



Student's Handbook 2024



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INTRODUCTION

Welcome to Lucent University, a non-profit evangelical institution nestled in the heart of Texas, USA. Our university is driven by a mission to make ministry training accessible and affordable to individuals across the globe. We are dedicated to equipping our students with the knowledge and skills necessary for powerful and effective ministries, fostering a community of learners who are ready to make a positive impact in the world.

About Us

Lucent University is an evangelical multi-denominational institution that aligns with the historical teachings of various Christian denominations such as Baptists, Methodists, Presbyterians, Lutherans, Assemblies of God, and independent Bible Churches.

We are committed to offering our programs online at prices that are affordable worldwide. The cost of our programs is determined for each country using the World Bank's Purchasing Power Parity (PPP), ensuring that education is accessible to all.

The Ministry Career

At Lucent University, our programs are crafted with a deep understanding of the spiritual and practical challenges faced by Gospel Ministers in today's world. Our degrees are designed to be practical, equipping you with the necessary skills to effectively engage in various ministerial roles.

Our curriculum is developed by esteemed professors who have earned advanced degrees from renowned institutions such as Southwestern Baptist Theological Seminary, Dallas Theological Seminary, Dallas Baptist University, and Gateway Seminary.

We prepare our students for a range of ministry positions including Pastors, Youth Ministers, Discipleship Directors, Educators, Organizational Administrators, Evangelists, Missionaries, and Church Staff. Our alumni are actively engaged in meaningful work across the globe, serving in churches, communities, educational institutions, and mission fields.

OUR PROGRAMS

Lucent University's programs are designed for those who seek the flexibility and affordability of online education without sacrificing quality. Our self-paced video classes allow you to study from any location, at any time, ensuring you can fit your education into your unique schedule.

Our advanced Learning Management System (LMS) delivers a seamless educational experience, with high-quality content produced by esteemed professors. This system is accessible on any device, providing you with the convenience to learn on the go or from the comfort of your home.

By utilizing the World Bank's Purchasing Power Parity (PPP), we ensure our programs are affordable for everyone, everywhere. This approach, combined with our self-guided curriculum, helps keep costs down and allows us to focus on delivering top-tier educational content.

Master's Degrees

Lucent University offers a suite of Master's degree programs tailored for individuals who have a Bachelor's degree in any field. Our 18-month Master of Arts in Ministry (36 credit hours), 18-month Master of Arts in Theology (36 credit hours), and 3-year Master of Arts in Divinity (72 credit hours) programs are designed to meet the needs of secular professionals seeking to deepen their biblical knowledge and enhance their ministerial skills.

These programs are ideal for those aspiring to serve more effectively in their local churches, communities, or on the mission field. Graduates will acquire the skills necessary to evangelize, lead, teach, provide spiritual support, and offer counsel to those in need.

Bachelor's Degrees

The 4-year Bachelor of Theology and Ministry at Lucent University is a comprehensive program (120 credit hours) designed to thoroughly prepare you for impactful ministry work. This program delves deep into the Scriptures, providing you with a profound understanding and the practical skills necessary to serve both the Body of Christ and those yet to embrace faith. Upon successful completion, you will be fully equipped for various ministerial roles, whether as a pastor, church leader, missionary, chaplain, or educator. The foundational requirement for enrollment is a High School diploma or an equivalent Secondary School certificate.

Associate Degree

The 2-year Associate of Arts in Theology program (60 credit hours), known in some places as Technical or Technologist degrees, is tailored for individuals looking to pursue ministry after completing their High School education or its equivalent. This program focuses on providing a thorough understanding of spiritual practices, aiming to equip students with the necessary tools for effective ministry and educational roles within their communities.

Certificate Program

The 2-year Certificate in Theology program is designed for those who want to learn about the Bible and how to serve in ministry without committing to a full degree program. This course will prepare you to guide others and contribute positively to your church and community. The best part is that

anyone interested can join, as there are no specific requirements for admission.

Extension Courses

Lucent University's Extension Courses offer a flexible way to learn about ministry without the commitment of a full degree program. These non-credit courses are designed for anyone interested in expanding their knowledge, regardless of age, previous education, or English proficiency. While there are no exams or assignments required, you have the option to complete them if you choose.

