



# Grace Life University

Our Mission:

To Tell People The Good News About God's Grace

## **STUDENT HANDBOOK**

**2019 - 2020**

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## FROM THE PRESIDENT

*“Are you tired? Worn out? Burned out on religion? Come to me. Get away with me and you’ll recover your life. I’ll show you how to take a real rest. Walk with me and work with me---watch how I do it. Learn the unforced rhythms of grace. I won’t lay anything heavy or ill-fitting on you. Keep company with me and you’ll learn to live freely and lightly” –*

Matthew 11:28 MSG

Grace Life University was formed for the purpose of fulfilling the great commandment of making disciples of all nations by telling people the Good News about God’s grace. God has been restoring in these last days the revelation of the gospel of grace which the early church had preached strongly to the gentile world. Many who have been caught up in legalism and burned out on religion are falling in love with Jesus all over again and receiving a passion to share this good news about God’s grace with a lost and dying world!

At Grace Life University, what the Apostle Paul shared in Acts 20:24 has become our mission:

*“I don’t care about my own life. The most important thing is that I complete my mission, the work that the Lord Jesus gave me---to tell people the Good News about God’s grace.” – NCV*

Grace was the way of life for the early church. Notice what the Apostle Paul and Barnabas said after a service where many came to receive Jesus and begged Paul and Barnabas to preach the same message the next Sabbath...*“As the meeting broke up, a good many Jews and converts to Judaism went along with Paul and Barnabas, who urged them in long conversations to stick with what they’d started, this living in and by God’s grace.” – Acts 13:43*

MSG

Grace is not just one of many doctrines in the Bible. Grace is the gospel, the Good News we are to preach. Grace is the life of Jesus coming to live inside of you. Jesus is Grace personified for the Bible says Jesus is full of Grace and Truth (John 1:14, 16-17) and that the Grace of God has appeared to all men (Titus 2:11). Grace is not a license to sin but empowers you to live free from sin (Rom.6:14). These are a few of the things and so much more that you will learn and apply here at Grace Life University.

Grace Life University has been designed to help you get so established in God's grace that your life will not only be completely transformed but that also your heart will burn with a passion to share this Good News about God's grace with the world around you! Thank you for your interest and involvement in Grace Life University. Expect this year to be a year that will change you for the rest of your life!

Sincerely,

Dr. Manuel C. Mendivil  
President  
Grace Life University

## STATEMENT OF FAITH

**We Believe** in one God, who exists in three Persons — the Father, Son and Holy Spirit. He is loving, holy and just.

**We Believe** the Bible is God's Word. It is inspired and accurate. It is our perfect guide in all matters of life.

**We Believe** sin has separated us all from God, and that only through Jesus Christ can we be reconciled to God.

**We Believe** Jesus Christ is both God and Man. He was conceived by the Holy Spirit and born of the virgin Mary. He led a sinless life, took all our sins upon Himself, died and rose again. Today, He is seated at the right hand of the Father as our High Priest and Mediator.

**We Believe** that salvation is the gift of God to man. This gift is effected by grace through faith in Jesus Christ and it produces works pleasing to God.

**We Believe** that water baptism is an outward act that demonstrates a believer's identification with the death, burial and resurrection of Jesus.

**We Believe** the Holy Spirit is our Comforter. He guides us in all areas of our lives. He also blesses us with spiritual gifts and empowers us to yield the fruit of the Spirit.

**We Believe** the Holy Communion is a celebration of Jesus' death and our remembrance of Him.

**We Believe** God wants to transform, heal and prosper us, so that we can live blessed and victorious lives that will impact and help others.

**We Believe** we are called to preach the gospel to all nations.

**We Believe** our Lord Jesus Christ is coming back again just as He promised.

## DIPLOMAS

### ✦ THEOLOGY CERTIFICATE I & II

A Theology Certificate is awarded to a student whose purpose for attending Grace Life University is for their own spiritual growth. Audit Student must complete the first or second year 30 credit-hour program except for taking of tests or quizzes or lab work.

### ✦ THEOLOGY DIPLOMA

A Diploma in Theology is awarded to a student who successfully completes the first-year 30 credit-hour program.

