
GENERAL ACADEMIC POLICIES

Academic Load

The minimum full-time M.Div. load is 11.5 hours of credit. The minimum full-time load for a Th.M. student is 4 semester hours of credit. The minimum full-time D.Min. load is 8.5 hours of credit for fall (July) semester and 4.5 hours of credit for spring (January) semester. The D.Min. program does not have part-time status. Any M.Div. student enrolled for fewer than 11.5 hours of credit or any Th.M. student enrolled for less than 4 credit hours during a regular semester will be classified as a part-time student. Students enrolled part-time may be ineligible to have student loans deferred.

The normal unit of credit consists of one class hour (50 minutes) a week for a semester. In some cases, such as with Beginning Greek, some Expository Preaching classes, and Discipleship Labs, a unit of credit may require more than one hour of class time per week.

Students who find it necessary to work more than 20 hours per week should plan to carry a lower academic load than the normally scheduled 15.5 to 16.5 hours.

Students on academic probation may be required to limit the number of hours of enrollment. Those on final academic probation are not permitted to take more than 12 hours of course work in any semester.

Class Scheduling

Most seminary classes are scheduled between 7:30 A.M. and 4:50 P.M. on Tuesday through Friday. The Pastor's Home course (BI 506) is generally scheduled in the evenings to allow wives to attend with their husbands.

A block system of class scheduling is used, so that two-hour classes meet only once per week and four-hour classes meet twice per week. Depending on subject matter, three-hour classes meet either once or twice per week. This block system offers an advantage for commuters since it makes it possible to carry a significant class load even when it is impossible to be on campus for more than one or two days per week.

Regular Student Classifications

Depending on the number of semester hours of course work completed, students are generally classified as follows:

Junior: Fewer than 32 hours

Middler: 32 to 62 hours

Senior: Above 62 hours

The primary exception to the above is that classification as a senior requires an expected May graduation within one year. Students completing graduation requirements at the end of a summer session (except for those completing 4 hours or less) and those completing graduation requirements during the fall or winterim sessions are counted as members of the senior class graduating the following May.

Part-Time Students

Any M.Div. student enrolling for fewer than 11.5 semester hours of credit during a regular semester will be classified as a part-time student. Applicants intending to enroll on a part-time basis should be aware that, while part-time enrollment is permitted as space allows, admission preference is

given to those applying for full-time status. Full-time enrollment (completing at least 11.5 semester hours of credit each semester) is required for students receiving full benefits as veterans, for students receiving social security benefits, and for all students receiving financial aid (cf. Academic Load above).

Special Students

Students who are not intending to complete a program or who have not been officially admitted to a degree program are classified as special students. For purposes of class organization they are counted as members of the Junior class. Enrollment as a special student is permitted for no more than 12 credit hours for one semester. Permission to enroll for an additional 12 credit hours must be requested by the student and approved by the Director of Admissions. Enrollment with special student status is especially encouraged for winterim and summer sessions.



Auditors

Auditing is not encouraged and rarely permitted. Busy pastors, missionaries on furlough, or other Christian workers may occasionally be admitted as auditors to selected courses after making proper application to the Administration office. Though no credits or grade points are involved, auditors

are required to pay regular tuition charges and other appropriate fees. They are also expected to meet class attendance requirements. Those who do not do so will receive the “grade” of W—whether or not they have officially withdrawn.

At the discretion of the administration, or the professor involved, auditing is not permitted for some courses, especially for seminar, laboratory, or practicum classes. In other courses, auditing may be permitted only if the student is willing to complete certain course assignments as specified by the professor. An auditor may enroll for only one semester as a “full-time” auditor (11.5 hours or more), or for a cumulative maximum of 24 semester hours of course work.

A student may change from credit to audit only during the first two weeks of the semester.

Recording of Lectures and Chapels

No personal audio or video recordings of any class sessions may be made without securing the permission of the professor. Professors may legitimately choose not to allow such recording. When permission is granted, unless special permission is also secured from the Vice President for Academic Administration, it is understood that the recording is to be used only by the student(s) registered in the course involved. No public use or reduplication is permitted without permission of both the professor and the seminary Vice President for Academic Administration. The recording of one class, or several classes, or portions of classes, when absence is necessary, may generally be

permitted, but such recordings should not be collected, copied, or preserved for other uses. In no case should the professor be expected to arrange for the recording or asked to operate the recording devices. Occasionally, when daily recording is helpful for a student attending the course, as with certain handicapped persons, it is understood that the cassettes (or other recording materials) are to be re-used on a regular basis and not collected or preserved for later use after the course. Some professors will not permit individual or personal recording but will instead loan officially prepared recordings for use in case of emergency absences. These may not be duplicated.

