WESTERN SEMINARY

ONLINE
Master of Arts
(Biblical and Theological Studies)

Program Handbook

Western Seminary is accredited to award master's and doctoral degrees by the Northwest Commission on Colleges and Universities (NWCCU) and is an accredited member of the Association of Theological Schools (ATS) in the United States and Canada.

WESTERN SEMINARY

Your Program Handbook: A Guide to Getting Started

WE'RE EXCITED TO HAVE YOU JOIN US FOR AN ACCESSIBLE, TRUSTWORTHY, PERSONAL, AND TRANSFORMATIONAL LEARNING EXPERIENCE.

Welcome to the Online Master of Arts (Biblical and Theological Studies)

program at Western Seminary! We have developed this program to provide you with advanced biblical and theological training that is accessible, trustworthy, personal, and transformational. This Handbook tells you how to start your online studies at Western and how to continue making progress until you reach your goal of degree completion. Read it carefully and keep it handy for reference later. You are responsible to know and apply this information.

While every effort has been made to ensure the accuracy of the information in this Handbook, Western Seminary reserves the right to make changes at any time without prior notice. The Handbook is for the purpose of information, and does not constitute the irrevocable terms of the contract between the Seminary and current or prospective students. There are established procedures for making changes; procedures which protect the Seminary's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, generally is not made retroactive unless the alteration is to the student's advantage and can be accommodated within the span of years normally required for graduation.

Students are advised to carefully read the current Academic Catalog which governs their program. It is available online or through the Student Services Office. It is the Seminary's expectation that students will follow school policies and procedures. The student assumes personal responsibility for fulfilling the appropriate course of study and completing the graduation requirements of Western Seminary. Ignorance of a policy which appears in published student documents, particularly the Catalog and Program Handbook, is not a valid reason for granting an exception to any policy.

For questions or assistance, please contact your academic advisor or student services staff. A listing of staff names and contact information appears in the Helpful Contacts section on page 7.

Keane Collins

Keane Collins
Director of Student Services, Online Campus

Rob Wiggins

Rob Wiggins
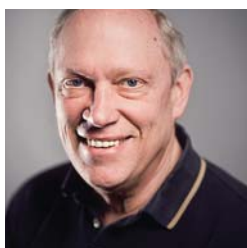Academic Dean

Table of Contents

Introductions

MEET THE STAFF AND FACULTY WHO WILL BE GUIDING YOU THROUGH THE ONLINE MASTER OF ARTS (BIBLICAL AND THEOLOGICAL STUDIES) DEGREE PROGRAM

GERRY BRESHEARS, PH.D.
Director of the M.A. (Biblical and Theological Studies) Program

We designed the Online Master of Arts (Biblical and Theological Studies) program with the purpose of giving as many people as possible a strong foundation in Bible and theology. I am pleased that our expansion to the online format makes this excellent program even more widely available!

I very much look forward to working with you in class and to getting to know one another (expect to see some photos of my grandchildren) as we serve our Lord Jesus Christ with excellence.

JIM STEWART, M.A.
Executive Dean, Online Campus
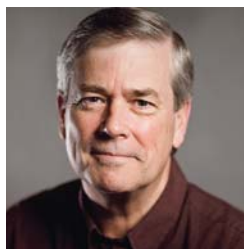
On behalf of all of us in the Online Campus, I welcome you to Western Seminary and the Online Master of Arts (Biblical and Theological Studies) degree program.

As a new student you are beginning a journey of personal, professional and spiritual growth that we believe will transform your life and prepare you well for effective service to Christ. This is a new online program, but Western Seminary has been a leader in distance and distributed theological education for more than 30 years. We have worked with many thousands of students over those years and have learned well

how to extend the teaching ministry of the seminary in powerful and meaningful ways to a new community — indeed a new generation — of Western students.

As a team we are committed not only to the accomplishment of advanced learning outcomes, but also to the care of each student — to you — as you seek to honor Christ through your preparation for church, parachurch or marketplace ministry. We are here to help you reach your educational goals, whatever they may be, and wherever the Lord may lead you.

Please feel free to stop by our offices, drop us a note, or give us a call if we can be of any service to you. We look forward to getting to know you well over these next several years as students, as colleagues-in-ministry and, we trust, as friends.

TERRY BURNS, D.MISS.
Director of Mentoring

We are committed to your success as a student in the online degree program. A major part of that commitment is to provide you with all the resources that you will need for the completion of your academic program.My role, as a Faculty Mentor, is to assist you as you engage in the integration of course content with the ongoing development of ministry competency and personal character in the context of Christian community.

KEANE COLLINS, M.DIV.
Director of Online Student Services

I look forward to helping you get started at Western Seminary's Online M.A. program because I remember how much I enjoyed starting my studies through online classes! I enjoy extending the same blessing to new students as part of the team at Western Seminary which delivers advanced Biblical training that is accessible, trustworthy, and personally transforming.

Attending seminary is a great blessing, but the transition to seminary can also be a big challenge. I learned this as I left a long-term career in business to transition into ministry work and I turned to Western to gain the biblical and theological training I needed. It had been years and my life had changed a lot since I was last in academic studies. I had a powerful motivation to learn, but I still had to figure out how to do it along with the demands of being a husband, father, and pastor. There will be similar challenging factors for you to sort out, and the people of Western are here to help you. So please allow me and the rest of our team to assist you in this transition – let us know how you are doing and tell us what help you need. We'll do our best to guide your growth as a leader among God's people.

MORE HELPFUL CONTACTS

Krista Cain, Assistant Director of Admissions
kcain@westernseminary.edu
Questions related to your admission process

Keane Collins, Director of Student Services, Online Campus
kcollins@westernseminary.edu
Academic advising, orientation and student services

Shelle Riehl, Financial Aid Director
sriehl@westernseminary.edu

Ashley Mitchell, Financial Aid Counselor
amitchell@westernseminary.edu
Financial aid grants, loans, FAFSA and processing

Katy Shaw, Finance Office Associate/Cashier
kshaw@westernseminary.edu
Payment plans, your student account

Mark Baker, Student Services Associate
mbaker@westernseminary.edu
Registering for distance education courses
Accessing exams and submitting progress reports for distance education courses

Your Distance Education Course Instructor
Help explaining course topics, assignments, course feedback and grading

Jon Raibley, Assistant Director Distance Education
jraibley@westernseminary.edu
Online Learning Center Problems
DVD-Rom and Integr@te function and best practices

Blake Kidney, Web, Media and Systems Developer
bkidney@westernseminary.edu
Integr@te technical support

James Stewart, Online Campus Executive Dean
jstewart@westernseminary.edu
Online Learning Center navigation and training
Western Seminary and Distance Education websites

Dr. Terry Burns, Director of Mentoring
tburns@westernseminary.edu
Faculty mentoring

Dr. Gerry Breshears, Program Director
gbreshears@westernseminary.edu
Advanced standing

Mitra Motlagh, Assistant Registrar
mmotlagh@westernseminary.edu
Assistance with registration, grades
Academic petitions

Sandy Foster, Assistant Controller
sfoster@westernseminary.edu
Assistance with financial matters
Financial petitions

Kristin Gibb, Assistant Dean of Student Development
kgibb@westernseminary.edu
Academic & personal support

Andy Peloquin, Dean of Students International Students Coordinator
apeloquin@westernseminary.edu
Academic & personal support
International admission, visa matters, advising

Program Description

PROGRAM OVERVIEW

The Master of Arts (Biblical and Theological Studies) trains students to communicate theological truth in understandable words based on well-interpreted Scripture. This training provides a biblical and theological foundation for leadership in the Church and the marketplace. The communication skills learned can be applied in teaching and publishing, and the knowledge gained can serve as an excellent foundation for future doctoral studies.

Western Seminary's Online M.A. program is distinguished by these factors:

- **We are tested and experienced.** Western Seminary has been serving distance education students for more than 30 years. Throughout this time we have been building improvements into our program based on feedback from students, professors, industry experts, and the reviews by our accreditation agencies. The result of these years of investment is provided to you in the academic quality of our program, the technology of our delivery systems, the dedicated service of our staff, and the commitment of our faculty, instructors and faculty mentors to deliver the promised outcomes of this program.

- **Our program is robust and challenging.** Students build their doctrinal statements based on sound biblical interpretation. You are trained to develop answers to theological questions which take into account the breadth of biblical data, and to communicate those answers in ways which are understandable to non-theologians. Students in the Exegetical Track complete a minimum of 18 semester hours of biblical Greek, Hebrew, and exegesis. Students in the Theological Track specialize in Bible, theology, or church history, and are also encouraged to take biblical language courses.

- **Our program is personal and transformational.** We engage in personal connections with each student in our Online M.A. program. Our professors connect the study of theology to its application in ministry,

drawing from their personal experiences to advise students on the challenges they currently face, and providing instruction through assignments which require students to apply theological truths to real life situations. In each course the student works closely with a faculty member who guides student learning, facilitates connections with other students, and who grades assignments and exams. Throughout the program, every student meets with a faculty instructor to guide them in the application of their learning to life and ministry.

PROGRAM OBJECTIVES

Western Seminary offers the Master of Arts (Biblical and Theological Studies) degree for students seeking specialized, graduate, theological education. In addition to the Seminary's general educational goals, the Biblical and Theological Studies program endeavors to achieve the following objectives:

1. Cultivate skills in the efficient study and interpretation of Scripture.

2. Provide theoretical and practical skills in one area of focused specialization.

3. Promote growth in Christian maturity demonstrated through effective interpersonal relationships.

The M.A. (Biblical and Theological Studies) program focuses upon graduate level education in the biblical and theological disciplines. It is ideal for students with various academic goals including individuals with a Bible school background who have been in full-time ministry for five years or more and realize the need for graduate study in theological and biblical disciplines; persons seeking a solid theological education to enhance their chosen professions and prepare them to fill a vital lay ministry role; students building a solid academic foundation for doctoral studies; and for men and women serving with parachurch organizations or other specialized ministries who desire advanced biblical/theological competency.

The program is not recommended for those preparing for a ministry where ordination is expected or required (e.g., the pastorate, chaplaincy, evangelism, and church planting) or for those who anticipate subsequent doctor of ministry studies.

LEARNING OUTCOMES

The M.A. (Biblical and Theological Studies) program targets the following outcomes in a graduate:

1. Applies biblical truth to life and ministry based on a thorough understanding of the biblical canon.

2. Employs mature theological thinking to evaluate competing ideas, develop a personally-integrated expression of biblical teachings, communicate theological truths clearly, and apply theological truths to life and ministry.

3. Understands a broad range of biblical and theological issues, their historical background, and the significance that they have for the life and ministry of God's people.

4. Exhibits a Christ-like character worthy of being emulated, and integrity that imparts credibility to his/her ministry.

