God has charged us to destroy the doctrines of men by teaching the Word from His perspective. This requires that there be no private interpretation of scripture (II Peter 1:20); in other words, the Bible interprets itself.

The courses at SETI are designed to teach the student how to take the principles taught in each course and apply them to their real life situations and win others to Christ.

These teachings are awakening the Christian community around the world. As a result, many have moved to a higher level of spiritual comprehension of God's Word, and into a deeper, more intimate relationship with God.



WHAT WE BELIEVE

We believe in the one and only true God, the God of Abraham, Isaac and Jacob. He is all-powerful, all knowing and all present, and is totally in control of everything in the universe and has a purpose and plan for mankind.

We believe that God is a triune being. He is God the Father, God the Son, and God the Holy Spirit.

We believe that God sent His only begotten Son, Jesus Christ in the flesh, and that He was born of a virgin, through the power of the Holy Spirit.

We believe that Jesus was manifested to destroy the works of Satan in the earth, to bring eternal life and salvation to mankind and to transform men from the kingdom of darkness and death into the kingdom of life, light, and truth.

We believe that God's purpose in the earth realm is to establish His will, to show forth His glory and manifold wisdom to principalities and powers in high places and to bring forth, through Faith (which is the operation of the Holy Spirit), many sons unto glory.

We believe that God's Son, Jesus Christ, died for the sins of mankind on the cross, rose from the dead on the third day and is the firstborn from the dead, the firstborn of the creation of God.

We believe that through the blood of Jesus Christ mankind have hope, salvation, eternal life, deliverance, and power to destroy the works of the devil in every area of life.

We believe there is a kingdom of darkness and a glorious kingdom of light, and the only hope for mankind is transformation, through the power of God by the Holy Spirit, from the kingdom darkness (sin, destruction and death) into the kingdom of light (salvation, life, truth, and deliverance).

We believe that only the blood of Jesus Christ and the law of the Spirit of Life can restore broken relationships with God and release man from the power of the law of sin and death.

We believe that man's will power is powerless against the kingdom of darkness, and only the power of God can set mankind free from captivities, disease, sickness, death (separation from God), and sin.

We believe that Jesus Christ is the Head of the Body, the church and that He is preparing it to present it to Himself a glorious, holy and sinless body, (without spot, blemish or wrinkle).

SOUTHEASTERN

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ADMISSION PROCEDURES



ADMISSION PROCEDURES

ADMISSION DISCLAIMER

Southeastern Theological Institute is a Christian organization where the Gospel of Jesus Christ is taught. The courses are designed to offer or suggest solutions to life's questions through the Word of God. Any lifestyle changes, acts or omissions are those of the student and his/her individual choice. All students are free to discontinue classes and to accept or reject any teaching at will.

The Student Handbook is not intended to be a contract or part of a contractual agreement between SETI and the student. Changes may be made at anytime. Adequate notice of anticipated changes will be given to students whenever possible.

We recommend that each student read this Handbook carefully, as it is a valuable reference for understanding SETI as well as your status as a student.

SETI prohibits the use or possession of alcohol or illegal drugs at its facility. Students who possess or are under the influence of alcohol or drugs while on the campus will be asked to leave the premises and dismissed from all courses.

SETI also prohibits the possession of illegal weapons while on the campus. Students found in possession of weapons or any illegal substances of any kind will be referred over to the official authorities and will be immediately dismissed.

EXPECTATIONS OF STUDENTS

We, here at SETI, have extremely high expectations of our students. We are not simply an academic institution. As our mission statement indicates, our primary purpose is to prepare laborers to work in the ripe, end-time vineyard. Therefore, we expect that our students will:

- Come with hearts open to learn how to work inside of God's plan and purpose for their lives.
- Diligently study to learn the principles taught in each of their courses.
- Apply the lessons learned to their individual walk in God.
- Seek to please God by exemplifying a lifestyle that is holy and acceptable to God; not only during their matriculation at SETI, but even after their tenure with us has ended.

Each student is also expected to have the following items in their library to prepare to study at Southeastern Theological Institute.



ADMISSION PROCEDURES

- Thompson Chain-Reference Bible (King James Version)
- 3-Ring Binder and Notebook Paper
- Vine's Expository Dictionary
- Strong's Concordance
- Hebrew/Greek Bible
- A Bible Dictionary (Unger's or Davis)
- Webster's Dictionary

ENROLLMENT AND REGISTRATION

SETI seeks to provide an atmosphere conducive to study, and development of the students' gifts and callings. We, therefore, strive to make courses easily assessable to all who wish to enroll. Students can study at the local campus or via correspondence. Online study will be available in 2015. **SETI currently does not provide student housing.**

Students seeking enrollment must submit the following:

- Copy of HS Diploma or GED equivalent or college transcript
- Completed Application
- \$30 USD Application Fee
- Completed Course Selection Form
- \$100 USD Down Payment

Upon acceptance into SETI, students will receive their degree plan and will be allowed to register for classes at that time. See financial policy for payment options.

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POLICIES



ACADEMIC POLICY

PROGRAMS

Southeastern Theological Institute offers degrees and certifications. The following number of credit hours must be completed for each degree and certificates:

Associate of Theology	60 credit hours
Associate of Christian Education	60 credit hours
Bachelor of Theology	120 credit hours
Bachelor of Christian Education	120 credit hours
Master of Theological Studies	60 credit hours (above Bachelors)
Master of Divinity	90 credit hours (above Bachelors)
Doctor of Ministry	120 credit hours (above Bachelors)

CERTIFICATES: All certificate programs require 30 credit hours.

COURSE COMPLETION DATE: Students working towards their degree or certificate by correspondence are allowed to complete at his/her own pace. No pressure will be applied to finish at a particular speed, however, correspondence students must meet the minimum credit hour requirement per year (18 credit hours). Students attending local campuses must follow the campus schedule of classes to complete. Online students must follow posted schedules to complete.