Currently, we offer 180-day courses on the Greek New Testament and Hebrew Old Testament. These courses are structured to help you understand the biblical texts in their original languages quickly and efficiently, without the need for extensive language study. Even if you have little or no background in Hebrew or Koine Greek, you will learn the skills necessary to interpret the scriptures. This way, you will gain a deeper insight into the messages conveyed by the original authors.

OUR COURSES

Our courses are created with the real-world challenges of Gospel Ministers in mind. They are practical and provide all the necessary skills for effective ministry in churches, communities, or mission fields.

MINISTRY COURSES

BIBLICAL COUNSELING
DISCIPLESHIP STRATEGIES
EVANGELISTIC STRATEGIES
EXPOSITORY PREACHING 1
EXPOSITORY PREACHING 2
PASTORAL MINISTRY
FAMILY DYNAMICS
MISSIONS STRATEGIES

THEOLOGY COURSES

CULTS AND THE OCCULT
HERMENEUTICS
OLD TESTAMENT SURVEY
NEW TESTAMENT THEOLOGY 1
NEW TESTAMENT THEOLOGY 2
NEW TESTAMENT SURVEY
THEOLOGY OF FORGIVENESS
THEOLOGY OF MIRACLES
WORLD RELIGIONS

GENERAL EDUCATION

ENGLISH GRAMMAR
ENGLISH COMPOSITION

MANAGEMENT

ONLINE COMMUNICATIONS
ORGANIZATIONAL MANAGEMENT
SERVANT LEADERSHIP

BIBLICAL LANGUAGES

GREEK NEW TESTAMENT TOOLS AND
EXEGESIS
HEBREW OLD TESTAMENT TOOLS
AND EXEGESIS

PHILOSOPHY AND ETHICS/ HISTORY

APOLOGETICS
INTRO TO PHILOSOPHY
BIBLICAL CHRISTIANITY
BIBLICAL GEOGRAPHY AND
CHRONOLOGY
HISTORY OF THE WESTERN WORLD
HISTORY OF CHRISTIANITY
BIBLICAL ARCHEOLOGY

FREQUENTLY ASKED QUESTIONS

1. Enrollment

How do I access my program?

To access your program, you will need to enroll online by filling out the enrollment form. You can choose between [Degree and Certificate programs](#) or [Extension courses](#), depending on your goals and interests. After you submit the form, you will see a new page where you will confirm your login and password. Then, you will have access to your dashboard and start taking your trial courses.

How is the program offered?

VisEd is the Learning Management System (LMS) that Lucent University uses to deliver your program online. It is the most advanced and user-friendly LMS available. You can find everything you need in a single page. You can easily watch your lessons, view your materials, and take your exams. You can also submit your work, pay your fees, and reach out to your instructors. Moreover, VisEd works on any device, so you can learn from wherever and whenever you want. You will enjoy the same great interface whether you use a smartphone or a big screen TV. VisEd is the ultimate online learning platform for Lucent University students.

What is the 7-day trial?

You can try out our program for a week and see if you like it. You don't have to pay anything or give us your credit card details when you sign up. It's totally risk-free and hassle-free. After the trial week, you can decide if you want to keep learning with us or not. You can enroll in the program or cancel your account anytime. We'll help you with whatever you need during and after the trial. We'll also keep in touch with you and let you know about our latest offers and news.

The trial period does not apply to continuing education courses.

What documents are required for enrollment?

You need to upload two government-issued IDs. One of them should have your photo on it. You can use bills, bank statements, or other official papers as proof of residency. If you're taking continuing education courses, that's all

you need. If you're going for an Associate or Bachelor's degree, you also need to upload your high school diploma and transcripts. If you're going for a Master's degree, you also need to upload your Bachelor's degree diploma and transcripts. You have seven days from the day you enroll to upload everything. Make sure the images are clear and high quality. If your documents are in non-Roman characters, you need to translate them into English.

How do I upload my documents?

To upload your documents, you can go to your learning dashboard and click on your profile picture. Then, you can select the Documents tab and choose the files you want to upload. You can also access the Documents section by clicking on your name on the top-right corner and going to the My Profile section. There, you can upload your documents as well.

Can I take multiple courses at the same time?

No, Lucent's degree programs are structured in terms. Each term has courses that build on the previous ones. This way, you can learn in a clear and logical way. You'll start with Bible training, then move on to theological training, ministry inside the church, and finally, ministry outside the church.