5. Demonstrates self-awareness and a commitment to ongoing personal and spiritual formation.

PROGRAM ADMISSION

In addition to the general requirements for admission to the Seminary as described in the Seminary Catalog, applicants to the Online M.A. program must agree to the following requirements which are distinctive to this program:

- Since most of the educational material for this program will be delivered through internet connection and a personal computer, students are required to maintain access to computer hardware and software which meets the minimum standards necessary for the processing of the program's instructional information throughout the duration of their studies. Students also must be in an environment in which they can receive and send course information. Prior to admission students will be asked to demonstrate that their computer, software, and internet connections meet the minimum required standards.

- Though most of the educational material is delivered through a computer, the M.A. program also involves ongoing personal contact with professors, staff, and fellow students. During the first or second semester in the program, M.A. students will attend a program orientation and the two entry courses on the Portland campus: Learning to Love God and Others (SFS 501) and Discovering and Developing Your Ministry Potential (MFM 500). During the orientation week students will meet professors, academic advisors, faculty mentors, staff and students, and develop plans to successfully complete the M.A. program. (In compliance with U.S. immigration law, non U.S. citizens or permanent residents must enroll for at least eight total credits during any semester of attendance in the US, and at least six of the eight total credits must be in residential study.)

- For each class, students will interact with their Course Instructor regarding course material and the grading of their assignments using a variety of media formats (e.g., Moodle classroom, email, voice technology).

- M.A. students will engage in a personalized mentoring relationship with a faculty member throughout the program. Following the entry course Discovering and Developing Your Ministry Potential (MFM 500), students will converse with a faculty member two or more times a semester using Skype or a similar voice technology. Through the support and assistance of the faculty mentor, students will make significant progress in interpreting, articulating, and applying Scriptural truth to their lives and ministries.

- M.A. students will confer with their Academic Advisor prior to each semester of enrollment so they maintain steady progress toward degree completion.

- During the final year of the program, M.A. students will return to Portland to complete Integrating Ministry and Theology (THS 508), the capstone course in their program, and to join with their classmates to celebrate graduation from the program.

DEGREE REQUIREMENTS

The M.A. (Biblical and Theological Studies) degree is conferred upon the attainment of certain personal and academic requirements. In addition to the general seminary requirements outlined in the Seminary catalog, degree candidates must (1) give evidence of a genuine Christian character, orthodox belief, and conduct consistent with a God-given call to a position of leadership; (2) complete all courses in the prescribed M.A. (Biblical and Theological Studies) curriculum with a minimum grade point average of 3.0 overall within five years. If an MA student is able to demonstrate currency in course material by academic petition, the student may be granted permission to extend program length up to ten years. All credits counted towards degree completion must be earned within ten years of graduation, including those accepted by transfer.

CURRICULUM TRACKS

The M.A. (Biblical and Theological Studies) degree is offered in two tracks: Exegetical track and Theological track. Each track requires a minimum of 64 semester credits of course work.

The Exegetical Track differs from the Theological Track in that it requires 18 credit hours of Greek and Hebrew courses. The Theological Track allows students to use those 18 credits on electives within the disciplines of biblical studies, church history, Greek, Hebrew, or theology. Thus, students in the Exegetical Track develop advanced skills in Bible study which are especially suited to teaching and preaching the Word of God. Students in the Theological Track may focus their studies on their particular areas of interest and intended career applications. They can choose between the foundational or the functional language series (see below), may enroll in one biblical language track, or can take more advanced electives in Bible, church history or theology.

EXEGETICAL TRACK

Spiritual & personal formation studies: 8 credits
MFM 500 Discovering and Developing Ministry Potential................(2)
SFS 501 Learning to Love God and Others ....(2)
SFS 502 Practicing Prayer and Other Key Disciplines ....(2)
SFS 504 Growing into Ethical Maturity...(2)

Biblical interpretation studies: 16 credits
DBS 506 Learning to Interpret Scripture ....(4)
BLS 501X Interpreting Old Testament I: Genesis - 2 Samuel ....(2)
BLS 501Y Interpreting Old Testament II:1 Kings - Song of Solomon(2)
BLS 502X Interpreting Old Testament III: Isaiah to Malachi ....(2)
BLS 502Y Interpreting New Testament I: Gospels ....(2)
BLS 503X Interpreting New Testament II: Epistles 1........................(2)
BLS 503Y Interpreting New Testament III: Epistles 2.......................(2)

Biblical language studies: 18 credits
NTS 508 Introducing Foundation for Greek Exegesis ....(3)
NTS 509 Greek Syntax and Reading ....(3)

OTS 508 Introducing Foundation for Hebrew Exegesis ....(3)
OTS 509 Hebrew Reading and Syntax ....(3)
NTS 515 (or OTS 515) Principles of Exegesis ....(2)
NTS 5xx Greek exegesis elective ....(2)
OTS 5xx Hebrew exegesis elective ....(2)

Theological studies: 12 credits
Please note: *The four-credit theology courses may also be completed in two-credit increments (i.e., THS 501X, THS 501Y, etc.)*
THS 501 Knowing the Triune God: Theology I ....(4)
THS 502 Glorifying the God of our Salvation: Theology II ....(4)
THS 503 Living as the Community of the Spirit: Theology III ....(2)
THS 508 Integrating Ministry and Theology.....................................(2)

Restricted electives: 4 credits
With your advisor's assistance, select from BLS, NTS, OTS, CHS, or THS prefixes. Students may request permission from the program director to write a thesis as part of their electives.

Open electives: 6 credits
(Or secondary concentration studies)

TOTAL: 64 CREDITS

THEOLOGICAL TRACK

Spiritual & personal formation studies: 8 credits
MFM 500 Discovering and Developing Ministry Potential................(2)
SFS 501 Learning to Love God and Others ....(2)
SFS 502 Practicing Prayer and Other Key Disciplines ....(2)
SFS 504 Growing into Ethical Maturity...(2)

Biblical studies: 16 credits
DBS 506 Learning to Interpret Scripture ....(4)
BLS 501X Interpreting Old Testament I: Genesis - 2 Samuel ....(2)
BLS 501Y Interpreting Old Testament II:1 Kings - Song of Solomon(2)
BLS 502X Interpreting Old Testament III: Isaiah to Malachi ....(2)
BLS 502Y Interpreting New Testament I: Gospels ....(2)
BLS 503X Interpreting New Testament II: Epistles 1........................(2)
BLS 503Y Interpreting New Testament III: Epistles 2.......................(2)

Theological studies: 16 credits
Please note: *The four-credit theology courses may also be completed in two-credit increments (i.e., THS 501X, THS 501Y, etc.)*
THS 501 Knowing the Triune God: Theology I ....(4)
THS 502 Glorifying the God of our Salvation: Theology II ....(4)
THS 503 Living as the Community of the Spirit: Theology III ....(2)
THS 508 Integrating Ministry and Theology.....................................(2)
CHS 505X Wisdom from Ancient Church History ....(2)
CHS 505Y Wisdom from Advancing Church History..........................(2)

Restricted electives: 18 credits
With your advisor's assistance, select courses from BLS, NTS, OTS, CHS, or THS prefixes. Students are encouraged to consider using part of these electives for study in the biblical languages. Students may request permission from the program director to write a thesis as part of their electives.

Open electives: 6 credits
(Or secondary concentration studies)

TOTAL: 64 CREDITS

BIBLICAL LANGUAGE OPTIONS

Western Seminary offers two options for students who want to study biblical languages: the foundational language track and the functional language track.

The foundational language track includes the following courses which are offered online and in traditional classes on campus:

- NTS 508 Introducing the Foundation for Greek Exegesis, 3 credits

- NTS 509 Greek Syntax and Reading: Building on the Base for Exegesis, 3 credits

- OTS 508 Introducing Foundation for Hebrew Exegesis, 3 credits

- OTS 509 Hebrew Reading and Syntax, 3 credits

- NTS/OTS 515 Principles of Exegesis, 2 credits

- NTS 5xx Greek exegesis elective, 2 credits

- OTS 5xx Hebrew exegesis elective, 2 credits

The foundational track equips students with knowledge of the elements of grammar, syntax, and reading, and with the skills of exegesis—the interpretation of the Greek and Hebrew texts. Then students will be able to read the Bible as it was written and encounter the depths of meaning that can get lost in translation. Students are introduced to a wide range of language tools, including computer programs.

Following this track will lay a foundation for in-depth study in advanced classes. It will give students the strongest foundation as life-long learners to teach and preach the biblical text in an informed manner and/or to pursue advanced studies in which this level of original language competence would be expected. In addition, students in this series will be able to read advanced commentaries, articles and theological books with greater understanding, and will be able to take additional elective courses in the interpretation of various biblical books. If the study and the preaching of God's Word is your main focus of ministry, this is the recommended series to take.

For students who choose not to develop the skill to read and translate the Bible in the original languages, the seminary offers the functional language track. This track is not offered online – it is only offered in the intensive hybrids and traditional formats on campus. The track is comprised of the following courses:

- NTS 501 Functional Foundations of Greek, 3 credits

- NTS 502 Functional Application of Greek, 3 credits

- OTS 501 Functional Foundations of Hebrew, 3 credits

- OTS 502 Functional Application of Hebrew, 3 credits

M.A. (Biblical and Theological Studies)

EXEGETICAL TRACK

Spiritual Formation [8]
Biblical Studies [16]
Biblical Languages [18]
Theological Studies [12]
Thesis or Restricted Electives [4]
Open Electives [6]

THEOLOGICAL TRACK

Spiritual Formation [8]
Biblical Studies [16]
Theological Studies [16]
Biblical/Theological Electives [18]
Open Electives [6]

DEGREE TOTAL = 64 CREDITS

This track is designed to give students the practical ability to access the original languages through a computer program and other contemporary reference tools. Using these tools, the student will learn the essential grammar and syntax of the biblical languages. Students will use the computer to find word meanings, parse verbs, etc. By the end of the two-semester sequence, students will be able to use original language commentaries with discernment and do many steps of the exegetical process as they prepare sermons and lessons in ministry.

COMMUNITY OF LEARNING

As a student in Western Seminary's Online M.A. program, you enter into a community of learning. We strongly encourage you to build supportive relationships with other students, professors and staff, which is one big reason why we require students to come to Portland for the first year threshold classes – so that we will see one another face-to-face, get to know one another's stories, and bring to mind those faces and stories as we talk and exchange emails during the rest of the program. You will also build a relationship with your faculty mentor, who will help you build links between what you are learning at Western and how you are living and ministering in your home town. And you will gather together with this community of learning at Western to complete your program with a synthesis class held in Portland, followed by a graduation celebration. With these opportunities to grow together during your studies at Western, we hope you will form supporting relationships which last a lifetime.

MENTORING RELATIONSHIP

The mentoring component is one of the distinctive features of the Online M.A. degree. Students, working with a faculty mentor, will integrate their academic learning with ministry practice and character formation in the context of Christian community. As you follow a process of reflection and action you will become increasingly more self-aware, resulting in self-directed, life-long learning.