GRADING SYSTEM

Each faculty member has the responsibility to assign a grade to each student in the assigned classes. Faculty members have the freedom to use letter grades, numerical grades, percentages, curving, or any combination thereof. The system must be fair and consistent and should be understood by the students. All final grades will be in letter form when sent to the Registrar.

GRADE	MEANING	POINT SCALE	POINT VALUE
A	Excellent	90-100	4
B	Good	80-89	3
C	Average	70-79	2
D	Below Average	60-69	1
F	Failure	59 and below	0
AU	Audit	0	Not figured in GPA
I	Incomplete	0	Not figured in GPA
W	Withdrawal	0	Not figured in GPA



ACADEMIC POLICY

All grades are permanent grades with the exception of “I - Incomplete.” However, a permanent grade may be changed if the faculty member makes an error in computation of the grade. Grade change forms are available to faculty members in the Registrar’s Office.

Faculty members may use the grade of “I - Incomplete” when they believe that an extension beyond the end of the semester is appropriate. The use of an “I” is to be the exception due to extenuating circumstances rather than being a general practice. The faculty member also has the responsibility to establish with the student when the unfinished work must be completed, to determine the penalty if it is not completed on time, and to change the “I” to a permanent grade in the Registrar’s office. The maximum time a faculty member may extend the deadline is three months from the end of the enrollment period.

REQUIREMENTS FOR GRADUATION: An earned degree from SETI requires completion of all required credit hours for the chosen degree with a GPA of 2.00 or higher.

GRADUATION HONORS: If a student averages a 3.50 GPA or better, he/she graduates with honors. These honors are shown on the student’s official transcript. See below the potential honors one may achieve.

3.95 - 4.00	Summa Cum Laude
3.75 - 3.94	Magna Cum Laude
3.50 - 3.74	Cum Laude

ACADEMIC CALENDAR

The graduate and undergraduate programs operate on a semester system (18 weeks each), with the first semester beginning in August and concluding in December, and the second semester beginning in January and concluding in May. Winter and Summer sessions are also held at the discretion of the school.

Southeastern Theological Institute holds its Graduation Ceremony the second Saturday night of June every year; location depends on the number of graduating students. All students that complete their work by May 1st each year and satisfy their fee requirements are invited to attend and march with their class. A student does not have to attend to graduate; however, it is a life time opportunity to be honored as an adult and to meet many of your fellow graduates from all over the USA and abroad.



ACADEMIC POLICY

ACADEMIC DISMISSAL

Undergraduate Students will be academically dismissed at the conclusion of the academic year if their cumulative GPA is below the following standard:

Hours Registered toward Graduation Requirements	Minimum GPA
0 - 17	No minimum
18 - 59	1.50
60 - 89	1.75
90 or more	1.90

Undergraduate Students who are academically dismissed may appeal in writing to the Dean of Undergraduate Education if they believe extenuating circumstances were present.

Each July, the academic records of graduate students will be reviewed. During the review, students who have completed a minimum of four courses and whose cumulative grade point average falls below 2.5 will receive notice of academic dismissal. With the notification, the student will receive instruction concerning the appeal process. The student may submit an appeal to the Dean of Graduate Education for consideration. The Dean of Graduate Education will notify the student of its decision. Decisions by the Dean of Graduate Education are final.

ACADEMIC INTEGRITY

In the world of education, academic integrity is seen as a desirable, foundational value. This is a topic of growing concern with new technologies making the temptation to violate the principles of academic integrity greater than ever. In addition to this wider academic desire for integrity, SETI seeks to help mold the character of students according to a biblical worldview and to send people of integrity into ministry. Academic dishonesty includes, but is not limited to:

1. **Plagiarism:** Submitting as one's own work part or all of any assignment which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source.
2. **Cheating:** Using or attempting to use unauthorized material or study aids for personal assistance in examinations or other academic work.



ACADEMIC POLICY

3. **Fabrication:** Submitting altered, contrived, or invented information in any academic exercise.
4. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record.
5. **Facilitating Academic Dishonesty:** Helping another individual violate the Academic Integrity Policy.
6. **Unfair Advantage:** Attempting, in an inequitable manner, to gain a more favorable playing field than fellow students have on an academic exercise.
7. **Multiple submissions:** Submitting the same work to fulfill the requirements for more than one course without authorization of all instructors involved.
8. **Tolerating Academic Dishonesty:** When a student knows about academic dishonesty and fails to address it with the other student, that student is complicit in the dishonesty. If the confronted student fails to confess to the monitor and cease and desist, the other student is responsible to address the issue with the monitor.

ACADEMIC PROBATION

Undergraduate Students whose cumulative grade point average falls below 2.00 (C average) will be placed on academic probation. Removal from academic probation will occur when the cumulative GPA reaches 2.00 or above.

Graduate School students whose cumulative grade point average falls below 2.5 during the student's first four courses will receive notification of academic probation. The students on probation are strongly urged to meet with their advisor and/or the Director of their program.

ADD / DROP PERIOD

At the beginning of each semester, a brief period of time (not longer than two weeks) is established by the Registrar for the purpose of giving students an opportunity to adjust their schedules. Full financial adjustments will be made as necessary.

CLASS ATTENDANCE POLICY

Students must attend 80 percent of class sessions in order to pass a course. The allowed absences (20%) include excused and unexcused absences. Each professor must figure out the minimum expected attendance and communicate it to his/her class.