What is self-paced learning?

Self-paced learning is a way of learning that allows you to study at your own pace without regular classes or interactions. Lucent offers self-paced degree programs that are flexible, affordable, and Bible-based. You can study online and ask questions through your dashboard if needed. This way of learning is great for distance learners who want more flexibility and control over the learning process.

2. Tuition and Fees

What is the cost of the program?

The price of the program depends on where you live. Lucent University uses the World Bank's Purchasing Power Parity (PPP) to set the price. To see how much you have to pay each month for your program, go to the program page and choose your country from the dropdown menu in the "Affordable" section.

We cannot consider your nationality for the tuition as our institutional policy requires that program tuition fees be based on the applicant's country of residence in order to apply the Purchasing Power Parity (PPP) calculations.

How do I pay my tuition?

You can pay your tuition every month. For the Associate degree, you pay 24 times, for the Master's degree, 18 times, for the Master's in Divinity, 36 times, and for the Bachelor's degree, 48 times. You pay the first time after you finish the 7-day trial.

You can use any major Debit/Credit cards or PayPal to pay. Debit/Credit payments go through Stripe. For PayPal, if you don't have an account, go to the PayPal website for your country by clicking [here](#).

If you miss a payment, you won't be able to access the learning dashboard until you pay. As soon as you pay, you can access it again.

Are books and materials included in the program?

Yes. You can download everything you need for your studies from the learning dashboard for free.

Do all programs cost the same?

No, the programs have different prices depending on the program and the country. To find out how much you will pay each month for your program, you can visit the program page and select your country of residency from the dropdown menu in the "Affordable" section.

How can I apply for a scholarship?

Students who require financial assistance may be eligible for scholarships. To apply for a scholarship, please visit this [link](#). The decision on financial aid will be communicated within a week of submission.

3. Programs

What degrees are offered?

We offer various degrees for different educational and ministry needs. You can choose from the following programs:

- Associate degree: This is a two-year program that provides you with the essential knowledge and skills for ministry. You have the option of the Associate of Ministry or the Associate of Theology. Both programs have 60 credit hours of courses. The Associate degree is an abbreviated version of the Bachelor's. It is considered as a high educational degree in the US.
- Bachelor's degree: This is a four-year comprehensive program that trains you for a powerful and meaningful ministry. The program has 120 credit hours of courses.
- Master's degree: This is a program that deepens your understanding of the Bible and equips you for advanced ministry or teaching. You can choose between the Master of Ministry and the Master of Theology, which are 18-month programs with 36 credit hours of courses, or the Master of Divinity, which is a three-year program with 72 credit hours of courses.

What are credit hours?

A credit hour is a way to measure how much time you spend on a course. This includes the lecture time, exams, reading, and other assignments that help you learn.

What are continuing education courses?

Lucent's continuing education courses let you learn about ministry without getting credit or a degree like in the Associate or Bachelor's programs. These courses don't give you credit, so you don't have to do exams, papers, and assignments, but you can if you want to. You can take these courses no matter how old you are, what education you have, or how good your English is.

4. Languages

Do I have to be fluent in English?

English proficiency is a prerequisite for all programs at Lucent, except for continuing education courses. If you are not a native speaker of English, you will need to take the Test of English Comprehension (TEC), a free online exam that measures your ability to understand written and spoken English. Depending on the program you are applying for, you will need to demonstrate either intermediate or advanced proficiency in English. For Associate's or

Bachelor's degree programs, you will need an intermediate level of English, while for Master's degree programs, you will need an advanced level.

The TEC consists of 100 multiple-choice questions that cover various aspects of English comprehension, such as vocabulary, grammar, reading and listening. You will have 90 minutes to complete the exam. To pass the TEC, you will need to score at least 70 points out of 100. If you fail to achieve this score on your first attempt, you can retake the exam as many times as you need without any extra cost.

5. Learning Pace

Can I start at any time?

Yes, you can start your courses and advance in your program whenever you want. The first step is to enroll and choose a degree program. If you need help with deciding which program is best for you, please contact Lucent. After enrolling, you will need to confirm your login address and start the trial period, which gives you access to the first-term content. During the trial period, you can study while completing the enrollment process, including setting up a payment plan, uploading appropriate documents, and taking the Test of English Comprehension (TEC) if required.