### ✦ ASSOCIATES IN THEOLOGY DEGREE

An Associates in Theology Degree is awarded to a student who successfully completes the second-year program for a total of 60 credit hours. At the completion of the program, student is eligible to receive a **certificate of license** to minister the gospel.

### ✦ ADVANCED, BACHELOR, MASTER OF THEOLOGY DEGREE

For those students with previous theological studies, transfer of credits can be used toward an Advanced, Bachelors or Masters in Theology Degree.

## TUITION & REQUIREMENTS

### ✦ LOW TUITION PLAN

Grace Life University's Tuition Plan is a 'pay-as-you-go' program so that it is affordable to anyone interested. Since each course is completed in one month (four nights, 3 hours each night), you only pay each month at the beginning of each course of study.

## ENTRANCE REQUIREMENTS

### ✦ NEW STUDENTS

All applicants entering our Diploma & Associates program must have a high school diploma or (G.E.D.) General Equivalency Diploma. Certificate program students do not need a high school diploma.

## APPLICATION PROCESS

### ✦ NEW STUDENTS

The following steps must be completed for your application to be processed.

1. Fill out application completely. If you are working toward a GLU Degree, please fill out the Grace Life University Student Application Form. If you are working toward a GLU Certificate, please fill out the Grace Life University Audit Application Form.
2. Read all of the Student Handbook and sign Student Handbook Affidavit on last page of this Handbook.
3. Turn in all application forms to your GLU Instructor along with a one-time \$35 Application Fee and your first course tuition of \$120 no later than the first night of class.

## STUDENT POLICIES

### ✦ CONDUCT

Any student that is continually disruptive in class or threatens any student or faculty will be dismissed from GLU. Although we know many students are at different levels of maturity, all students should allow the grace of God to train them to turn away from all ungodliness and allow Jesus to live a holy life through them. As Titus 2:11-14 states...

*“For the grace of God that brings salvation has appeared to all men, teaching us that denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age, looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself His own special people, zealous for good works.”*

### ✦ WOMENS DRESS CODE

Modesty and cleanliness should be your guiding principle. No low cut dresses or necklines or slits above knee are allowed. No flip-flops. Shoes must be worn.

### ✦ MEN’S DRESS CODE

Well-groomed and cleanliness should be your guiding principle. Beards are to be maintained. No flip-flops or bare feet.

#### ✦ **ATTENDANCE, ABSENTEE & TARDY POLICIES**

Attendance is required for all classes in a course. If you are more than 10 minutes late or are not able to make the class you will be required to purchase and hear the Audio CD of the class or classes you missed or you will receive a grade of “Incomplete” for the course.

#### ✦ **COURSE REQUIREMENTS**

Each student is required to attend each class, read all the textbooks assigned, take any exams, quizzes or tests and presentations that may be required. Theology Certificate Students are only required to attend and read all the textbooks. After last class, students can turn in a Course Completion Affidavit stating they have completed the Course Requirement and Assigned Reading and have one week after class ends to turn in the Affidavit or course will be graded “Incomplete.” Student will have three weeks after last class to complete course and turn in Affidavit or will be graded with an “F.” Arrangements will have to be made with the Director for students who cannot attend classes because of an emergency.

#### ✦ **MINISTRY PRACTICUM**

Students are required to serve or volunteer in their local church or ministry for a total of 72 hours within the nine month school year. Students can serve in any department or ministry whether ushers, greeters, nursery, children, media, maintenance etc. After completion, students will receive 3 Credit Hours for their service in their local church or ministry. Reading Program option is available for those who cannot fulfill the 72 hours required. Speak with your Instructor for more information.

#### ✦ **FEES**

One Time Application Fee - \$35  
Single Course Monthly Tuition Fee - \$120 – Total Tuition per year = \$1,080  
Change of Grade Fee – (From Incomplete to Regular Grade) - \$10  
Returned Check Fee- \$25  
1 CD for One Hour missed - \$5  
3 CD's for 3 Hours missed - \$10  
Graduation Fee - \$45  
Books – Students are required to purchase their books for each course.