ACADEMIC POLICY

Excused absences will be granted for illness, family deaths, late registration, drop/adds, and Institute-sponsored activities such as Annual conferences, workshops, etc. Each faculty member will develop his/her own class attendance policy within the Institute's minimum class attendance requirement, including regulations for (1) unexcused absences, (2) the penalty for taking too many unexcused absences (overcutting), (3) probation students, (4) lateness/leaving early. The faculty member will include his/her attendance policy in each syllabus.

If a student does fail a course due to lack of attendance and believes there are extenuating circumstances such that he/she should not be failed, a written appeal can be made to the appropriate Student Appeals Committee (Undergraduate, Graduate). In such cases, the faculty member must be consulted by the committee prior to rendering its decision. For graduate classes: Students should contact the professor if their attendance approaches the 20% absence guideline.

COURSE WITHDRAWAL

Following the add/drop period a student may withdraw from a course during the first nine weeks of the semester. No financial adjustments will be made. Students can obtain course withdrawal forms in the Registrar's Office. Students must continue to attend class until they return the completed course withdrawal form to the Registrar's Office. Students who withdraw from a course will receive a W on their transcript. After the nine week period, if the faculty member believes extenuating circumstances are present, and in consultation with the Registrar, course withdrawal is permitted with a grade of W.

CREDIT BY EXAMINATION

SETI limits the maximum amount of credit by examination to 25% of the total credit requirements for the degree. Credit for prior learning will be granted as demonstrated on in-house examinations according to the following guidelines.

1. Credit is given for courses comparable in content to courses offered at SETI.
2. Credit for prior learning will be given on applicable examinations according to the following standards:

In-house examinations: a score of 70% or higher: is required for credit.

In-house examination must be taken prior to the beginning of the course.

3. Credit given involves no letter grade or inclusion on student's grade point average and is in lieu of the required course. Transcript will show course and appropriate examination.



ACADEMIC POLICY

QUIZZES AND EXAMINATIONS

Quizzes

Each faculty member is responsible to state his/her policy on quizzes in the course syllabus.

Midsemester and Sectional Examinations

Midsemester and sectional examinations are scheduled by each faculty member and administered generally during a regular class period. Policies regarding missing an examination, makeup examinations, and penalties are to be developed by each faculty member. The faculty member is responsible to administer all examinations.

Final Examinations

Final examinations are scheduled by the each faculty member. Permission for a student to reschedule an examination is given only by the faculty member. If a student does not take a final examination on time, the faculty member will decide on the validity of the excuse and penalty.

REPEATING A COURSE

Students may repeat a course in which they have previously received a D or F. When a D or F course is repeated, the higher grade earned will be used to compute the student's GPA. Each time a course is taken, it will appear on the student's permanent record with the grade earned. Repeated courses cannot be taken by independent study.

SUMMER SCHOOL

The Institute conducts several three-week sessions of Summer School following the June graduation exercises. Summer school is optional for both students and faculty members. Additional remuneration is provided for the faculty when they teach. Decisions regarding courses and instructors are made by the Undergraduate Dean in consultation with the Registrar, and the faculty member.

TEXTBOOKS, STUDY GUIDES AND OTHER COURSE MATERIALS

The primary textbooks the students are required to have is a Kings James Bible, preferably the Thompson Chain and the Matthew Henry Commentary. These textbooks must be purchased at the student's own expense. All other materials i.e. study guides, outlines, etc. will be provided to the student by the instructor.



FINANCIAL POLICY

SETI seeks to provide an atmosphere conducive to study and development of the students' gifts and callings. We, therefore, strive to make courses easily accessible to all who wish to enroll. Students can study at the local campus or via correspondence.

DEGREE PROGRAM	COST
Certificate	\$600
Associate of Theology	\$1,200
Associate of Christian Education	\$1,200
Bachelor of Theology	\$2,400
Bachelor of Christian Education	\$2,400
Master of Theological Studies	\$2,700
Master of Divinity	\$4,050
Doctor of Ministry	\$5,400

If the student has never had any Bible College credits to be considered for transfer, he automatically begins with the Associate of Theology program.

Payment Plan

The tuition cost of your degree can be paid in monthly installments. To enter any of the degree programs, a tuition down payment of \$100.00 is required. Once the down payment has been received, the student may pay the remainder of the tuition balance in monthly installments.

Correspondence courses for each degree program are distributed in minimum packages of five courses each. The cost for the packages of five is \$300.00 and must be paid in advance before the package is shipped. In addition, a shipping fee will be assessed based upon location.

PAYMENTS MUST BE RECEIVED BY THE 21st OF THE MONTH.

Before a student can proceed to the next level, he must have all of his tuition paid on his previous degree program. All tuition must be satisfied before the degree is issued.

Our goal is to keep tuition at a minimum to help the student afford a quality education in the Word of God. The only way that this will be possible is if the students maintain their tuition payments as scheduled. You will be working towards a degree at a good price. **HELP KEEP YOUR COSTS DOWN.**



FINANCIAL POLICY

STUDENT REFUND POLICY

Students who officially withdraw through the Registration Office may receive a refund of the administrative fee according to the following schedules:

- 100% If the withdrawal occurs prior to the first day of class. Business days are Monday through Friday. Withdrawal requests received at the Registration Office by the end of business hours on the deadline day will be guaranteed the appropriate refund.
- 60% If students withdraws within the first 6 weeks of the semester.
- 30% If students withdraw between the 6th and 12th week of the semester
- NO REFUND** if student withdraws after the 12th week of the semester



STUDENT CONDUCT POLICY

Students enrolled in Southeastern Theological Institute

- will always maintain academic integrity (p. 17);
- will not be involved in sexual immorality as defined by the Bible;
- will not be involved in drunkenness or illegal drug use;
- will not be involved in gambling or carry weapons on campus;
- will not be involved in works of the flesh (Gal. 5:19-21);
- will not be involved in any illegal activity;
- are expected to uphold the Biblical standards of morality in their personal lives.