How long does it take to complete a program?

You can complete a term faster or slower than the recommended six-month period, depending on your learning pace. The six-month period is just a general guideline for you to finish your required courses.

Since the program is self-paced, you can study more or less and finish your coursework before or after the six-month period ends. You can request more time if you need it. The shortest time for a term is four months, while the longest time is eight months.

If you want to move on to the next term sooner, you can apply for advancement once you have completed all the course requirements for the current term. You can do this through your learning dashboard, and you have to pay the remaining tuition fees for the current term and the first installment of the following term before moving on. The approval process may take up to 14 days, and it depends on the availability of courses for the next term

There are two ways to finish a program early. First, by advancing each term. In this case, the minimum time for a term is four months. The approval for advancement depends on the availability of courses. Second, by transferring credits from another program.

Likewise, you can ask for an extension of up to two months by submitting an extension request through your learning dashboard. There is no extra cost for extension requests. The approval process may take up to 14 days.

How much time do I need to dedicate to my studies?

The time you need to spend on your studies varies depending on the program and your learning goals. If you are taking Lucent's continuing education courses, you can study at your own speed. However, if you are taking the Associate or Bachelor's programs, you should plan to spend about eight hours a week on your studies. If you are taking the Master's program, you should plan to spend about twelve hours a week on your studies.

Can I change my program after enrollment?

If you want to change your program after enrolling, you have to write to Lucent's academic office and ask for permission. We will review your request individually, depending on the availability of the program you want to switch to. You may have to pay extra fees for changing your program.

6. Credit Transfer

Can I transfer credits from another institution?

You can transfer credits from other institutions to Lucent. You have to send us an official transcript from the other institution, and we will check if the courses you took are similar to the ones we offer based on the learning outcomes. We will decide if we can accept your credits depending on the program you want to join and the program you have finished or started. The most credits we can accept for each course is three credit hours. The maximum number of credits we can accept in total is 75% of the program requirements, as per the Distance Education Accrediting Commission (DEAC) standards.

The Distance Education Accrediting Commission (DEAC) is an organization that evaluates and accredits distance education institutions and programs.

DEAC is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation as a reliable authority on quality and integrity in distance education. DEAC accredits institutions and programs from the primary level through universities, covering all distance education activities within them.

What institutions accept degrees or credits from Lucent University?

Lucent University cannot guarantee that other colleges or universities will accept your degree and/or credits from Lucent. If you want to continue your education at another institution after studying at Lucent, you should contact that institution and ask them if they will recognize your degree and/or credits from Lucent before you enroll.

7. Support

Academic Support

Lucent University has a team of academic advisors who can help you with questions about registration, pricing, program duration, and course content. You can contact our academic support team through the learning dashboard or the [contact page](#). We will respond to your inquiries within 24 hours.

Technical Support

Lucent University has a team of technical experts who can help you with any issues related to the learning system, such as logging in, accessing materials, submitting assignments, or taking exams. You can contact our technical support team through the learning dashboard or the contact us [contact page](#). We will resolve your problems within 48 hours.

8. Assignments

What are the passing grades?

All exams are multiple-choice and assignments are scored from 1 to 100 points. You need to score at least 70 (C Letter Grade) points to pass the Undergraduate, Associate and Bachelor's degrees exams, and at least 80 points to pass the Graduate, Master's degrees exams. You can retake exams

as many times as you need until you pass. Each exam has different questions and answers every time you take it.

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

Percentage	Corresponding Letter Grade	Corresponding Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 - 69	D	1.00
< 60	F	0.00

Do I have to write a thesis?

You don't have to write any traditional book reviews, essays, or research papers. All your written work is done through term projects, which are a series of short answer questions that help you use and connect the course material to your ministry context.

9. Cancellation

Can I pause my studies?

You can pause your studies anytime you need to and resume when you are ready. You do not need to pay any monthly tuition fees during this period. To pause or resume your program, you can email us from the contact area of your learning dashboard or use the contact form on our homepage. Please note that the current tuition on the program page will apply, and you may lose your scholarship if you pause your studies for over six months.

Can I withdraw from a program?