#### ✦ **REFUND POLICY**

Students who drop out of monthly course after one night of classes will receive a refund of \$70 and can keep their syllabus. Students who drop out after second night of classes will receive a refund of \$40 and can keep their syllabus. Students who drop out after third night of classes will receive no refund.



## ACADEMIC STANDARDS

### ✦ GLU GRADING SYSTEM

Grade	Description	Percentages	Grade Points
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdrawn		0.0
I	Incomplete		0.0

### ✦ GRADUATING WITH HONORS

The following is for students graduating with honors.

Summa Cum Laude: 3.90 – 4.00 cumulative GPA

Magna Cum Laude: 3.65 – 3.89 cumulative GPA

Cum Laude: 3.50 – 3.64 cumulative GPA

## GRADUATION REQUIREMENTS

### ✦ GENERAL REQUIREMENTS

The following requirements must be met in order for students to graduate.

1. Students must complete 30 hours of credit for the school year.
2. Students must maintain a 2.0 or greater cumulative grade point average (GPA) for school year.
3. Students must submit Ministry Practicum Log.
4. All tuition and fees must have been paid.
5. Students must submit Course Completion & Graduation Form eight weeks before graduation.

## ✦ ONLINE STUDENT POLICIES & FEES

The following requirements are specifically for Online Students.

1. Undergraduate Students have 3 months to complete one course.
  2. Audit Students have 6 months to complete one course.
  3. Course tuition is refundable within one week of enrollment and if student has only accessed one session. If more than one session has been accessed, there will be no refund.
  4. If student fails to complete course within time frame and/or withdraws from a course, there will be no academic penalties. Student can pay the tuition and start a course again with a clear academic record.
  5. Exams are to be printed from the GLU website, taken and mailed or emailed to Grace Life University, 13000 W. Wolfley Dr. El Mirage, AZ 85335. Along with the exam, student will print and mail or email an Online Course Completion Affidavit to GLU.
  6. Student must complete 72 hours of volunteer service in order to earn 3 Ministry Practicum credit hours. All hours must be completed before the completion of a Program One or Two and before student can graduate. There is a Reading Program option for Audit students and undergraduate students who for certain reasons cannot fulfill the 72 hours of service. You are to read the whole Bible, from Genesis to Revelation. Reading must be completed plus Reading Program Form turned in to be eligible to graduate.
3. Online Student Fees: Fees can be paid online or check/money order can be written out to Grace Church/Grace Life University, 13000 W. Wolfley Dr. El Mirage, AZ 85335.
- Application Fee - \$35
  - Tuition Per Course - \$120
  - Graduation Fee - \$45
  - Returned check Fee - \$25



Grace Life University

**COURSE CATALOG**

✦ **CERTIFICATE & DIPLOMAS AWARDED**

- Theology Certificate I & II
- Diploma in Theology
- Associates In Theology Degree
- Advanced, Bachelors, Masters of Theology Degree

✦ **1 & 2 YEAR PROGRAMS**

- **1<sup>ST</sup> YEAR PROGRAM** – This first year program is designed to help students get so established in the grace of God that they will begin to live in and by the grace of God. The end result is that their life will be a testimony to the gospel of the grace of God in Christ Jesus.
- **2<sup>ND</sup> YEAR PROGRAM** – This second year program is designed not only for those who are in ministry but also to those who want to minister the grace of God to others in their sphere of influence. At the completion of the program, student is eligible to receive a certificate of license to minister the gospel.