DISMISSAL POLICY

SETI staff is here to serve and care for our students. If you are facing temptation in any of these areas, we are here to help and pray for you. Please understand that we simply cannot allow ungodliness to go unchecked at SETI.

SETI reserves the right to dismiss a student based on moral failure as stated above. We also reserve the right to dismiss a student based on doctrinal differences with Southeastern Theological Institute as outlined in our Statement of Faith (p. 10), or if the student is found to be unsupportive of SETI administration.

These consequences will be applied at the discretion of the school administrators. The administration reserves the right to handle each individual discipline situation uniquely as the Lord should lead, as well as individual situations which may fall outside the guidelines of this policy. All disciplinary decisions will be made prayerfully.

It is the desire of the SETI administration to provide a safe and healthy environment for learning. In order to effectively implement this program for the benefit of all students, the administration asks for full support from the students. The student's signature indicates a willingness to comply and support this policy and the administrators who are responsible for its execution.

Failure to abide by the Student Conduct Policy may result in dismissal from Southeastern Theological Institute.

“Open ye the gates, that the righteous nation which keepeth the truth may enter in. “

Isaiah 26:2



STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure provides a system to handle student complaints against faculty or staff (support and administrative) concerning allegations of discrimination, sexual harassment, unfair grading and other alleged violations of student rights.

PURPOSE

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff (support and administrative) concerning the following:

- Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- Sexual harassment complaints should be directed to the Office of the Vice Chancellor.
- Academic matters, excluding individual grades except where the conditions in item “A” above apply.

PROCEDURE

Step 1.

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten (10) working days of the incident which generated the complaint.

Step 2.

If the complaint is not resolved at the informal conference with the instructor or staff member, the student should meet with the faculty or staff member’s direct supervisor within ten (10) working days after satisfying Step 1. As part of the effort to resolve the issue, the supervisor will consult with the accused and chief administrative officer of the division or component concerned.

Step 3.

If the complaint is not resolved at the informal conference with the direct supervisor, the student may file a written grievance. The grievance forms may be obtained from the Office of the Vice Chancellor. The completed grievance form must be presented to the office of the Vice Chancellor within ten (10) working days after satisfying Step 2. The Vice Chancellor will refer the grievance form to the Chancellor. The Vice Chancellor shall respond in writing to the student within ten (10) working days after consulting with the Chancellor. The Chancellor’s decision is final.



FACULTY AND STAFF

BOARD OF DIRECTORS

Dr. Samuel C. Scott, President, Southeastern Theological Institute

Irma Griffith-Steele, Attorney at Law

Mark Jones, Bobby Dodd Enterprises

Bishop Ralph E. Lewis, Good Shepherd New Day Church, Inc.

Caleta Smith, Georgia Association of Educators, Inc.