You can withdraw from a program through the learning dashboard or the [contact page](#) if you want to. It may take up to 30 days for us to process your withdrawal. You don't have to pay any fine or fee if you don't owe us any money. But we won't give you any partial refund if you have already paid the tuition for the month when you asked to withdraw.

What is the refund policy?

If you pay monthly and want to withdraw or cancel, you won't get any money back for the month when you do it. But you can still use the class material for the rest of the month, and we won't charge you for any more months. If you have paid for the whole program or part of it in advance beyond the current month and want to withdraw or cancel, we will give you back 80% of the money left for the remaining months. We will send you the money within 30 days of getting your notice of withdrawal or cancellation to the same way you paid us.

You will be considered to have withdrawn if you tell us you want to withdraw or if we end your enrollment because you don't attend, don't make enough progress, don't follow the rules, and/or don't pay what you owe.

10. Graduation

What happens when I finish my program?

Upon completion of your program, the digital PDF copy of your Diploma or Degree will be available for download in your learning dashboard.

You have two options to get your graduation-related items safely and on time.

- You can choose to get your printed Degree, which is a physical signed copy, and cap sent to your church or home address within 90 days by FedEx mail. If you are getting a Master's Degree, you will also get a stole. You just have to pay for the shipping cost.
- You can choose to get the original high-resolution PDF of your Degree by email and print it on any paper you like. The DCN (Digital Certificate Number) and its validation through CertVue make your Degree official.

You can download your transcripts anytime from the learning dashboard. The cost for the PDF copy is US\$20.00. If you prefer a paper copy, you can order

one for the same price plus shipping via FedEx. We will print and mail your paper copy within five business days of receiving your order.

After graduation, you can still use your dashboard to access the video classes, reading materials, and all other resource materials that current students can use.

To receive the Diploma or Degree, the following requirements must be met:

- Upload all the required documents to your student profile accurately.
- Pay all your tuition and fees in full and have no outstanding debt.
- Finish all your coursework, including required class time, reading materials, exams, and assignments, and pass all your courses.
- For accredited programs, you must maintain a minimum GPA (grade point average).

Graduation Ceremony

Graduating from a degree program is a significant achievement that deserves to be celebrated. A graduation ceremony is one way to honor your hard work and share your joy with others. If you wish to have a graduation ceremony, you can arrange it at your local church. Lucent University's staff will reach out to you three months before you complete your program to guide you through the process and request the contact information of your pastor or church leader. We will then collaborate with them to plan a meaningful ceremony.

To make your graduation ceremony more special and memorable, you can invite your loved ones, decorate the church, ask for a blessing and a speech, and celebrate with music and food. You can also livestream the ceremony for those who cannot attend in person and create a slideshow or video montage of your program highlights and memories.

We believe that a graduation ceremony is a valuable opportunity to connect with the local community of God's people who support and care for you, but we also respect that it may not be feasible for everyone. Therefore, you can choose whether or not to have the ceremony and inform us of your decision at the end of your program.

11. Academic Records

How will my academic records be kept?

You can access your academic records digitally through the dashboard while you are enrolled. After graduation, we will keep your academic records forever in two ways:

- We will store a printed copy of your records in a safe place at Lucent offices.
- We will also keep a digital copy of your records with a big global storage provider.

12. Authorization and Accreditation

What is authorization and accreditation?

Authorization is issued by the state where the university is located or by states where the university has received a license to operate or the state that does not require authorization or licensing. Authorization means that the university meets the minimum standards of the state to offer educational programs and degrees.

Accreditation is a quality assurance certificate issued by a third-party organization that evaluates the university's academic standards, policies, and practices. Accreditation means that the university meets or exceeds the criteria of the accrediting organization and is recognized by other institutions and employers.

What accrediting body accredits Lucent University?

Lucent University has full accreditation with premier status from the Accreditation Service for International Schools, Colleges, and Universities (ASIC), a prestigious accrediting body based in the United Kingdom. You can find more details about ASIC [here](#).

Lucent University also complies with all the legal requirements of the State of Texas and the US Federal Government. However, Lucent is not accredited by any US regional agencies at the moment, so students in the US who are looking for regionally accredited institutions should be aware of this fact. Lucent is currently pursuing US accreditation.