In rare cases may a student record, or have recorded, an entire course or a major portion of a course in lieu of attending classes or as a way to solve a scheduling conflict. Exception may be granted in the case of unavoidable scheduling conflicts during the final two semesters before graduation, but not even then if one of the two conflicting classes is an elective.

Personal recording of chapel sessions is not permitted. With rare exceptions (such as in cases when an author presents copyrighted material), audio recordings of chapel messages are available from the seminary website.

Arranged Courses

Students who have completed a minimum of 60 credit hours may occasionally wish to pursue an elective course or topic of interest that is not currently offered in a classroom setting. In such cases, the student is encouraged to discuss the possibility of arranging an independent study course with a professor from that discipline. In no case may a required course be so arranged unless it is in the student's final year, and then only if it conflicts with another required course.

Advising

Each regular student will be assigned a faculty adviser. The adviser will provide academic counsel at all preregistration and registration periods and will also be available for personal and vocational counseling. Academic and other advising is also available from the Vice President for Academic Administration. Although the seminary attempts to provide adequate academic advising, final responsibility for meeting all program, residence, and graduation requirements, including conformity with all assigned deadlines, rests with the student.

Attendance

All students are expected to be prompt and faithful in class attendance. Unexcused absence for the equivalent of one week of the class time for any class is allowed without penalty in a given course to provide for absences due to personal reasons or to fulfill ministry opportunities. Students are responsible for all work required, including any assignments missed because of absence. Professors are not under obligation to review missed assignments or provide supplementary instruction for students who miss classes. Whenever possible the student should consult with the professor for any instructions or assignments in advance of a foreseeable absence. Excused absence is permitted in cases of sickness or emergency, but in no case may the number of absences for any course exceed the equivalent of three weeks of class time. When absences exceed this limit, a grade of W, WP, WF, or F is required as appropriate. Individual faculty members are responsible to clarify any additional attendance policies, and corresponding penalties, for each class.

Examinations

Except in cases of illness or family emergency, students are expected to be present for any scheduled examination. Requests to take an examination at any time other than the time scheduled must be addressed to and approved by the class professor.

Class Changes

To drop or add classes after registration, students must have the approval, on the appropriate form, of the professor. Courses may be “dropped” (without remaining on the transcript record) and new courses added only within the first two weeks of the semester. A fee of \$5.00 is charged for each change of program.

Grading policies for withdrawing after the second week of a semester are found later in this catalog under the heading “Withdrawal.”

Course Papers

All assigned course and term papers are to be submitted in thesis form unless the professor indicates otherwise. All papers should be prepared in conformity with the latest editions of the seminary’s *Guidelines for Theses and Dissertations* and Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*. Where these sources differ, the seminary’s “Guidelines” takes precedence.

Public Information

The Master’s Seminary complies with the provisions of the Family Education Rights and Privacy Act of 1974. The seminary does not permit access to, or the release of, personally identifiable information, or educational records, to any individual without the written consent of the student, with the following exceptions:

- All records are available to the administrators, faculty, or staff of the seminary, having legitimate educational concerns
- Appropriate information is released to medical personnel when the health of the student or others would be endangered by the withholding of information
- Appropriate information is supplied to financial aid personnel in connection with an application for such aid
- Specified data is given to the governmental officials and agencies designated by law, or in compliance with a judicial order

Additionally, the seminary may release “directory information” unless the student withholds permission. Directory information is defined as: the student’s name, address, telephone number, previous institutions attended, program of enrollment, honors, and degrees conferred. The seminary recognizes the right of the student to limit or prohibit disclosure of this information. In view, however, of this statement of disclosure, the seminary assumes that failure on the part of any student to request the withholding of this information indicates permission for such disclosure. Requests to limit or withhold this information should be submitted to the Administration office.

Winterim and Summer Sessions

A limited selection of courses is offered in winterim and summer sessions. Except for Beginning Greek, which is scheduled each summer, students should not plan for a substantive part of curriculum requirements to be offered in these sessions. One elective course each winterim will usually be offered by an outstanding guest lecturer (list of past lecturers is noted on the following page). Winterim students are permitted to pay for it by adding it to their spring semester bill. However, one must enroll in a minimum of 11.5 units in the spring semester (in addition to the winterim units) to maintain full-time status.

Pastors, missionaries, and other Christian workers are encouraged to take advantage of the Winterim courses as special students.