STAFF

Pastor Angela R. Scott, Chancellor

Dr. Ivan Spearman, Sr. Vice President of Academic Affairs / Provost

INSTRUCTORS

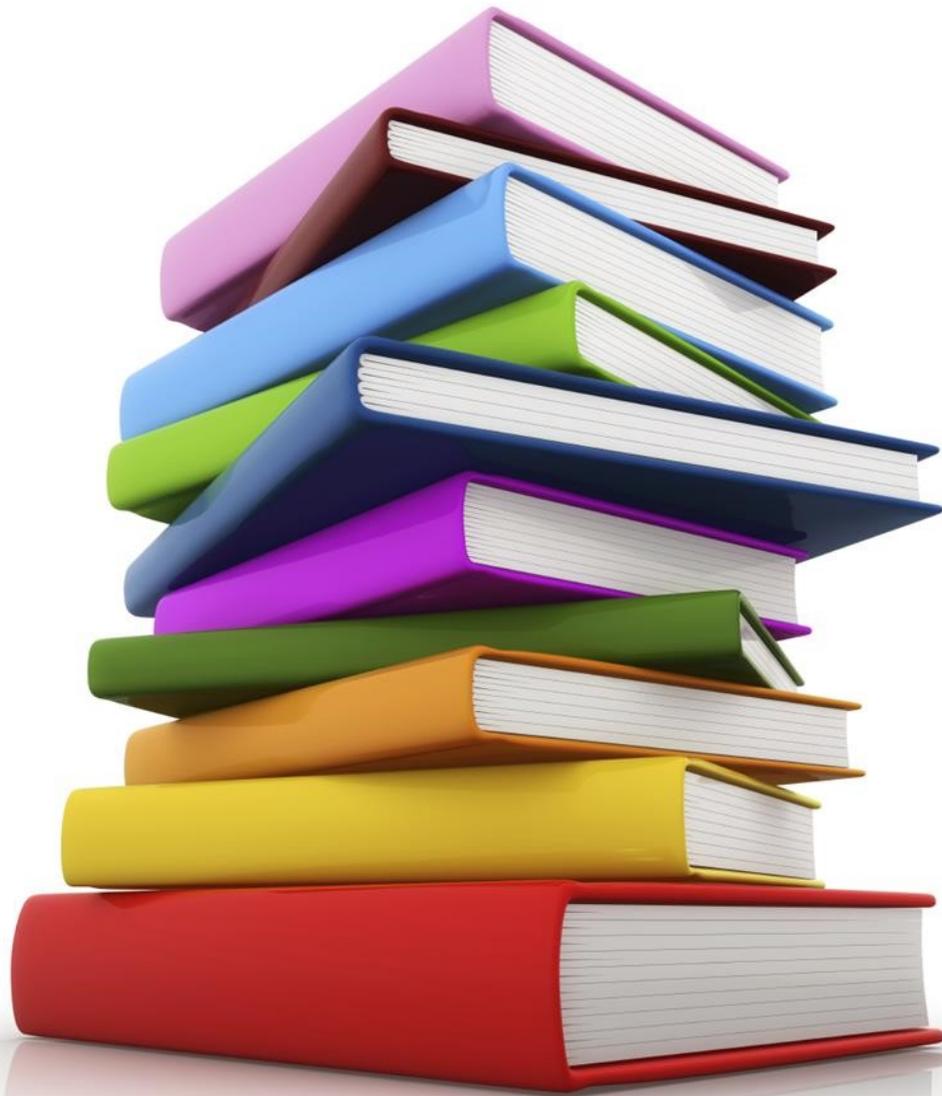
Dr. Samuel C. Scott, D.Min

Pastor Angela R. Scott, Th.B

Dr. Ivan Spearman, Th.D

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COURSE DESCRIPTIONS



CORE COURSES

THOUGHT WAR I

This course is an exciting revelation that helps you win the battle in your mind. It teaches how to overcome hurts and offenses that have held you captive and hindered you from fulfilling the purpose of God in your life. You will not only be able to identify the oppositions to the mind, but will learn how to overcome, and to know that the mind of the Spirit is free from the thought war.

THOUGHT WAR II

There are many books, articles, courses and teachings concerning negative thinking and the mind, but never one that incorporates the wisdom of the Word and the —how-to’s of deliverance. You will begin to walk on a narrow road of truth & confrontation with your own mindsets! This course teaches how to be free from depression, frustration, suicidal thoughts, and suppression.

INTRODUCTION TO PRAYER

This course will not only teach you to pray, but it will reveal God’s perspective and His purpose for prayer, as it relates to the Sons of God. It systematically breaks down the “way” Jesus taught us to pray in St. Matthew 5 and allows us to see oppositions in us that prevents our prayers from being answered.

PRAYER: THE NEW INTERCESSOR

This course shows the sons of God how

because of a spirit of apathy many have not been fervent in praying for others. After completing this course, however, students will not only learn what it means to be an intercessor but be challenged to operate in this awesome ministry; standing in the gap for the souls of mankind.

PRAYER: THE TWO KINGDOMS

This course reveals God’s heart regarding prayer and outlines the two kingdoms in this world; the Kingdom of God and the kingdom of this world (darkness). It delves into the working of these two kingdoms and the role of the sons of God therein. Satan’s origin is not only scripturally revealed but we also find how he works to try to get us to walk according to this world. Great attention is also given to the significance of praying for Jerusalem.

PRAYER: WHAT IS SPIRITUAL WARFARE

This course explains what prayer is and our role, as sons of God, in prayer and in spiritual warfare. We learn what it means to pray in the Spirit and where the dominionship of this world truly lies. It further reveals the power that the sons of God presently have right now over demons and devils.

OLD TESTAMENT SURVEY

This course is a survey of the thirty-nine books of the Old Testament. The focus is placed on the major characters and events, the themes of the books and passages of particular doctrinal significance.

NEW TESTAMENT SURVEY

This course is a survey of the New Testament with emphasis on the theme of the New Testament, the writers of the New Testament, insights into the Gospels and Paul's and others' Epistles.

THE LIFE OF CHRIST

This course focuses on the events of Jesus Christ's life on earth and a reference to His miracles in the order that He performed them.

THE TWELVE APOSTLES

This course takes the student through an exciting biographical look both inside the Scriptures into the lives of the 12 ordinary men who Jesus called to be His messengers. The student will learn lessons from these men's failures, triumphs, and also they will be acquainted with the life of Matthias who replaced Judas Iscariot and the apostle Paul.

MINOR PROPHETS

This is an exciting course designed to familiarize the student with the Minor Prophets. The key elements are investigated in the writings of each prophet.

WORLD RELIGION

An investigation of the Doctrine of Mormonism, Jehovah's Witnesses, Armstrongism, Christian Science, Unity and others are discussed. Attention is also given to the founding fathers of these organizations.

CHURCH HISTORY I

This course takes the student from the beginning of the church age through the 1,700's. Some references are also made to present church. Special attention is given to the church forefathers, the enemies of the church, the reformation etc.

CHURCH HISTORY II

This is an in-depth study covering the Modern Church History era. Many preachers are covered from the 1700's to the present time.

DISCERNING SPIRITUAL OPERATIONS I

The gift of discerning of spirits has been so misused in the church today. This course highlights the purpose of this gift, teaches the truth about discernment and outlines the "how - to's" of discerning yourself and others

DISCERNING SPIRITUAL OPERATIONS II

This course not only defines who the sons of God are, but it also documents some of the most damaging attributes of unbelief. It outlines how the Holy Spirit exposes mindsets that oppose His work in our lives and details how the Lord works in us to make us ministers of the Gospel, worthy of His use.

THE GIFT IS HOLY

This course emphasizes the fact that every gift given to the sons of God is the presence of God; making every gift given HOLY.

MISSIONS

The student studies issues involved in the spreading of the gospel of our Lord Jesus. Mission is viewed as a sacred opportunity to bring others to Christ and prepare for the second coming of the Lord Jesus.

CHURCH MANAGEMENT

The student studies different theories that can assist the pastor and church members in running a successful church. The student is exposed to

different management styles in relation to the needs of the church.

ANGELOLOGY

This course covers the study of angels who on occasion reveal to man and executes God's will. Students will examine their origins, purpose and mission as it relates to God and man.

ENGLISH

This course is designed specifically for international students. It will cover such areas as basic grammar and literacy, oral English and the use of English for academic purposes.

DOCTRINAL COURSES

THE CHASTENING OF THE LORD

This course teaches what the chastening of Lord really is and what it produces in the sons of God.

FAITH I

In this enlightening and powerful study, you will learn what faith really is and how it operates. It gives a clear and biblical understanding of the operation of faith in the life of the believer and teaches how to settle for nothing less than the highest level of faith that can be rendered to our Father's service.