13. Code of Conduct and Privacy Policy

Code of Conduct

The Code of Conduct is a set of rules and expectations that Lucent University has for its students. It covers both personal and academic conduct and aims to foster a Christian educational community that honors God and respects others. The Code of Conduct explains what is considered dishonest or unacceptable behavior and what are the possible consequences if a student violates the code. The Code of Conduct also encourages students to uphold the moral and ethical standards of Lucent University and to report any major violations to the university personnel. The Code of Conduct is not a contract and can be revised at any time by the university. Students are responsible for knowing and complying with the [Code of Conduct](#).

Privacy Policy

The Privacy Policy explains how Lucent University will handle your personal data and respect your privacy rights. It tells you what data we collect, what we do with it, and who we share it with. It also explains how you can access, update, or delete your information if you want to. We follow the European Union General Data Protection Regulation, which is a law that protects your privacy and data security. Our [Privacy Policy](#) applies to all our services and activities, such as courses, programs, events, and websites.

14. Disability

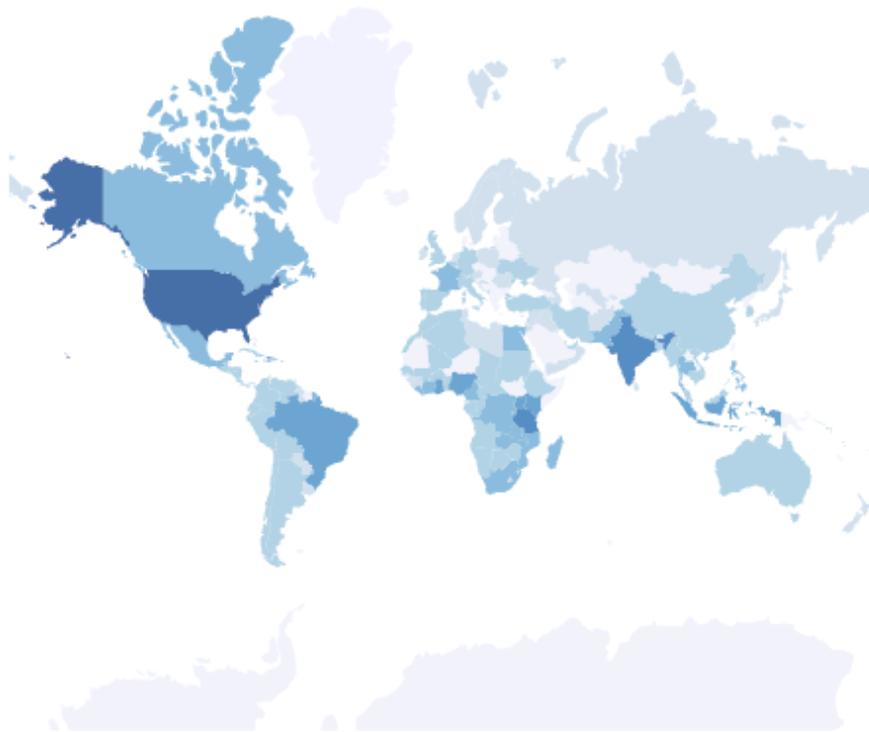
What if I have a disability?

Lucent University is committed to providing equal access and opportunity to students with disabilities. We offer various resources and accommodations in our Learning Management System to help students with visual and auditory disabilities learn effectively and comfortably. We comply with the federal laws that prohibit discrimination based on disability and ensure that our academic requirements are fair and reasonable. These laws include Section 504 of the federal Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, Title II; and their implementing regulations at 34 C.F.R. Part 104 and 28 C.F.R. Part 35. If you have a disability and need any special assistance or

consideration, please let us know in the enrollment form. We will do our best to meet your needs and help you succeed in your ministry education.

OUR REACH

Since becoming Lucent University, our [website](#) has welcomed visitors and registrations from countries worldwide. The map shows this with different shades of blue: the darker the blue, the more people from those countries have visited and signed up on our site.





CONCLUSION

Thank you for your interest in preparing for the ministry with Lucent.

Our university is built on years of dedication and guided by the Holy Spirit to unite technology and faith, offering an exceptional learning experience for those called to serve. At Lucent, we're committed to helping you harness your gifts to serve God's Kingdom effectively.

We look forward to witnessing what the Lord will do in your life and ministry in the years to come.