Winterim Distinguished Scholars Series

- 1993 Kenneth L. Barker, Scope of OT Theology as Fulfilled in Christ's First and Second Advents
- 1994 John A. Sproule, Exposition of Hebrews
- 1995 John Woodbridge, History of Evangelicalism and Fundamentalism
- 1996 Stanley D. Toussaint, Galatians
- 1997 Walter C. Kaiser, Old Testament Ethics
- 1998 George W. Knight, III, Studies in the Pastoral Epistles
- 1999 John S. Feinberg, Continuity & Discontinuity between the Testaments
- 2000 Thomas R. Edgar, Gifts of the Holy Spirit in Acts & 1 Corinthians
- 2001 Eugene Merrill, Theology of the Pentateuch
- 2002 Harold Hoehner, Ephesians
- 2003 Wayne Grudem, Biblical Manhood and Womanhood
- 2004 Steven Lawson, Preaching from the Psalms
- 2005 R. Kent Hughes, Paul's Concept of Ministry in Second Corinthians
- 2006 Ralph Alexander, Ezekiel
- 2007 John D. Hannah, Life of Jonathan Edwards
- 2008 Douglas Moo, Epistle of James
- 2009 Daniel Block, Worship in the Old Testament

Israel Studies

The Master's Seminary, through the Israel Bible Extension (IBEX) program of The Master's College, offers graduate and post-graduate training in the fields of biblical history, geography, customs, archaeology, and Modern Hebrew while studying in Israel. Study at the IBEX campus, located just west of Jerusalem in the beautiful Judean hills, affords the student extensive cross-cultural exposure and interaction, and provides an excellent foundation for additional biblical studies. Whether for an entire semester or for an intensive, three-week overview each May, course work is designed to interface with the seminary's general education requirements. Information is available from the IBEX office at The Master's College or from Prof. Swanson in the seminary library.

Lands of Paul Studies

The Master's Seminary offers seminary credit for a Master's College study trip offered each summer (May-June), retracing the missionary journeys of Paul in Turkey and Greece, including the seven churches of Revelation. The trip also includes visits to 44 major biblical and historical sites, including Istanbul, Tarsus, Ephesus, Troy, Athens, Corinth, Thessalonica, and Philippi. Students will receive information regarding this trip via email.

Foreign Studies in Missions

In order to expand the world-vision of its students, The Master's Seminary encourages students to participate in ministry trips in foreign countries and in study programs sponsored by the seminary, by Grace Community Church, or by other approved missions agencies or churches that sponsor foreign internship programs. These programs are designed to introduce students, both practically and academically, to both specialized and non-specialized missionary service while under the direction of approved missiologists. In all cases where seminary credit is approved, special course

assignments designed by the seminary faculty must be fulfilled. Approval will be granted for more than four hours of credit only when the foreign stay involves actual *in situ* class work.

Grading System

To distinguish various levels of achievement in the mastery of subject material, in effectiveness of research, in fulfillment of assignments and responsibilities, or in improvement in personal and ministry skills, as appropriate for each course, the seminary employs the following grading symbols:

- A and A- = Exceptional achievement
- B+, B, and B- = Above average achievement
- C+, C, and C- = Fair or average achievement
- D+, D, and D- = Below average, minimally acceptable achievement
- F = Unacceptable achievement, failure
- I = Incomplete work
- W = Withdrawal during the third through the sixth weeks of regular semesters
- WP = Withdrawal while passing during the seventh through the twelfth weeks
- WF = Withdrawal while failing during the seventh through the twelfth weeks, or any withdrawal after the twelfth week

Grade points are awarded according to the following scale:

- A = 4 points for each semester hour
- A- = 3.7 points per credit hour
- B+ = 3.3 points per credit hour
- B = 3 points per credit hour
- B- = 2.7 points per credit hour
- C+ = 2.3 points per credit hour
- C = 2 points per credit hour
- C- = 1.7 points per credit hour
- D+ = 1.3 points per credit hour
- D = 1 points per credit hour
- D- = 0.7 points per credit hour
- F = 0 points per credit hour
- WF = 0 points per credit hour
- I = Not counted until changed

The grading symbols W and WP do not affect grade point averages and the courses for which they are assigned do not count in computing credit hours attempted.

A failing grade (F or WF) is never removed from the student's transcript. Any student who receives a grade of C or below may retake the course. However, when the course is repeated, the second grade is recorded in such a manner as to delete any negative effect of the failing grade (F or WF) when computing grade points.