FAITH II

In this course, students will be given the tools necessary to identify their own spiritual location and to fully come into the Faith of God. The enemies of faith in God will be thoroughly examined.

BE YE PERFECT I

It has long been felt that saints must sin. There is a mindset in the church that believes God 'understands' that we are human and will sin from time to time. This course teaches why the sons of God do not have to fall and outlines the work that Jesus Christ did in us at salvation.

BE YE PERFECT II

This course is a continuation of Be Ye Perfect I. It closely examines how God has created us perfect and expects us to walk in that holiness daily; choosing to always obey Him in everything we do.

DOCTRINES OF THE BIBLE I

The doctrines of the Trinity, Faith, Contentment, and the Laying on of Hands are all examined in depth. Man's opinions can never be used to interpret biblical

doctrines. Students are thoroughly trained and understand the doctrines of the bible from God's perspective.

DOCTRINES OF THE BIBLE II

Rules of Biblical Interpretation, Water Baptism, Doctrine of Salvation and the Doctrine of Suffering are covered in this course.

THE KINGDOM OF GOD IS AT HAND

This is an in-depth study of how the kingdom of darkness was established in the earth and how God will deal with it.

THE KINGDOM OF LIGHT

This course will teach you of the power the sons of God have as the light of the world.

PERFECTION IS A WALK

This course deals with the present dispensation that we now live in and a study of how Romans 7 reveals the character of the unregenerate man.

SO GREAT A SALVATION

This course helps us to fully understand the miracle of salvation and how we should not diminish its power in our lives.

THE SONS: TRIED, TESTED & MANIFESTED

This is an in-depth study of who we really are in God.

THIS GOSPEL OF THE KINGDOM

This is an in-depth study of what Jesus Christ did to reconcile mankind back to God.

THE TRUTH ABOUT SUFFERING I

The Word of God says His people in this dispensation were "called to suffer". The covenant God gave Israel was for a natural race. Learn what Christ truly meant for His church to experience as manifested sons of God. Additionally, we will delve into God's revelations concerning the tests, trials and tribulations of the Saints.

THE TRUTH ABOUT SUFFERING II

The mindsets of Jesus and the Apostles towards suffering will be studied extensively in this course. Students will examine the disposition the sons of God in this present day should have towards suffering.

CALLED TO SUFFER I & II

These courses thoroughly examine the doctrine of suffering. Students will study the promises God made to Israel in the Old Testament in comparison to the promises God made to the sons of God in the New Testament.

ECCLESIOLOGY

This course covers the foundation of the Church, the Origin of the Church, the Mission of the Church, the Goal of the Church and the Scriptural Proofs of the Body of Christ.

ESCHATOLOGY

This study begins with the Rapture of the Church and ends with the New Heaven, New Earth, and the New Jerusalem; a great course dealing with the future events to come.

ONE WITH GOD

This course deals with and will help you to understand the fact that as sons of God we are one with God the Father and God the Son.

MINISTRY COURSES

APOSTOLIC ORDER

This course is designed to disciple the leaders in the body of Christ into the God's heart and mind. Upon completion, you will understand that the leaders that will teach God's people how to walk in a way to honor Him, are those who will be consumed by the heart, mind and purpose of God.

THE PASTOR'S ANOINTING

This course lays a scriptural foundation for the operation of the pastoral gift in the church. It outlines the relationship of the this gift in relation to the other ministry gifts, with a special focus on apostolic mantle as outlined in the early church. It highlights the importance of training and maintaining certain spiritual disciplines to be effective in ministry

THE TEACHER'S ANOINTING

Upon completion of this course, students will have a clear understanding of their calling as a teacher and will have received

systematic instructions on "how - to" allow the Holy Spirit to do the teaching. In-depth methodologies for teaching the Word of God are outlined and discussed.

THE PROPHETIC VOICE

This course is designed to help us to fully understand the functions of the prophetic gift. This gift is so often misunderstood and confused with the antics of the modern day fortune teller. It is an excellent course for those who believe they possess this gift and outlines, in detail, how this gift is to function as part of the five-fold ministry gifts that God has set in the Body of Christ.

HOW TO START A CHURCH

This course deals with the "How to" of building a local New Testament Church. This is a helpful course for any person who is considering starting a church from scratch.

TRUTH ABOUT WOMEN IN MINISTRY

In this course, you will learn God's perspective of women in ministry. It is designed to destroy the erroneous doctrines of men as it pertains to the anointed female vessel.

MINISTRY OF RECONCILIATION

This course will teach you how to use the Word of God as a measuring stick to examine yourself; proving you to be trustworthy to work the ministry of reconciliation.

THE MIRACLES OF JESUS

This course deals with each individual miracle performed by our Lord Jesus Christ.

A SERVANT'S HEART

In this course, students will learn the attributes of true servitude as mandated by the scriptures.

THE DEACON'S MINISTRY

This course will take a detail look at the ministry of the Deacon in the present day church. Students will delve into the New Testament to discover specific directions regarding the character and mindset that Deacons should have and the work that they are to perform.

EVANGELISM I

This course lays the spiritual foundation for evangelism. The student will study the first evangelists of the scriptures.

EVANGELISM II

This is an advanced course dealing with soul winning. This course deals with different scenarios that the soul winner will face during door to door soul winning. Also, the student will learn how to lead the sinner to Christ. This course is a great help to those that counsel the sinner at the altar when the invitation is given by the pastor.

EFFECTUAL PRAISE AND WORSHIP

In this course, the student will learn how to move away from mere ritual as it relates to Praise and Worship. You will begin to understand God's heart and mind concerning Praise and Worship and its purpose in the Kingdom of God.