There are two program learning outcomes that specifically relate to the mentoring relationship:

> 1. Exhibits a Christ-like character worthy of being emulated, and integrity that imparts credibility to his or her ministry.

> 2. Demonstrates self-awareness and a commitment to ongoing personal and spiritual formation.

During the entry course, Discovering and Developing Your Ministry Potential (MFM 500), students will develop a Personal Development Plan and learn a mentoring model that will be used in the context of their immediate life and ministry, and continued subsequent semesters in an ongoing relationship with a Western Seminary faculty member. Together you will assess progress in course learning, ministry competence, character formation, and interpersonal relationships. We believe that development in these four dimensions of your academic program is foundational to ministry effectiveness.

M.A. students will choose whether they wish the relationship with their faculty mentor to be informal, without course registration and additional time requirements, or formal with registration for MFM 501-504 Mentored Field Ministry, requiring completion of additional learning projects which earn credit towards degree completion. A maximum of four credits applied towards Open Electives may be completed through faculty mentoring. In accordance with accreditation standards, only student learning designed in advance, supervised and graded by faculty members may receive graduate credit.

MENTORED FIELD MINISTRY OPTION

Those students who choose a formal, credit-earning relationship with their faculty mentor must register for courses in the MFM 501-504 series called Mentored Field Ministry. Students may register for up to four, open elective credits in this series.

Rationale: The study of theology must be applied for it to be of value. Likewise, ministry must be informed by theology for it to be properly guided. Our Mentored Field Ministry classes are designed to formally strengthen the tie between our students' study of Bible and theology and the application of their learning in their personal lives and ministry work.

Requirements: MFM 500, Discovering and Developing Your Ministry Potential, is a prerequisite to taking any course in the MFM 501-504 series. In the Mentored Field Ministry classes, students will apply their Personal Development Plan (prepared in MFM 500) in the context of a structured relationship in which the students do ministry under the supervision of their ministry mentors. Students also meet with a professor to discuss a text and evaluate real case studies in ministry.

Please note: *The quality of your experience will largely be influenced by the quality of the ministry mentor whom you select. Thus, take care to find an individual who is a mature, respected, and effective model of the type of ministry to which you believe God is leading you. If you've identified a particular person as a potential mentor, be sure to introduce yourself early in your studies and see if the interest is mutual. If it is, become a contributing part of that ministry. Expectations of ministry mentors for most programs are explained in the Mentoring Agreement document. Do not come to a person as a total stranger right before you want to begin the MFM 501-504 series and ask that they serve as your mentor! Instead, aim to be the kind of seminarian that you'd appreciate in a ministry you will some day lead.*

ONLINE RESOURCES

Western Seminary provides the following online resources for you to use in downloading and uploading course material and in interacting with other students and your course instructors:

- **Integr@te.** Integr@ate (simply pronounced "integrate") is a content delivery and learning package developed by Western Seminary to support students in distance education courses. Students enrolled in a distance education course have immediate access through Integr@ate to course materials and a suite of Bible study, research, communications and course calendar options.

- **Online Learning Centers.** Every online course includes an online learning center – a virtual classroom where faculty post course materials, files, and assignments; where students interact with faculty and other students; and where course assignments are submitted, graded, and returned.

- **Online Student Website.** The Online Campus of Western Seminary maintains a student website at http://www.western-seminary.edu/cll to keep you up to date on program developments, course schedules, new opportunities, training events, community activities, and a variety of topics of particular interest to online students.

- **Course Syllabi.** The syllabus for your course may be found as a link in Step 1 of each online learning center classroom. This is the governing document for your course and supersedes earlier versions of the course syllabus, including on-campus versions. Before your course begins, and before you have access to the online classroom, you may preview an earlier syllabus at http://www.western-seminary.edu/cll/syllabi/. The syllabus will describe the course goals, assignments, workload and due dates.

Please note: *Course texts are not included in the tuition and must be secured prior to the start of each course. Many, but not all, course texts are available for purchase in electronic format. Please investigate your options for the purchase of required texts so that you can secure them prior to the start date of class.*

ESSENTIAL ONLINE TECHNOLOGIES

Quality online education requires that the student has at his or her immediate disposal the systems necessary to thrive in a mediated learning environment. This means that the student must possess the requisite hardware, software and network resources to function effectively over the course of their program. Moreover, the student must be able to demonstrate that they are sufficiently competent in the technology basics — web browsing, uploading and downloading files.

Systems Pre-Test. Prior to your first enrollment, you must complete our technology systems pre-test to make sure you are able to perform successfully the basic — but necessary — functions that will be a part of your student experience.

Computer System Requirements.

Software

- Windows™ (XP or higher) or Apple Macintosh™ Operating System

- Internet Browser with Internet access (high-speed broadband connection required for Integr@te course download)

- PowerPoint 2003 recommended but not required.

- Word processor able to write to .doc format

- Email program able to send and receive email attachments

- Acrobat Reader™ (free download available)

Hardware

- Pentium IV™ computer (or Macintosh equivalent)
- 8X DVD ROM Drive (or faster)
- Sound card and speakers
- Adequate free disk space on your hard drive to allow for efficient operation of programs (Please allow approximately 5 GB of free space per online course.)

If you have questions, please call the Online Campus staff at (503) 517-1800 prior to enrollment in an online course.

Compatibility

Integr@te is designed to function effectively under both the Windows and Apple Macintosh operating systems.* Courses delivered in DVD format are DVD ROM disks designed for computer use and will not work in home or auto DVD / CD audio and video systems.

Version Information: *Older versions of Macintosh, prior to 10.6.8, are no longer supported in the newer version of Adobe Air, so you may need to download an older version. Attention Mac 10.7.2 users: Adobe Air will not install on this version of the OS. Please update your Mac to version 10.7.3 prior to installation.*

IMPORTANT WEB SITES

Online Learning Center (OLC)
http://www.westernseminary.edu/olc

Integr@te Download Page
(Download Adobe Air, Integr@te)
http://www.westernseminary.edu/integrate

Student Website
http://www.westernseminary.edu/onlinecampus

Course Syllabi
http://www.westernseminary.edu/onlinecamus/syllabi

Course Books
http://www.westernsemnary.edu/onlinecampus/books

Online Help
http://www.westernseminary.edu/help

IMPORTANT NOTICES

- **Students should not anticipate using public Wi-Fi hotspots for course downloads.** The bandwidth is too limited and unpredictable to provide a good download experience. We recommend that students invest in dependable, high-speed home Internet services to ensure effective use of new online tools and systems. As of 2013, no student should expect to be able to start and complete a graduate-level seminary degree without the necessary resources.

- **The Online Campus does not recommend, and cannot support, software installation or use on work computers.** These systems have typically been set up by the employer's IT department to serve the needs of the organization, not of our distance education program.

- The Online Campus cannot warrant that our software will function effectively on work computers, and we will not make changes to your systems to solve installation or operational problems.

Biblical & Theological Research

As you listen to class lectures and read text books and articles, there will come times when you will want to refer to other sources to do further research on a subject. For this purpose, Western Seminary provides all our students with access to the online research databases EBSCOHOST and Gale Cengage. These subscription databases and recommended websites provide students with all the research tools required to complete any assignments which require research beyond class texts, lectures and articles. Some students, however, will wish to purchase their own electronic research tools and they can do so with significant discounts as students at Western.

PROVIDED ELECTRONIC SUBSCRIPTIONS

All students of Western Seminary can access through the internet the following electronic research databases:

EBSCOhost Databases

1. ATLA Religion Database with ATLASerials, a database produced by the American Theological Library Association.

- The ATLA Religion Database is the premier index of citations from hundreds of thousands of journals, multi-author works, and book reviews.

- The ATLASerials provides full text of more than 380,000 electronic articles and book reviews.

2. EBSCOhost eBook Collection is a growing resource which currently has approximately 80,000 full-text volumes.

3. PsycARTICLES, a source of full-text, peer-reviewed scholarly and scientific articles in psychology, which can provide helpful research with respect to pastoral leadership.

GALE CENGAGE Database

For access to a variety of more general databases, Western also provides our students with access to the GALE CENGAGE Learning Databases.

Access to the EBSCOHOST and GALE CENGAGE electronic databases requires a username and password. Please contact James Stewart in the Online Campus to request this information.

OTHER RECOMMENDED WEBSITES

Western Seminary also recommends certain websites which offer resources which might be helpful to our students – commentaries, concordances, lexicons, maps, and journals. Please visit the listing of these internet sites on our Internet Resources page.

ELECTRONIC RESOURCES FOR PURCHASE

Students who prefer to purchase their own electronic resources can receive discounts through Western Seminary. BibleWorks and Logos Bible Software are electronic tools for integrated exegesis, exposition and translation of the original texts in Greek, Hebrew and Aramaic. Students can purchase Logos Bible Software at a 30% discount by calling the Academic Sales department of Logos at (800) 878-4191. Students can receive $100 off the price of BibleWorks if they purchase it in groups of 10 or more students. Contact Bethany Dudenhofer at bdudenhofer@westernseminary.edu to put your name on the list of the next purchasing group. Purchasing groups are formed and orders placed usually in the fall semester.

WESTERN SEMINARY CAMPUS LIBRARY RESOURCES

Students who can visit our libraries in Portland, San Jose and Sacramento will also have access to Western's collections of printed books, journals and magazines.

Students in Portland have access to the collections of five private college libraries in the Pacific Northwest through the OPALL catalogue system. Portland-based students can request inter-library loans of books, articles, dissertations, videos and CDs. BibleWorks is also accessible through the computers in the Portland campus library.

CONTACT A LIBRARIAN

If you would like to contact a librarian at Western Seminary, please go to http://www.westernseminary.edu/Library/PDX/index.htm and click the button titled, "Contact a librarian."

OTHER LIBRARY RESOURCES

Students who can access other libraries may find through WorldCat.org that those libraries have helpful resources. Worldcat.org is a world-wide network of library content and services.

GUIDELINE FOR WRITING PAPERS

It may have been a long time since you wrote an academic paper, so Western Seminary has provided you with clear instructions on the proper format, punctuation and grammar for you to use in the papers you submit. We have also provided you with many examples of papers written by our own professors. To see the Western Seminary Writing Guide and faculty papers, please go to http://www.westernseminary.edu/Papers/index.htm.

GREEK AND HEBREW FONTS

If you take Greek or Hebrew, you will probably want to use Greek or Hebrew fonts in the papers you write, and you may even use them in the papers you write for Bible and theology classes! If you don't already possess these fonts on your computer, you can download a free zip file with the BibleWorks Greek and Hebrew fonts – find the link to the zip file at http://www.bibleworks.com/fonts.html

Principles for Student Success & Graduation

We acknowledge that each student has a preferred way to learn and is dealing with a unique set of factors in life which will impact his or her learning. That being said, we also acknowledge that there are some practices in online study which help our students to succeed. These are the best practices we suggest you build into your study habits.