**1<sup>ST</sup> YEAR PROGRAM COURSE LIST**

<b>Course #</b>	<b>Title</b>	<b>Credit-Hours</b>
TH-101	This Is The Life	3
TH-102	The Identity Driven Life	3
TH-103	Your Identity In Christ	3
TH-104	Unveiling Jesus	3
BI- 104	John: Grace & Truth Manifested	3
BI-106	Romans: Righteousness Revealed	3
BI-109	Galatians: Apostolic Foundations	3
BI-110	Ephesians: A Glorious Church	3
BI-119	Hebrews: New Covenant, New Glory	3
MP-RP 101	Ministry Practicum or Reading Program	3
	<b>Total Credit Hours</b>	<b>30</b>
	<b>Total Tuition Cost</b> – paid monthly @ \$120 or annually	<b>\$1,080</b>

## 2<sup>nd</sup> YEAR PROGRAM COURSE LIST

<b>Course #</b>	<b>Title</b>	<b>Credit-Hours</b>
TH-105	Grace in The Old Testament I	3
TH-106	Grace In The Old Testament II	3
TH-107	Grace In The Old Testament III	3
TH-108	Grace Based Prayer	3
BI-105A	Acts: Turning The World Upside Down I	3
BI-105B	Acts: Turning The World Upside Down II	3
TH-109	Grace Ambassadors Training	3
TH-110	Grace Leadership	3
CC-101B	Counseling God's Way	3
MP-RP 102	Ministry Practicum or Reading Program	3
	<b>Total Credit Hours</b>	<b>30</b>
	<b>Total Tuition Cost</b> – paid monthly @ \$120 or annually	<b>\$1,080</b>

## LIST OF COURSES

### THEOLOGY (TH)

#### ✦ **TH-101-THIS IS THE LIFE**

This Is The Life is designed to get your heart established in the grace of God.

#### ✦ **TH-102-THE IDENTITY DRIVEN LIFE**

The Identity Driven Life helps the student to deal with issues of the past or any form of addiction from an identity driven (who you are in Christ) perspective.

#### ✦ **TH-103-YOUR IDENTITY IN CHRIST**

Your Identity in Christ will explain the importance of knowing who you are in Christ and dig deep into God's Word in eight areas of your identity in Christ.

#### ✦ **TH-104-UNVEILING JESUS**

Unveiling Jesus is a powerful course will help the student to get a solid scriptural foundation in seeing Jesus in the wonderful light of His grace.

#### ✦ **TH-105-GRACE IN THE OLD TESTAMENT I**

Grace In The Old Testament courses are designed to walk the student through the Old Testament in order to show God's grace demonstrated in every book. We will take the journey like Jesus did when He explained to the disciples everywhere where it was written about Him in the Law, Prophets and the Psalms. The books of Genesis through Ruth are covered.

#### ✦ **TH-106-GRACE IN THE OLD TESTAMENT II**

A continuation of our walk the through the Old Testament in order to show God's grace demonstrated in every book. The books of 1 & 2 Samuel through Isaiah are covered.

#### ✦ **TH-107-GRACE IN THE OLD TESTAMENT III**

A continuation of our walk the through the Old Testament in order to show God's grace demonstrated in every book. The books of Jeremiah through Malachi are covered.

✦ **TH-108-GRACE BASED PRAYER**

Grace Based Prayer will give you a fresh understanding of how to pray scripturally based prayers. Many are praying prayers today asking God to do something that He has already done.

✦ **TH-109-GRACE AMBASSADORS TRAINING**

Grace Ambassadors Training is designed to train the student on how to share the gospel of grace, how to disciple new believers and how to prepare and deliver sermons. The course also gives instruction on water baptisms, communion, funerals, weddings and pre-marital counseling.

✦ **TH-110-GRACE LEADERSHIP**

Grace Leadership is designed to train the student on how to walk in effective grace-based leadership. You will learn leadership lessons from the lives of Moses, King David and other leaders in the Bible and how to win over discouragement, depression and burnout.

**BIBLICAL INSTRUCTION (BI)**

✦ **BI-104-JOHN: GRACE & TRUTH MANIFESTED**

A verse by verse study of the Gospel of John where Jesus and His grace and truth are manifested in everything that Jesus is to the world.

✦ **BI-105A-ACTS: TURNING THE WORLD UPSIDE DOWN I**

A verse by verse study of the early church and how the gospel of God's grace first began to be spread throughout the known world. Chapters 1 through 14 are covered.

✦ **BI-105B-ACTS: TURNING THE WORLD UPSIDE DOWN II**

The second part of the verse by verse study of the early church and how the gospel of God's grace first began to be spread throughout the known world. Chapters 15 through 28 are covered.