THE POWER OF GOD

This course examines the Power of God, the Power of Jesus Christ, and the Power of the Holy Spirit. Also examined is the Power of the Christian and the results and causes of being powerless.

THE COST OF THE FIELD

This course deals with what is really required to the ministry of reconciliation in the earth. It teaches the sons of God how to overcome the inevitable adversities that will arise.

BIBLICAL ETHICS

This course deals with subjects such as habits, conduct, mode of life, character, the ethics of the Christian as well as Christ and the Apostle Paul.

BIBLICAL CHARACTER

This course emphasizes the importance of developing character that preserves a decaying society (Matthew 5:16), upholds the Biblical standard of character in a culture that rejects the Bible, and examines the lives of Bible characters who demonstrated godly character. Special emphasis is also given to the works of the flesh vs. the fruit of the Spirit as found in Galatians 5.

BIBLE PROPHECY COURSES

INTRODUCTION TO BIBLE PROPHECY

Many people do not understand Bible prophecy simply because they do not understand the 'way' it is written. Once this course is completed, students should have an excellent working definition and understanding of terms, timelines, and symbols and types of language used in the interpretation of Bible prophecy. This enlightenment will assist them as they pursue the study of Bible prophecy.

BIBLE PROPHECY I: THE BOOK OF DANIEL

For years many people have felt Daniel's prophecies regarding end times were too mysterious to understand. This course is designed to take the student on a journey into these prophecies, closely examining Daniel's visions and their interpretations. Additionally, God's relationship with his prophets is further examined.

BIBLE PROPHECY II: THE

BOOK OF DANIEL

A continuation of the Book of Daniel: Part One or Module One. This course further examines specific end-time prophecies, visions and interpretations given to Daniel and how those called of God can stand in the face of what may seem to be insurmountable odds.

BIBLE PROPHECY III: THE BOOK OF DANIEL

This course gives an overview of biblical history and the events surrounding the end time. A parallel between natural occurrences of the past and spiritual operations of the present and future are closely examined.

BIBLICAL COUNSELING COURSES

DISCIPLESHIP

This course is vital for all who feel they are called into the pastorate. It not only teaches how to conduct discipleship sessions in a congregation, but also teaches how to make a comprehensive spiritual assessment of yourself as a leader, and what to do about any negatives you may find in you.

INTRODUCTION TO CHRISTIAN COUNSELING

This course deals with many of the oppositions to Christian Counseling. The difference between non-Christian and Christian Counseling are compared. Many of the goals that a Christian Counselor should have are discussed.

CHRISTIAN COUNSELING I

This course deals with many of the problems the Christian Counselor will face. The “how to handle certain situations” are dealt with in great detail. Unethical situations are also dealt with.

CHRISTIAN COUNSELING II

This course deals with Special cases dealing with Identifying, Interpreting and Intervening. The prerequisites to this course are Intro to Christian Counseling and Christian Counseling I; as this course is an advanced course that would be difficult to take without the previous two.

CHRISTIAN COUNSELING III

This course deals with sexual issues and covers many of the situations the Christian Counselor will face when dealing with sexual problems. Many of the sins of sexual issues are discussed.

CHRISTIAN COUNSELING IV

This course gives an in-depth study of the different types of depression; its causes and cures, and how to counsel people with depression. Information has been given to equip the student to minister to those with eating disorders, self-mutilation and suicidal tendencies.

PITFALLS TO COUNSELING

This course is for the person that is going to incorporate counseling as the focal point of their ministry. This course gives many warnings for the Christian Counselor; a must for the preacher who practices regular counseling.

ADVANCED CHRISTIAN COUNSELING

This is an advanced counseling course specializing in Christian Counseling. This course is a great course; as it covers almost every situation the Christian Counselor will face.

BIBLICAL STUDY COURSES

RIGHTLY DIVIDING THE WORD

I - IV

These courses are designed to bring the student into an understanding of how to study the bible “line upon line” and “precept upon precept”. This study emphasizes the importance of allowing the scriptures to interpret themselves.

THE SEVEN DISPENSATIONS

This course examines the Biblical and historical understanding of Classical Dispensationalism, considers God’s continuing plan for the nation of Israel (Romans 9-11), and Biblically answers unbiblical conclusions of some dispensationalists.

THE TABERNACLE

In detail, the description of the Tabernacle and the Furniture are covered.

BOOKS OF THE BIBLE

GENESIS

This course takes a tour from creation through the life of Joseph. The lives of many men are covered in great detail. This is a verse by verse study. This course gives the Bible student a spiritual weapon to deal with the critics who try to discredit the Book of Beginnings.

EXODUS

This is a course that details the Hebrews time of slavery in Egypt and the miraculous exit. An in- depth analysis is given concerning the 10 Commandments and the Law. The first 80 years of Moses’ life is surveyed.

LEVITICUS

This is a chapter-by-chapter study detailing the system of Old Testament Worship. This is a must for the serious Bible student in that it lays a foundation and meaning of the Christological typology of the sacrifices and how they pertain to us today.

NUMBERS

This is a course that overviews the sad folly of the Hebrews lack of faith and their subsequent wanderings in the Wilderness.

DEUTERONOMY

This chapter-by-chapter course dealing with the last sermons and exhortations as well as the last years of Moses’ life. This book takes the Mosaic Law and applies it to day-to-day life in the Promised Land. Details of the Palestinian Covenant are also presented.

JOSHUA

This is a verse by verse study dealing with the actions of Joshua.

THE BOOK OF JUDGES

This course covers all thirteen judges in great detail. Their accomplishments, failures, and results of their reign are covered.

I & II SAMUEL

I Samuel is an in-depth, verse- by-verse study dealing with the transition from a Theocracy to Monarchy; it is detailed as the people yearn to be like the other nations around them. The rise and fall of Saul is detailed along with the rise of David. Within this study, the lives of Samuel and Saul are covered.