1. Allocate sufficient time for study. Some of us don't have enough time to handle all the commitments in our lives. This produces stress as we rush from one activity to another, and it produces guilt as we don't achieve the success we desire. We want your learning experience at Western to produce much different results, giving you satisfaction in knowing that you have grown significantly through your careful consideration of God's word, that you are living out its implications wisely as you interact with others, and that you are healthy, strong and satisfied. Seminary study is not something that you can skim through or cram at the last minute.

It is really important, therefore, that you allocate sufficient time for study. We suggest that you commit 3 hours of study each week for every 1 credit you take. For example, for a two credit class you would allocate two hours per week for listening to lectures and four hours per week for doing homework. Or, if you were taking 8 credits, you would need to spend 24 hours per week in study.

In order to allocate sufficient time for study, you have to add up your current time commitments and figure out if you have enough available time to devote to seminary. You may need to rearrange some commitments to succeed in your studies. Please refer to our Time Budgeting Tool online at http://www.westernseminary.edu/tools/time-budget.html to help you make these calculations and decisions.

2. Study every week (following the course schedule). Psalm 1:2-3 describes a person who loves to meditate on scripture, and who prospers in whatever he does. Biblical truth is intended to shape your inner values and thoughts. It is meant to reside in you, inform you, and direct you continually. For this reason, we provide you with schedules for your classes which keep you in the material on a regular, balanced pace, giving time for you to consider and absorb the material.

If your progress is interrupted due to planned or unplanned events, please contact the Online Campus staff so that we can generate a new schedule which will help you finish the class in a balanced, reasonable manner.

3. Ask for help – don't bear troubles on your own. Lots of things can happen during seminary. Computers break. Jobs change. Family crises arise. Unexpected opportunities present themselves. When these kinds of events disrupt your studies, call us. We might adjust your course schedule. We might provide guidance. We might pray for you along with our faculty and campus staff. We would like to know how you are so we can find ways to help.

4. Avoid distractions while studying. We live in a distraction-rich culture. People are used to multi-tasking, browsing the internet or television while studying, taking phone calls, responding to emails and text messages. But these kinds of distractions reduce a student's ability to absorb what he is studying.

The result is that you perform at a lower level of learning or you have to spend more hours studying than you would have if you were not as distracted. Try to find a place and time where you will be comfortable and able to focus.

For those students who have children, its advisable for you to study in the morning or evening, when they are asleep, or to study away from home. Your children will always con-

sider that you are available to them when they need you, so all they will hear is "no" rather than "I just spent an hour with you, and now I need to study."

5. Take time to review. Learning is a process of repeated exposure to the material. Each additional time you review, the more knowledge you retain and the greater perspective you gain. This is particularly true of theological study! What starts out as a fog can take time before the picture becomes clear.

Give yourself that time, and cultivate the process by reviewing the material in different ways – type up summary points, practice explaining your understanding to others, even practice teaching yourself out loud!

6. Benefit from feedback. You have many opportunities to receive feedback on what you are learning. For instance, send your Course Instructor draft statements on what you have learned. Call to discuss any feedback given on the statements. When you receive assignments or exams back with grading comments, take time to read and consider those comments, and ask for clarification on anything that is not clear to you. Try to explain your learning to someone else and ask if anything was unclear. This will have the dual benefit of improving your academic performance at Western and increasing the effectiveness of your ministry. And remember to give your Course Instructor ample time for thoughtful feedback by sending drafts ahead of due dates, and by submitting exams and assignments on time.

7. Apply your learning. Ask your Course Instructor if you could adapt your assignment to increase its applicability to your ministry – you are likely to learn more and work harder for something you know will be more useful to you and your work environment.

Seek opportunities to teach what you are learning – verbal expression reinforces your learning! And make sure to fully engage in Program Mentoring, as this aspect of our program is designed to take you along a path of skill development and character growth as you apply your learning in your personal life and ministry work.

ACADEMIC ADVISING

Western Seminary is committed to your success in class and the integration of your learning into a balanced life and ministry. This includes the successful application of the knowledge you gain, the character you form, and the skills you develop while studying at Western. Our goal is your long-term success in ministry leadership – not just the completion of your degree. For these reasons we require students to consult with their advisors prior to each semester to consider the many factors which can impact your choice of classes for any given semester, such as:

- Your time capacity, including the number of hours and the quality of time you can devote to study
- Your financial capacity to pay for classes
- Your program track
- The difficulty of classes chosen
- Your choice of biblical language options
- Any transfer credits you have received
- Any advanced standing or advanced substitutes you may have been awarded
- The timing of the next threshold or capstone classes
- The recommended sequence of classes, including the required threshold and capstone course timing.
- Your preferred sequence of classes
- Your choice of restricted or open electives
- Faculty mentoring
- Personal and family situations
- Work demands and opportunities

Due to the complexity of considering so many factors when choosing classes, each student, upon admission, is assigned an academic advisor. Your advisor cares about you as a person and not simply about your academic training, so you are welcome to talk with your advisor about anything significant related to your studies, life or ministry. Your advisor can also help you construct a long-term academic plan, and can put you in touch with resources for creative course scheduling, time management, financial aid, etc.

Please remain in communication with your advisor - call or email each semester prior to registration to discuss your progress, your plans for next semester, or other matters which affect your educational goals. Doing so will help you receive the most out of your educational experience at Western Seminary, and will help you avoid taking courses that do not fulfill the requirements of your program or avoid non-optimal sequences which might delay the completion of your program.

Please see the appendices for a schedule of the course sequences for the exegetical track and the theological track. If you expect to receive transfer credit or advanced standing, or if you would like to take more than 4-6 credits per semester, please see your advisor to arrive at a different course sequence.

CREDIT LOAD

The M.A. program is 64 credits. To complete the program in five years or less, M.A. students will need to maintain an average of four to six credits per semester and at least 12 credits per year. This average credit load is needed for students to maintain significant progress toward degree completion according to the five year statute of limitation guideline.

Students who anticipate needing to drop below four credits per semester or 12 credits per year may request to do so by submitting an Academic Petition.

Students who wish to qualify for financial aid are required to complete a minimum of four credits each semester and ten credits every two consecutive semesters. Students who have received financial aid and then drop below four credits in a particular semester will be required to return part or all of the aid they were given. Students who are neither US citizens nor permanent residents are required to follow the provisions outlined in the International Students section of this handbook. Any credits transferred, waived or earned which are ten years or older will not count toward degree completion.

As a general guideline, courses are designed to require approximately two hours of study work for each hour of class time. Taking this into account, a study load of four credit hours will require at least twelve hours on average per week devoted to school work, and a study load of six credits hours will require at least eighteen hours of school work per week. Students should be prepared to invest more time for some courses.

In addition to their course work, during the first semester of study new students will be learning what it is like to be graduate students in seminary, and in particular they will learn what it is like to be students in an online program. For this reason, enrollment the first semester will be limited to four credit hours. After demonstrated success with the online courses, students may enroll for six credit hours per semester.

ENROLLMENT OPTIONS

ONLINE COURSES

Western Seminary's Online Campus provides students the option of enrolling in over 80 courses, both core classes and electives. Students may enroll in a full 16-week session, or they have the option of choosing between two 8-week sessions. Please go to www.wscll.net for course listings, course syllabi, and other information.

ON CAMPUS COURSES

- **Block Schedule.** These classes meet multiple times during the semester. It may be for one weekend per month, or perhaps a few 2-3 day periods throughout the semester. Students travel to campus multiple times, but not on a weekly basis.

- **Intensive Classes.** These classes meet all day for four or five days, allowing students to complete class sessions during one week. Typically the reading and assignments are spread out over the length of the 15 week semester.

- **Campus Hybrids.** Hybrid classes combine on-campus interaction with an online component of instruction. Typically hybrid classes meet 2 ½ - 3 days, and include additional course lessons delivered through online

media. Hybrid classes include, but are not limited to, the In-Ministry Class Schedule.

MEETING WITH STUDENT DEVELOPMENT DEANS

In the course of your studies at Western, you may occiasionally need support beyond that which your Academic Advisor would normally provide. In that case, you may wish to meet with one of the Student Development Deans. The Student Development Deans at Western Seminary are intended to serve as a liaison between students and the institution. One of their primary roles is to provide support and mentoring to students to help ensure their ultimate personal, spiritual, and academic success at Western. When a student is distressed and seeks assistance or when the institution has concerns about a student's development or well-being, a referral is made to one of the Deans for follow-up.

CONFIDENTIALITY

Frequently, the issues that you discuss with a Student Development Dean are resolved satisfactorily between you and the Dean and nothing further is done. On some occasions, if the issues discussed may affect your continued enrollment at Western Seminary, your conversation with a Student Development Dean may be referred to the Student Development Committee or the Dean of Student Development for possible further action.

When deemed necessary, information may also be communicated to your academic advisor or to the respective department faculty. Such communication is normally restricted to that which is necessary to ensure appropriate support and decision-making with regard to student development.

The Student Development Deans do not release information beyond what is described in this paragraph unless there is a written request from the student, threatened harm to self or other requiring crisis intervention, a court order mandating further release of information, or an institutional need for further information or action.

Disclosure of information to Western Seminary employees will be limited to information necessary for the performance of duties within that person's job description. For example, a disciplinary action may require awareness by faculty, the Academic Dean, or the school President.

PROVIDING COUNSELING SERVICES

The Student Development Deans are intended to offer students a supportive mentoring and accountability relationship, rather than professional counseling services. If professional counseling is recommended, several names of counselors with expertise in the area needed may be provided by the Student Development Deans or the Counseling Department.

First Time Student Checklist

We recognize that navigating the course enrollment processes is a challenge for new students. The following is a simple checklist to help you succeed. And don't worry, we are here to help if you have any questions.

- [ ] **After consultation with your advisor, register online for the appropriate class through the Student Information System (S.I.S.).**

- [ ] **Approximately three weeks before the start date for your course you will receive confirmation from the Online Campus that directs you to access your distance education course.** If you register within that 3-week window, you will be notified when you are able to access your distance education course.

- [ ] **Go to http://www.westernseminary. edu/olc to login to each of your course learning center(s).** You will have a learning center assigned for each course including your campus threshold and integration courses.

- [ ] **Download, print and review the course Syllabus for each of your courses.**

- [ ] **Download, print and review the Recommended Course Completion schedule.** You should also download the schedule's "iCal" file for later import into the Integr@te Content Delivery and Resource System.

- [ ] **Install the Integr@te and Adobe Air software.** Go to http://www. westernseminary.edu/integrate. Download and install both the Adobe Air and Integrate program files.

  If the Integr@te login screen is not already open, double-click the red "W" Western logo on your computer desktop to open the application. Use your OLC username and password to login.