✦ **BI-106-ROMANS: RIGHTEOUSNESS REVEALED**

A verse by verse study of the Book of Romans where the Apostle Paul reveals the gospel of grace in a clear and systematic manner. This book is foundational in understanding the gospel of the grace of God.

✦ **BI-109-GALATIANS: GRACE – APOSTOLIC FOUNDATIONS**

A verse by verse study into the strongest epistle by the Apostle Paul in defense of the gospel of God's grace and explains the importance of staying free from the law and walking in the spirit.

✦ **BI-110-EPHESIANS: A GLORIOUS CHURCH**

A verse by verse study by the Apostle Paul into the riches of God's grace in our identity in Christ and the practical application of who we are and what we have in Christ.

✦ **BI-119-HEBREWS: NEW COVENANT, NEW GLORY**

Hebrews was written to Christian Jews who were wanting to go back to Judaism because of persecution so Paul explains to them how Jesus and the New Covenant is so much better than all the things they had when they were under the Old Covenant of Law.

## CHRISTIAN COUNSELING (CC)

✦ **CC-101-COUNSELING GOD'S WAY**

Counseling God's Way is designed to help the student to admonish and counsel those in need in a scriptural way with an identity in Christ perspective. This course includes the "Christian Counselor's Companion Manual."

## MINISTRY PRACTICUM (MP)

✦ **MP-101 & MP-102**

Three credit-hour course credit students receive for completing 72 hours of volunteer service in their local church or ministry.

## READING PROGRAM (RP)

✦ **RP-101 & RP-102**

Three credit-hour course credit students receive for students who for certain reasons cannot fulfill the 72 hours of service. Students are to read the whole Bible, from Genesis to Revelation which takes an average of 72 hours to complete.



## GENERAL INFORMATION

### ✦ FACULTY & ADMINISTRATION

**MANUEL C. MENDIVIL – D.Min.Th., Th.M., Th.B.**

Founder, President of Grace Life University Board

Professor of Theology

Education: Rhema Bible College, Life Christian University

**ANDREW MENDIVIL – M.Ed., B.S.**

Board Member

Instructor, Administration

Education: Northern Arizona University

**LINDA PACHECO – Th.B.**

Board Member

Instructor

Education: Rhema Bible College, Grace Life University

**DEVINA SANTA CRUZ – Th.A.**

Vice President of Grace Life University Board

Administrative Assistant

Education: Grace Life University

### ✦ STUDENT RIGHTS

Grace Life University does not discriminate on the basis the race, color, nationality, ethnic origin or gender. Students are required to agree with our Statement of Faith.

### ✦ NON-DISCRIMINATION

Grace Life University does not discriminate on the basis of nationality, ethnic, age, or gender.

### ✦ LOCATION

Grace Life University

13000 W. Wolfley Dr. El Mirage, AZ 85335

Phone: 623-680-2693 or 623-680-7377 - E-mail: [admin@gracelifeuniversity.com](mailto:admin@gracelifeuniversity.com)

Website: [gracelifeuniversity.com](http://gracelifeuniversity.com)



Grace Life University is an Accredited Member with Transworld Accrediting Commission International. Serving the Christian education community for over 30 years, Transworld is a federally recognized, non-profit church educational organization. Their philosophy is to demonstrate accountability to the consuming public for education obtained in nontraditional evangelical educational institutions.

TRANSWORLD oversees more than 1000 member institutions including schools, seminaries, universities, colleges, and institutes both in the United States and internationally. They provide documented evidence of compliance with standards of structure and governance, material resources, policies, faculty, and curriculum. TRANSWORLD'S overall purpose is to promote academic excellence and accountability.

For more information about Transworld Accrediting Commission International, visit [TransworldAccrediting.com](https://www.TransworldAccrediting.com)



Grace Life University

## **STUDENT HANDBOOK AFFIDAVIT**

As a student of Grace Life University, my signature on this form verifies that I have received and read the Grace Life University Student Handbook and that I fully agree to abide by all the policies stated therein.

Printed Student Name : \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_