II Samuel is a continuation of the narrative began in 1 Samuel and shows the rise and fall of David. In this verse-by-verse course, you will study the 2 civil wars that would be fought and details the fourfold repayment of David's sin with Bathsheba.

A SURVEY OF THE KINGS

I Kings takes the student to the deathbed of King David as Solomon becomes king. The Temple of God is built along with other projects as Solomon drifts farther away from God. The kingdom divides when Rehoboam, David's grandson becomes king. Also in this course Elijah will be introduced.

II Kings is a verse by verse course which takes us through Judah and Israel. We observe the decline of Elijah and the rise of Elisha. Israel fails to heed the prophets as the Assyrian army destroys the nation and camps outside Jerusalem only to be

destroyed. We finish our tour in a roller coaster ride of Judah's life and land into the hands of Nebuchadnezzar.

I CHRONICLES

This chapter-by-chapter course is a must for any serious student of the Bible. This book is more than a "repeat" of Samuel and/or Kings. Many Bible critics use lesser-known passages in this book to confuse and attempt to attack the King James Bible's inerrancy. It is explained why the critics of the Bible are misguided and wrong. Attempts are made to show why God included all those names and what they mean to us today. The lives of Saul and David are overviewed.

II CHRONICLES

This course is a chapter-by-chapter study and continues the overview of the history of the Jewish United Monarchy beginning with Solomon. Five (5) Revivals that swept the land and how Queen Athaliah usurped the throne are dealt with. More "problem passages" are dealt with in order to assist the student in being ready to defend their faith.

EZRA - NEHEMIAH

This course deals with the life of Ezra and his works. Also covered is the rebuilding of the walls by Nehemiah. His leadership is also covered.

ESTHER - RUTH

Esther is a verse-by-verse course that takes you into the world of King Ahasuerus to the Royal Palace at Shushan. The study covers the attack of Satan upon the Jewish people by wicked Haman. We will see

Esther, the Jewish Queen, come to the defense of her people.

The Book of Ruth is a verse by verse study covering the life of Ruth.

JOB

This is a verse by verse study covering the life of Job. His friends and sufferings are covered.

PSALMS

This book covers many handpicked Psalms in great detail.

PROVERBS

In this course, many passages are handpicked and dealt with in great detail.

ECCLESIASTES - SONG OF SOLOMON

The life of Solomon is covered in great detail.

JEREMIAH

The life of Jeremiah and many of his prophecies are covered.

EZEKIEL

The life of Ezekiel and his prophetic teachings are covered.

DANIEL

The prophecies of Daniel are dealt with in this course.

ISAIAH

The life and prophecies of Isaiah are covered.

MATTHEW

This book is covered in detail verse by verse of what he witnessed of our Lord Jesus Christ.

MARK

This book is covered in detail verse by verse of what he witnessed of our Lord Jesus Christ.

LUKE

This book is covered in detail chapter by chapter as to what he witnessed of our Lord Jesus Christ.

JOHN

This book is covered in detail verse by verse as to what he witnessed of our Lord Jesus Christ.

ACTS

A detail study of the Acts of the Apostles.

ROMANS

This book covers how Paul wanted to educate the believers in the basic doctrines related to salvation (chaps. 1 – 8) and to help them understand the unbelief of the Jews and how they benefited from it (chaps. 9 – 11). He also explained general principles of the Christian life that he wanted them to be aware of and put into practice (Rom. 12:1 – 15:13).

I & II CORINTHIANS

An in-depth study of Paul's teachings to the Church is covered: Marriage, future judgment, discipline, Christian Liberty, Church Conduct, Spiritual Gifts, the Resurrection, and Giving.

GALATIANS

In this book, the ministries of Paul and Peter are covered verse by verse. The student will also be able to compare and contrast Law and Grace.

EPHESIANS

Covered in detail are the Body of Christ, the operation of God the Father, God the Son, and God the Holy Ghost.

PHILIPPIANS

The purpose of Paul's Life, the Pattern of Life and the Power of Life are covered.

COLOSSIANS

This book covers in detail the preeminence

of Christ, proofs of Salvation, and the Mysteries of Christ.

I & II THESSALONIANS

Verse by verse a detail study of the Rapture and the Anti-Christ are covered.

I & II TIMOTHY

These books cover in detail Stewart's Responsibilities, the Christian Life, Qualification's of a Pastor, the treatment of Elders, the Local Church, etc.

TITUS - PHILEMON

In the Book of Titus, verse by verse, focus is given to Disciplined Life; whereas in Philemon, the focus is given to the Doctrine of Imputation.

I & II PETER

These books cover in detail topics such as God's Salvation, the Duties of the Christian, the Power of God, the Enemies of Christ, and more.

JAMES

Covered verse by verse are the topics of the Tongue, Temptation, Treatment of Others, Time, and more.

I, II, III JOHN

These books cover in detail Christian Fellowship, Obedience, Love, Confession of Sin, etc.

HEBREWS

This book covers verse by verse Person of Christ, the Priesthood of Jesus Christ, Faith and Christian Service.

JUDE

Verse by verse, the focus is placed of False Teachers, Christian Duties and Service, and Contending for the Faith.

REVELATION

Verse by verse, the following topics are covered: Future Events, Judgments, the Marriage Supper of the Lamb, the Tribulation Period, the Millennium, and New Jerusalem.



CONTACT INFORMATION

**If you have questions or need additional information,
write, call or email us at**

6515 Marbut Road
Lithonia, Georgia 30058
404-491-1463

SETIonline@gmail.com
www.SETIonline.org

Like us on Facebook at
[Facebook.com/Southeasterntheologicalinstitute](https://www.facebook.com/Southeasterntheologicalinstitute)