  Click on the Courses tab of Integr@te and select the "Install Course from Website" option. The Download Manager will open. After your first video downloads, you may return to the Courses page and begin viewing your course content as instructional media continue to download in the background.

- [ ] **Click on the Calendar tab and import the iCal file into your calendar.** You may add other activities and events as you choose.

- [ ] **Contact your course instructor(s) prior to the start of the semester as instructed.**

Policies & Procedures

The current academic catalog is the primary and authoritative source of information regarding academic requirements and regulations.

Therefore, students are referred to the section of the current catalog titled, "Admission, Financial, and Academic Policies." We are highlighting the information below either because it does not appear in the catalog or because it merits repetition here.

ACADEMIC PROGRESS AND DEGREE COMPLETION

Academic programs at Western Seminary employ a common set of grades to indicate student achievement. Course syllabi detail requirements for each level of achievement.

The following criteria are used at Western Seminary in assigning a final grade:

A = Excellent; superior achievement of course objectives

B = Good; commendable achievement of course objectives

C = Satisfactory; acceptable achievement of course objectives

D = Poor; marginal achievement of course objectives

F = Failure to advance in the course to the extent necessary for credit to be given

W = Withdrawal; official permission granted by Academic Petition to withdraw from the course after the final date for dropping the course

Temporary notations are used:

I = Incomplete; a temporary extension

IP = In Progress; continuation into subsequent term

Grades have been assigned the following numerical values for the purpose of computing the grade point average:

Grade	GPA Points
A/A+	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D+	1.7
D	1.0
D-	0.7
F	0.0

Students may view grades by logging in to the Student Information System at the conclusion of each semester in which course work is attempted. Printed grade reports are available from the Records Office in Portland upon request. Transfer credits are not included in the determination of the grade point average.

A course in which a student has received a grade of C, D, or F may be repeated. When completed, only the last grade will be used in determining the grade point average. However, both grades will appear on the student's permanent record. A student has one full semester to protest in writing any grade received. The protest must be received in the form of an academic petition addressed to the Registrar's Office.

To remain in acceptable academic standing, MA students must maintain a 3.0 GPA per semester and 3.0 cumulative.

ACADEMIC WARNING

Students are advised that a recent course grade (or grades) is below the required semester or cumulative GPA. The student is required to confer with the academic advisor, program director, or Dean of Student Development to develop a plan to immediately raise the GPA and be removed from warning status.

ACADEMIC PROBATION

Students are advised that recent course grade(s) are either Ds or Fs (first occurrence) or are below the required semester or cumulative GPA (second occurrence). The student is required to confer with the Dean of Student Development to develop a plan to immediately raise the GPA and be removed from probationary status. If the academic probation status continues for a second semester, the student is subject to review by the Student Development Committee for dismissal from the program. If the student is dismissed, he or she may appeal to the Student Development Committee for re-admission. The student must show that there are exceptional circumstances involved and provide evidence indicating that she/he can remove the grade point deficiency within one semester. Appeals for re-admission will be considered for the next semester.

Please note: *Students receiving financial aid through Western Seminary are required to maintain satisfactory academic progress. For further information, please consult the Financial Aid Office.*

DEGREE COMPLETION

All academic work required for the M.A. degree must be completed within five years as measured by the date of entry to the degree program, with a cumulative grade point average of 3.0 or above. If a student is able to demonstrate currency in course material by academic petition, the student may be granted permission to extend program length up to ten years. All credits counted towards degree completion must be earned within ten years of graduation, including those accepted by transfer or waived by advanced standing.

ADVANCED STANDING AND ADVANCED SUBSTITUTES

The M.A. program is designed for students with limited prior theological education. However, we realize that some incoming students have completed considerable biblical training in their college studies. NOTE: Students must request advanced standing or advanced substitutes prior to or concurrent with their first semester of enrollment at Western Seminary.

DEFINITIONS

When undergraduate studies clearly parallel prescribed courses in the Biblical and Theological Studies curriculum, a student may request advanced standing towards the M.A. degree (actual program reduction of credit hours). Students who enter seminary with knowledge of the Bible, theology, hermeneutics, biblical languages, etc., may be eligible for advanced standing and/or advanced substitutes. Students will be tested on their current knowledge of the course content, usually in an interview. If the faculty evaluator determines that the student has a competent, current understanding of approximately 80% of the course content, the student is eligible for advanced standing and/or advanced substitutes.

- **Advanced standing:** Credits are waived from the degree program, reducing the number of credits required for degree completion. For the M.A. (Biblical and Theological Studies) program, it is possible for up to 32 credits may be waived by advanced standing.

- **Advanced substitutes:** Advanced elective courses are substituted for required courses (no actual reduction in credits).

Advanced standing is validated by the Registrar following competency exams administered by faculty. The total amount of advanced standing for the M.A. program may be as much as 32 credits. Note: A minimum of 32 credits must be completed for credit towards the M.A. (Biblical and Theological Studies) degree through Western Seminary.

PROCESS

Admitted students who believe they may qualify for advanced standing or advanced substitutes must submit an Advanced Standing/Advanced Substitutes Request form to the Assistant Registrar.

Please fill out one form per course for which you would like to be examined. There is a $35 examination fee per class until June 30. There is a $25 examination fee for each credit waived after July 1.

Once a student has submitted the application and paid for the assessment, contact Shanita Gills (503-517-1976) or Bethany Dudenhofer (503-517-1856) at the Portland campus to schedule an appointment with Dr. Gerry Breshears. He will either administer the examination or refer you to the proper examining instructor. The assessment will be conducted by an interview, either via phone or in person, with a member of the faculty.

Students are encouraged to review material related to the course prior to testing. It may prove helpful to use the course syllabus posted online as a study guide.

METHOD

The assessment is usually conducted orally, interactively and without notes or Bible, though it could be done in writing if the student prefers. Usually, the examining instructor conducts an informal interview by telephone or in person during which the student is asked open-ended questions to determine if he or she can demonstrate competent, current understanding of course content.

- **Biblical literature sample questions:** Can you discuss the development of "covenant" through the canon? What is the big idea and major contribution of the book of Exodus? Please share your favorite minor prophet and discuss it with the examining instructor.

- **Hermeneutics sample questions:** How would you conduct a word study? What are the various pitfalls in word studies?

- **Theology sample questions:** What are the varying understandings of sin in Arminian, Wesleyan, Calvinist, Catholic, etc. understandings and which of these do you tend to agree with? Can you support your position with key Scripture passages?

Since there are numerous Bible, theology, spiritual formation, etc., courses required in each degree program, students will only be examined in the area(s) that they request.

EXCLUSIONS

As students in the Online M.A. program are required to take the threshold and capstone courses on campus, no Advanced Standing or Advanced Substitutes will be granted for the following:

- MFM 500 Discovering and Developing Your Ministry Potential
- SFS 501 Learning to Love God and Others
- THS 508 Integrating Ministry and Theology

COMPETENCY STATEMENTS

The following are the relevant competencies for the Bible and theology courses. They are exemplary of the type of current competency required in order to receive advanced standing/advanced substitutes.

Be able to interpret and apply biblical texts using sound hermeneutical principles and the biblical languages.

The student:

is competent in the essential skills of the grammatical-historical approach to interpretation.

knows the basic vocabulary and structure (grammar and syntax) of Greek and Hebrew.

is able to translate and to interact theologically with the original text.

is able to use a wide range of available tools (including electronic tools).

is committed to using (and enhancing) language skills in the context of personal growth and future ministry.

knows the major themes and developments of God's redemptive activity revealed in Scripture.

The student:

understands the basic framework of biblical history.

understands the major contribution of each book to the canon.

understands the basic argument of each book and its relevance for contemporary ministry.

knows the historical tenets and contemporary significance of evangelical theology and practice.

The student:

is able to articulate and defend biblically a personal understanding of key doctrines.

understands the primary implications of these doctrines for life and ministry.

understands how to theologically analyze contemporary issues confronting the church and society, and how to communicate meaningfully the fruit of that analysis.

TRANSFER OF CREDIT

DEFINITION

Students who have completed relevant graduate-level studies at another institution with a course grade of B or higher may be eligible for transfer credit. Normally, transfer credits are accepted from schools accredited by the Association of Theological Schools. For credit to be accepted by transfer, the student must be admitted to the M.A. program, and the previous work must be approximately parallel (80% or higher equivalence) to the content of a Western Seminary course as described in the Western Seminary's catalog or syllabi. The course must have been completed within five years of the request for transfer of credit. If the prior studies were contained within a degree, not more than 50% of the prior credits may be accepted in transfer towards the Western Seminary degree. It is Western Seminary's responsibility to determine the credit allowed. All credits counted towards a Western Seminary degree, including those accepted in transfer, must be earned within ten years of the awarding of the degree. Transfer credits do not show up in a student's course history, and are only noted in number not in detail on a student transcript.

PROCESS

If you believe you may be eligible for transfer credit, please review the Transfer Credit section of the current academic catalog and then submit a Transfer Credit Request form to the Registrar's Office. Please note, new students must apply for transfer credit prior to or concurrent with their first semester of enrollment. If, during the course of your education, you would like to enroll at another institution with the purpose of transferring credit to Western Seminary, please submit the Transfer Credit Request form to the Registrar prior to enrolling at the other institution. Courses approved for transfer are not entered on the WS transcript and are not considered in the grade point average computation for the purposes of continued enrollment, financial aid, or graduation.

EXCLUSIONS

As students in the Online M.A. program are required to take the threshold and capstone courses on campus, no transfer of credit will be granted for the following:

MFM 500 Discovering and Developing Your Ministry Potential

SFS 501 Learning to Love God and Others

THS 508 Integrating Ministry and Theology

AUDITING CLASSES

Students who do not wish to take a class for credit have the option of registering as an audit student. Both on-line and on-campus classes may be audited with some exclusions. Check the class schedule for a given semester to determine which classes are available to audit. Note: Biblical languages, counseling and homiletic courses may not be audited.

Auditing students differ from credit students in that they are not required to complete the reading or coursework described in the syllabus. Likewise, the instructor is not required to review work completed by auditing students. Participation in class discussions for audit students is a decision of the instructor. Audit students should bear in mind that the instructor is responsible to guide the credit students toward completion of course requirements. Audit students must attend at least 80% of the class in order for the audit to appear on their course record.

Current students can register to audit a class through the Student Information System. Prospective students can register to audit by submitting a Non-Credit Application and Registration form. Audited classes may be repeated for credit. If you would like to change your class from credit to audit status (or vice versa), you must contact the Assistant Registrar via email, and standard add/drop fees will apply.

CLASS ATTENDANCE

All students are expected to attend and participate in classroom activities. Students of on-line classes lose grade points when failing to view lectures on time. It is essential that students of intensive classes attend all lectures, as they are condensed into a short span of several days. Students of traditional classes who anticipate an absence of 20% or more of class time must obtain permission to do so in advance by academic petition. It is the student's responsibility to make arrangements with instructors for missed class work. Students enrolling in hybrid classes must attend all class meetings since the class time is reduced to essential course material.

ACADEMIC HONESTY, PLAGIARISM AND COPYRIGHT PROTECTIONS

Every member of the seminary community is expected to uphold the highest standards of academic excellence, social behavior, interpersonal relationships, moral and ethical conduct and appropriate personal appearance.

The seminary's policy on academic honesty and integrity assumes that the student is entirely honest, that all course work and examinations represent the student's own work, and that all documents supporting the student's admission and graduation are accurate and complete. Dishonesty

in any form is a violation of seminary regulations and, in some instances, federal laws. As such, it is a serious offense. Violations of this standard include, but not limited to, plagiarism, cheating, academic fraud, and copyright violation. Plagiarism is the taking another's ideas or words and presenting them as one's own. The student must give proper credit to the source of ideas as well as direct quotations. (For assistance with proper use of research and citations, refer to the Seminary Writing Style Guide, course instructor, or program director.) All forms of dishonesty, including plagiarism, are serious offenses.

The first instance of academic dishonesty is the responsibility of the course instructor and his or her options range from forgiveness with no restitution to failure on the test, assignment or course. As a student, if you feel that you have been unjustly accused or treated unfairly, please schedule a meeting with the course instructor. If needed, an appeal may be made to the Dean of Student Development. Repeated or flagrant dishonesty, plagiarism or cheating may result in dismissal.

Copyright violations have serious ramifications for students, both legally and ethically. The software, images, music and files made available to WS students are protected by federal copyright laws. In addition, software, images, music and files are protected by a license agreement between the purchaser and the software seller. It is Western Seminary's policy to respect federal copyright and license protections. Software and information resources provided through the Seminary for use by students, faculty and staff may be used on computing equipment only as specified in the various software licenses. It is against seminary policy to copy or reproduce any licensed software except as expressly permitted by software license.

COURSE PAPERS AND OWNERSHIP

All course papers should be typed and in thesis form, unless otherwise designated by the professor. Course papers should conform to the standards outlined in the Western Seminary Writing Guide available online at http://www.westernseminary.edu/papers/index.htm, or any additional instructions authorized by the faculty.

Physical copies of all class reports, papers and other materials which are turned in for a grade in a given class become the property of the professor, though in most cases these are returned to the student. The content and/or ideas of such documents, however, remain the intellectual property of the author and may not be copied or used without permission of the author.

Papers submitted as class assignments, which are being returned to students, will ordinarily be returned to students through the online classroom (Moodle).

EXTENSIONS AND INCOMPLETES

The final deadline for submitting all coursework is the last day of the semester. At the time of registration, students will receive a course syllabus giving the starting and ending dates for the semester, as well as due dates for each assignment.

In the case of a serious illness, family emergency, or other non-discretionary extenuating circumstances, the instructor may grant an extension. A temporary notation of "I" (incomplete) is assigned until a final grade can be determined. While the possibility exists of an extension as long as five weeks beyond the end of the semester, in most cases faculty grant an extension of one to three weeks, depending on the severity of the situation faced by the student. All course assignments not completed by the extended deadline will be given a failing grade. Under no circumstance may this period be extended except by academic petition and approval of the Faculty Administrative Committee.

Please note: *Requesting an extension in one or more courses may have implications for your course load and financial aid eligibility in subsequent semesters. If a significant portion of one or more courses is still not complete at the time an extension is granted, a student may be asked to reduce his or her registered credits in the next semester to allow time to finish coursework. For students receiving financial aid, you must demonstrate satisfactory academic progress in order to remain eligible for financial aid in subsequent semesters. Requesting an extension and receiving an incomplete may jeopardize your financial aid eligibility as well as your registration for the next semester. It also may result in late registration fees for the following semester.*

For additional information on satisfactory academic progress, student may go to the website: http://www.westernseminary.edu/Aid/sap.htm.

If you would like to discuss the implications of requesting an extension on your registration, please contact Keane Collins, Academic Advisor, or Kristin Gibb, Assistant Dean of Student Development.

REGISTRATION

During each academic semester, all students are required to register for the upcoming term. Current students should register during the specific Open Registration period, in order to avoid late fees.

Open Registration periods are as follows:

Fall registration: July

Spring registration: November

Summer registration: March

Late fees are described in the section detailing payment policies. Such fees do not apply to newly admitted (first

semester) students, who may register at any time during Open Registration, or up until the add deadline for that semester without penalty. Students are encouraged to meet with their academic advisor prior to registration to review progress and to select courses for the subsequent semester. A completed registration indicates that the student evidences his or her basic harmony with the doctrinal position of the Seminary and agrees to comply with all its regulations. Flagrant or habitual infraction of this standard will jeopardize the student's continued enrollment.

Western Seminary utilizes an online Student Information System designed to provide you with a variety of student services. These instructions will introduce you to the system and answer many of your questions.

LOCATING THE STUDENT INFORMATION SYSTEM (SIS)

- From the seminary home page, you will find a link to the Student Information System (SIS) at the top right-hand corner of the screen.
- Click on the link to SIS
- Enter your Student ID number and PIN, which is assigned by the Student Services office.
- Answer the challenge question, which appears only during your initial log in. Simply enter an answer to one of the two questions and click on Change Challenge Answer Now. If you ever forget your PIN, you'll be prompted to answer the question so that you can log in.

NAVIGATING THE STUDENT INFORMATION SYSTEM (SIS)

As you enter SIS, you will be directed to a home page with a number of categories and possible actions. We have briefly listed each of these below for your reference.

ACCOUNT MAINTENANCE

- **Change PIN:** Change your PIN to a new four-digit code
- **General Information:** Review and update your address, email and phone numbers

COURSE MANAGEMENT

- **Registration:** Add or drop courses

PROGRAM MANAGEMENT

- **My Course History:** View a list of all the classes you've completed at Western and your grades. Please note, this does not include any transfer credit awarded

or courses waived through advanced standing or advanced substitutes.

BUSINESS OFFICE

- **My Account History:** View all of the activity on your student ledger
- **Pay on Account:** Make a payment on your student account online

FINANCIAL AID

- **Loan Activity:** View loan types, amounts, and date disbursed
- **Grants/Scholarships:** View awarded grants and scholarships, amounts, and date disbursed

REGISTERING FOR CLASSES

One of the primary reasons you will access SIS is to add and drop courses during Open Registration. As you follow these steps, you should be able to easily manage your course registration. Should you encounter any difficulties or need further assistance, please feel free to contact Assistant Registrar Mitra Motlagh at mmotlagh@western-seminary.edu.

1. **Click on "Registration," located under the "Course Management" heading.**

2. **Select the campus location. Please note:** *Distance education courses are listed under a separate campus. Students should select the Online Campus campus in order to register for a distance education course.*

3. **Select the term.**

4. **Read the information in the box and click on "I Have Read The Above" to continue.**

5. **Add courses.** Courses are listed in alpha-numeric order. Scroll down and select the course for which you want to register. Click on the blue course ID number. Select credit or audit. Click "Add Course". Repeat until you've selected all of the courses for which you want to register.

6. **Submit for approval.** Click on this button after all of your courses have been selected. This notifies Western Seminary that you want to register. **Please note:** *We cannot register you until you complete this important step.*

- **Dropping classes**. If you need to drop a course, you will need to wait until it is first approved and appears as "registered." To drop, click on the blue course ID in the list at the top of your screen. Scroll down and click "Drop Course". Remember to pay attention to the post-open registration fees and the refund that you'll receive at the time of the drop.

GUIDELINES FOR ADDING AND DROPPING CLASSES

In the event that you need to drop a course after the semester has started, please note that you are encouraged to do so as quickly as possible. Students are charged a $10 fee for each drop. Refunds are afforded for 100%, 80% or 50% of the course tuition, with decreasing refunds available as the semester progresses.

After several weeks, students may no longer drop courses or receive refunds.

If you need the deadlines for adding and dropping courses in a particular semester, you will find them in SIS by clicking on "Registration," selecting the appropriate term and campus, and then reading the box that appears with the "I Have Read the Above" button. You may also email Assistant Registrar Mitra Motlagh for assistance at mmotlagh@westernseminary.edu.

While all campus locations have the same semester start and end dates, the schedules may vary slightly from location to location due to vacation schedules. All courses on a given campus will have the same add and drop deadlines.

For distance education courses, add and drop dates are related to the three schedules available through the Online Campus: session A (16 weeks), session B (the first 8 weeks of the semester) or session C (the second 8 weeks of the semester).

Adds require the electronic approval of the student's advisor. Advisors and/or an appropriate staff or faculty member are notified electronically of any class dropped via SIS.

An add or drop is not made official until the student has completed the add/drop process in SIS online registration. The official time of the drop is the date and time the student drops the course online in SIS, not the date/time the student stops attending class, even if the student informs the instructor of his/her intention to drop.

Please note: *Once you have registered for a class you are expected to complete the work and attend all class meetings. You are still liable for the tuition involved. If a student fails to drop a course prior to the drop deadline, but does not satisfactorily complete sufficient course requirements to earn a passing grade, the student will receive a failing grade unless the student has petitioned and been granted permission to withdraw without academic penalty by the Administrative Committee.*

EMAIL ACCOUNT REQUIREMENT

Each Western Seminary student is required to maintain a personal (private) email address for use with school business. Email is the primary and official means that the Seminary will use to communicate with students regarding such things as registration information, course materials, communication with faculty and fellow students, and

financial matters. We strongly discourage husband and wife or family accounts, or other shared email accounts when used for academic purposes. Faculty and staff must be able to communicate privately concerning educational matters. Gmail, Yahoo, and other services provide email addresses at no charge.

It is the student's responsibility to regularly checking your school email account for important communication and information announcements. Students should report email address changes to the Student Services office. Students may also update their contact information via SIS.

STANDARD OF CHARACTER AND CONDUCT

Western Seminary believes in the freedom for each student to develop morally, ethically, relationally, and spiritually, under the leadership of the Holy Spirit. Students are often viewed as Christian role-models, even during training for future positions of leadership. Many maintain positions in ministry or service internships during their education. It is essential that the student exemplify a God-controlled life both on and off the campus and conform to the highest standards of conduct.

Western Seminary will seek to support the student in living a life of integrity and continued personal growth. When moral, ethical, or spiritual violations or relational difficulties become known, steps shall be taken to appropriately address areas of concern in character or personal development. Violations of the standard may jeopardize a student's continued enrollment.

A believer's standard of behavior is based on the Bible. While questions about particular practices may be referred to the Office of Student Development, in general, believers should avoid that which is prohibited by Scripture (Mark 7:20-23; Gal. 5:19-21).

Behavior should also be limited by that which is unwise or not expedient in deference to those within our Western Seminary community and/or the Body of Christ (Rom. 14; 1 Cor. 8), including that which violates civil law, that which violates professional ethics, or that which puts the safety of a person(s) at risk.

The goal of all student discipline is restoration and reconciliation. When a student is distressed and seeks assistance from a staff or faculty member or when the institution has concerns about a student's development or well-being, a referral may be made to the Office of Student Development.

Attempts will be made to engage the student in a collaborative effort of accountability, growth, correction, restoration, and/or reconciliation. In most cases, institutional action is reserved for situations wherein students are unwilling to engage positively in a process of correction, growth, and

healing. Should circumstances warrant, the student may be given a warning, disciplinary probation, suspension, or dismissal.

Action which would interrupt a student's progress in a program (i.e., suspension or dismissal) will be taken by the Student Development Committee after input from the faculty. In such cases, the student shall receive a written statement of the concerns raised by the appropriate committee. The student shall be given an opportunity to speak before the administrator or committee hearing the matter, may be accompanied by a personal representative, or may bring witnesses.

In the case of unresolved difficulties in moral, ethical, relational, or spiritual development, the student may appeal to the Office of Student Development, the Student Development Committee and, ultimately, the President.

Appeal of action at any level must be in writing and be submitted to the Dean of Student Development within 30 calendar days of notification of the action; a personal interview will be granted to deal with any appeal which goes to the President. Any expenses incurred by students (such as counseling, communication costs, etc.) related to restoration, discipline, or appeal shall be solely the financial responsibility of the student.

Procedures relating to students enrolled in "in-service" programs (such as D.Min., D.Miss., or CLL) may differ, although such procedures will always include the opportunity to appear in person (at the student's own expense) and the right of appeal. These procedures are separate from the Professional Assessment of Candidates detailed in the counseling program handbook.

REGULATIONS AND APPEALS

It is the desire of Western Seminary to be responsive to the needs of the student. The Seminary has established policies and procedures in both academic and financial areas, as well as personal, moral, ethical, and spiritual development. These policies and procedures are intended to cover most circumstances.

That said, we also recognize that on occasion there are situations which warrant special, individual consideration. If a student feels that his or her situation warrants an exception to academic or financial policies or regulations, he or she is encouraged to file a petition with the Administrative or Financial Appeals Committee.

It is the responsibility of these committees to investigate the circumstances and judge whether or not an exception is warranted. Petition forms are available from the Student Services office or online.

Who is available to help me?

If you would like to request an exception to academic policy, please submit an Academic Petition to Assistant Registrar Mitra Motlagh

If you would like to request an exception to financial policy, please submit a Financial Petition to Assistant Controller Sandy Foster.

If you have questions about the implications of a registration change on your financial aid, please contact Financial Aid Director Shelle Riehl.

Your course instructor, advisor, deans and Online Student Services Director Keane Collins are also happy to help as you have need.

Campus Information

STUDENT DRESS AND ATTIRE

You may think that student dress is not a matter of concern for students in an online program. But please realize that the Online M.A. (Biblical and Theological Studies) program will include contexts of interaction in which the appropriateness of your dress is important. Obviously, when you attend classes on campus your manner of dress will be evident in all your face-to-face interactions. But also realize that any time you are in a web conference which includes video transmission, you must dress in the same way that you would for an on-campus class. For this reason, we provide the following guidelines for you to follow when choosing what to wear.

Personal appearance is, to a large degree, a function of biblical principles combined with personal values. At Western Seminary, we have avoided a "dress code" because this approach lends itself to legalism. However, there is also the danger that the lack of any direct statement might be construed as a lack of concern on the part of the institution about such matters as dress, neatness or personal appearance in general. Thus, we have attempted to identify principles which relate to this matter and trust that they will be applied by all. These principles include:

- A believer's body is a temple of the Holy Spirit;

- A person's function or the occasion is an important part of the appropriateness of dress/appearance (God's creation is one of order and order is related to function -- Genesis 1:24-28);

- How a person appears in another person's presence may indicate their respect for that person or the purpose for which they are relating to that person;

- Preparation for ministry is a high calling;

- All believers, especially members of the seminary family, are subject to constant scrutiny by the community and constituency.

You are encouraged to consider these principles in relation to overly casual attire, clothes in disrepair, a disheveled appearance, or immodest articles of clothing.

The administration has established as a minimum standard that sleeveless shirts (for men) and bare feet are not considered appropriate for classroom attendance. Women are encouraged to be conscientious of necklines and hemlines.

Additionally, you are encouraged to be aware that the Western community is made up of men and women from many different ethnic backgrounds, denominational perspectives, and life stages. While personal appearance and dress are individual expressions, at WS we relate and interact as members of a community. In community, we are called to be considerate of others, even putting another's interests above our own, or foregoing a personal liberty for the sake of another (Philippians 2:4; 1 Corinthians 9:19-23). Thus, consideration and respect for our brothers and sisters is an important value that we wish to impart.

The above statement is not intended to constitute a complete and final list of what is and isn't allowable. There may be—in fact are—a number of things which would obviously not be acceptable (attending class without a shirt, for example), nor is this statement intended to be a "check list" to be interpreted legalistically -- students are still encouraged to apply "the spirit, not just the letter, of the law." Neatness, cleanliness and propriety are still the keys and will be expected. Flagrant deviations from these guidelines will be dealt with on an individual basis.

MAPS

Please refer to the following links to find driving directions and maps to our three campuses:

Portland: http://www.westernseminary.edu/campus/portland/index.htm

San Jose: http://www.westernseminary.edu/campus/sanjose/index.htm

Sacramento: http://www.westernseminary.edu/campus/sacramento/index.htm

HOUSING

Western Seminary does not have any on-campus housing, so students who come to campus are responsible for finding their own accommodations. But there are many options.

If you need short-term housing near any of our three campuses, please see the following link for short-term housing suggestions: http://www.westernseminary.edu/Admissions/visit-hotel.htm.

Another option in Portland is the WorldView Center, located a few blocks from campus. This is an organization where students can stay at a fairly inexpensive price at accommodations which resemble a hostel. If you are interested in finding out more about the WorldView Center, you can find their website at http://www.iiccworldview.org/worldview-center.html. Call in advance to check on room availability.

Some students make friends who live near campus and end up staying with them the next time they take an intensive course, and some professors offer for students to stay in one of their extra bedrooms.

If you are you are looking for long-term housing near our Portland campus, please refer to the following webpage:

> http://www.westernseminary.edu/NewStudents/housing.htm for recommended links to listings.

If you are in the San Jose area and want further suggestions on hotels and restaurants, please go to http://www.westernseminary.edu/Library/SJ/documents/Local_Resource_Guide.pdf.

TECHNICAL SERVICES

Western Seminary provides wireless internet connection at our Portland campus in the Johnson Chapel and Student Center, the Cline-Tunnell Library, and in some classrooms in Bueermann Hall. To request access when you are on campus in Portland, please visit the Student Services office in Armstrong Hall and complete a Student Wireless Agreement form, located at http://www.westernseminary.edu/Documents/forms/Student%20Wireless%20Access%20Agreement.pdf .

We also provide a computer lab free of charge to our Portland students, found in the second floor of the Cline-Tunnell Library. Low-cost printer and copier resources are also available in the library.

FOOD SERVICES

During your visits to the Portland campus you can enjoy an affordable, freshly prepared meal at the Son Shine Café located in the Student Center below the Johnson Chapel. Please refer to the schedule and menu of meals posted at http://www.westernseminary.edu/Cafe/index.htm .

If visiting our San Jose campus, you can refer to the Local Food and Resource Guide to find suggestions for restaurants near campus – go to http://www.westernseminary.edu/Library/SJ/documents/Local_Resource_Guide.pdf

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

With care and concern for students, Western normally registers any enrolled student in the e2Campus Emergency Notification System for the campus in which they are regularly enrolled. Although online students will only occasionally attend campus courses, Western would encourage enrollment in the e2Campus. This will provide them information as to if there is an emergency on campus that could possibly affect their learning, such as travel disruption when coming to class or delays in grading due to campus closures. Students can add themselves to the system by going to http://www.westernseminary.edu/e2campus/index.htm. Please feel free to contact Student Services if you have any questions or concerns.

WEAPONS POLICY

A "weapon" is any object or product designed with the primary or secondary purpose of inflicting some level of physical incapacitation or harm, whether offensive or defensive. Weapons are not allowed on any Western Seminary campus, in any Western Seminary owned building or vehicle, or in any space otherwise occupied, used or leased by Western Seminary. Similarly, all instruments or game equipment that look like, or may be confused with, a weapon are not allowed on campus (i.e. paintball guns, various "toys" with unusually realistic qualities, etc.). All knives, except common pocketknives with blades less than 3 inches in length, are prohibited under the above policy on weapons. Chemical agents, such as pepper spray or mace, are prohibited except when worn by Security Personnel at Western Seminary, or approved for the sole purpose of personal security. This policy is to be upheld by all students, staff and faculty members, and visitors associated with Western Seminary.
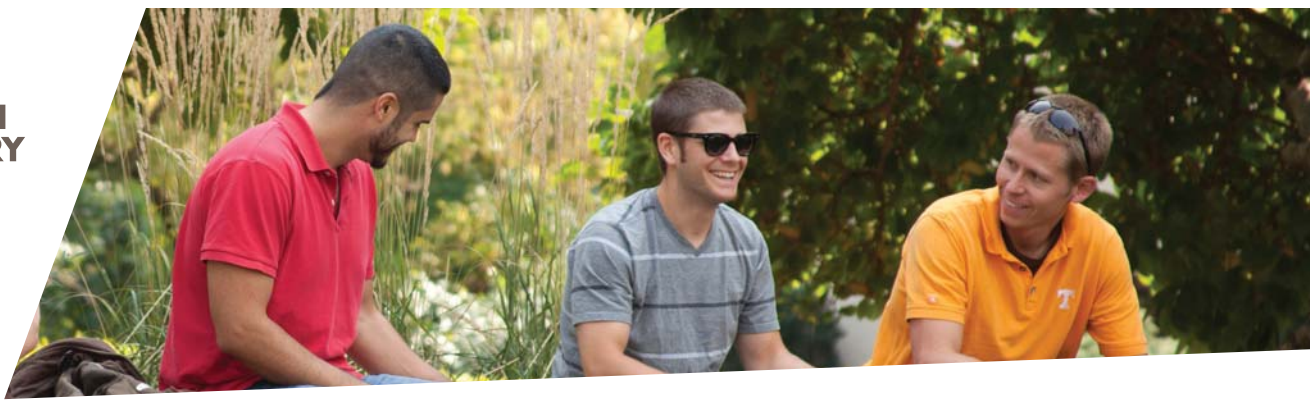
General Information

DISABILITY POLICY AND PROCEDURES

Western Seminary is committed to responding to the needs of students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The seminary does not have a program into which all students with learning disabilities fit. Instead, Western students are assisted individually as their needs dictate. It is our goal to assist each Western Seminary student to reach their full academic and ministry potential. Some of the learning support services provided for students at Western include arrangements with professors for extended time on tests, helping to arrange for note takers and tutors, and assisting students to secure taped texts and other materials.

It is the responsibility of students with disabilities to identify themselves and the nature of the disability.

Any student who has a disability which may require accommodation should contact the seminary's Student Services Coordinator, Ashley Mitchell (amitchell@westernseminary.edu or 503-517-1819). Appropriate forms will be provided and must be submitted to the Coordinator's office.

Documentation for disabilities (including learning disabilities) may be provided only by qualified medical, educational, or psychological professionals. Except when there is a reasonable expectation that the nature and needs of the disability may not have changed, such documentation must reflect assessment done within the past three to five years. This will enable us to evaluate the information to make sure that our program will be able to support the student's learning needs.

GRIEVANCE PROCEDURES

If a student feels he/shei s being treated inappropriately based on disability by any department or employee and has been unable to resolve the issue, that student is encouraged to meet with the Student Services Coordinator. If a satisfactory solution cannot be reached with the Coordinator, the student may initiate formal complaint resolution with the Dean of Student Development by putting the complaint in writing to the Dean. Complaints should be submitted to the Dean's office at the Portland campus.

A written complaint should include information regarding the action being complained of, the date it occurred, details about the action, and the relief requested. The complaint must be sent to the Dean within 90 days of the time the action occurred.

The Dean will investigate the complaint or assign an appropriate person to investigate the complaint. The investigation will include an interview with the student, review of any relevant written materials, and interviews with (or written statement from) relevant persons such as the person who took the action complained of and witnesses. The investigation will be completed within 30 days of the time the student submitted the complaint to the Dean. The Dean will provide the student with a written decision on the complaint within 45 days of the time the student submitted the complaint to the Dean.

The student may appeal a decision by the Dean to the President in writing (and signed) within 21 days of the Dean's decision. Appeals should be submitted to the President's office at the Portland campus. The President will review the written appeal, the decision by the Dean, and the materials gathered during the investigation.

The President will provide the student with a written decision on the appeal within 14 days of the time the student submitted the appeal to the President.

Please note: *Time frames may be extended for reasonable cause with agreement of the complainant.*

DRUG ABUSE PREVENTION PROGRAM

It is the desire of Western Seminary to provide the highest quality of education as well as an environment that facilitates learning and Christian growth. All students, faculty and staff are expected to live according to the highest standards of Christian behavior. In addition, participation in certain federally-funded student aid programs requires that we establish specific policies and programs in relation to particular societal issues and/or problems. Therefore, in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Western Seminary hereby adopts this drug and alcohol abuse prevention program.

1. In addition to the standards of conduct written in the seminary catalog, Western Seminary specifically prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

2. The unlawful possession or distribution of illicit drugs and alcohol or disorderly conduct as a result of drug or alcohol abuse are violations of the local, state and federal laws. Penalties for violations of these laws will be determined by the courts. Western Seminary will support all local, state and federal laws relating to drug and alcohol abuse, including referral to local authorities for prosecution.

3. The use of drugs brings with it many dangers to an individual's mental and physical health. Common results of abuse are: addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lower resistance to disease, abscesses, infections, hepatitis, proneness to accidents and death.

4. Western Seminary desires to assist any student or employee in obtaining pertinent information on drug abuse or in entering an appropriate, medically supervised treatment program. Please contact the Dean of Student Development (students) or your supervisor (employees) for further counseling and guidance.

5. Violation of these standards by an employee or student will be reason for mandatory evaluation and/or treatment for a substance use disorder or for disciplinary action up to and including dismissal from school or termination of employment.

The intent of this program and our participation in it is to be preventive and remedial, not punitive. If you have questions or concerns about this policy and/or your relationship to it, please contact the Dean of Student Development.

HEALTH INSURANCE

Due to the high cost of medical care, students are encouraged to maintain insurance covering medical expenses and hospitalization. A group health insurance plan is offered to students currently enrolled full-time at the Portland campus, which is not likely for online M.A. students. Therefore, we recommend that distance students secure their own medical and hospital insurance.

INTERNATIONAL STUDENTS

Due to the complexity of U.S. laws regulating international students, all students who are not U.S. citizens or permanent residents must contact Western Seminary's International Student Coordinator with sufficient time in advance of their intended term of study in the United States to allow for proper documentation of all legal requirements.

Please note: *Tourist or business type visas are not allowed for purpose of attending an educational course. Please refer to http://www.westernseminary.edu/Admissions/international-students/index.htm for an explanation of those requirements and for the contact information of our International Student Coordinator.*

If you would like to apply for financial aid, please refer to http://www.westernseminary.edu/Aid/index.htm in the section titled "Institutional Aid" and the subsection titled "International Students."

International students are required to register for at least eight credits in each semester in which they attend classes on physical campus of Western Seminary (Portland, San Jose and Sacramento). At least six of the eight credits must residential (not online only).

POLICY REGARDING DESIGNATED DIRECTORY INFORMATION

Western Seminary designates the following student information as public or "Directory Information." Such information may be disclosed by the Seminary for any purpose, at its discretion: name, student ID number, spouse name, campus mailbox, postal address, telephone number, email address, program of study, photograph, dates of attendance, degrees conferred, honors recognition, home state or country, and previous institutions attended.

Currently enrolled students may withhold disclosure of any item of information under FERPA, as amended. To withhold disclosure, written notification must be received in the Student Services Office within the first two weeks of each semester. Forms requesting the withholding of Directory Information are available on the website. Request for non-disclosure will be honored by the institution for only one

academic year; therefore, authorization to withhold directory information must be filed annually.

NOTICE REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Seminary to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the Seminary decides not to amend the record as requested, the seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Seminary discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Seminary discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted as its agent to provide a service instead of using seminary employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill professional responsibilities for the Seminary. Upon request, the Seminary also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901

SEXUAL HARASSMENT POLICY

The seminary community will not tolerate sexual harassment, and is committed to providing and preserving an atmosphere free from harassment in any form.

1. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's admission, evaluation, graduation or other aspects of academic progress, or employment, (2) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive academic or working environment.

2. This policy covers all full- and part-time students on all campuses and teaching sites, as well as extension students. Anyone who experiences harassment in the classroom or on the job should seek the assistance of the Dean of Student Development. **Please note:** *A corresponding policy relating to seminary employees may be found in the seminary employee's handbook.*

3. A sincere attempt will be made to thoroughly investigate all complaints and to assure preservation of the reputation and integrity of the involved individuals. Names of individuals involved the facts of an investigation or any written information regarding an investigation will be kept confidential except to those actually involved in the investigation in order to protect the accuser from retribution and the accused against false accusation.

4. If informal efforts are unsuccessful, formal procedures exist which allow both parties an opportunity to pursue a resolution. Complainants have the opportunity to pursue their allegations without fear of retribution and to seek relief from proven sexual harassment. Alleged offenders will have the opportunity to defend themselves and clear themselves of the complaint. Proven offenders will have the opportunity to make

amends, based on an increased awareness of the effect of their behavior. Appropriate counseling may be made available to the proven offender and/or disciplinary action or dismissal consistent with the degree of seriousness of the sexual harassment will be taken.

5. Any individual will have up to 90 days after the alleged occurrence(s) to file a complaint. It must be recognized, however, that a lengthy period of time between an alleged occurrence(s) and an investigation may make fact finding extremely difficult or impossible.

6. The process for investigating a complaint of sexual harassment shall be as follows:

a. The complaint shall be reported to the Dean of Student Development or his/her representative. If the complaint is able to be resolved at this level to the satisfaction of the parties involved, a report shall be filed with the Academic Dean so that the seminary will be aware of any pattern of harassment by a particular individual and also be aware of all complaints of sexual harassment. The report should detail the complaint and its resolution.

b. If the complaint cannot be resolved informally, the Dean of Student Development must file a report within ten working days to the Sexual Harassment Committee, which will be formed to investigate and resolve the complaint. This committee will include a faculty member appointed by the Academic Dean, a student chosen by the Dean of Student Development, and the Director of Human Resources. In pursuing the investigation, the committee shall take the following steps:

- Confirm the name and position of the parties involved;

- Thoroughly ascertain all facts, asking questions in a nonjudgmental manner to determine the type of alleged harassment, the date(s) and location where it occurred, and if there were any witnesses who observed the alleged harassment;

- Communicate its findings and its intended actions to the Academic Dean and those involved in the alleged harassment.

c. The investigation shall begin within fifteen working days from the time the complaint was referred to the committee. The committee shall report its decision within 30 working days from the time the complaint was referred to the committee.

7. The decision of the investigating committee may be appealed to the President and/or the Board of Trustees. This appeal must be filed within 30 days of the decision of the investigating committee.

8. It is the policy of the seminary to enforce Title VII of the Federal Legal Code and to create an academic and employment environment free of sexual harassment.

SOLICITATION AND SALES

It is the policy of Western Seminary that no salesperson or sales representative of any kind be allowed to solicit business among the student body, faculty or staff. Furthermore, it is our policy that no list of student names and addresses be made available to such individuals. If such a salesperson or sales representative feels that his/her product or service is worthy of exception to the above-stated policy, he/she may apply in writing to the Dean of Student Development for permission to present the product on campus. It should be recognized that any exception to the established policy is just that (an exception) and does not constitute any endorsement of the product or service on the part of the Dean or the Seminary.

Financial Aid, Tuition & Financial Policies

2012-2013 TUITION RATES AND FEES

New rates and fees apply beginning July 1, 2013 for the 2013-2014 academic year.

Please note: *You may also consult the Western Seminary website for current financial information.*

Master's-level courses:

Credit: $470 per credit

Audit: $160 per credit

Application fee/transcript evaluation fee: $50

Course change add fee after Open Registration: Ranges from $10-20 after open registration closes, with fees increasing incrementally as the semester approaches

Course change drop fee after Open Registration: $10

Advanced Standing examination fee: $35 per class; not to exceed $140 (Expires June 30, 2013)

Advanced Standing examination fee: $25 per class hour waived (Effective July 1, 2013)

Materials fee (MFM 500): $50

Language course fee (NTS 501, 502, 508, 509; OTS 501, 502, 508, 509): $60 per class

Master's-level graduation fee: $195

Transcript request and postage fees are listed on the form.

FINANCIAL AID

Attending seminary is a significant expense that requires careful financial planning. Most students who attend Western Seminary pay for their living and study expenses through a combination of employment income, grants from Western, and/or federal loans. The amount of aid awarded would depend on the student's estimated contribution and the availability of funds for financial assistance.

HOW CAN I DETERMINE WHETHER OR NOT I QUALIFY FOR FINANCIAL AID?

In order to qualify for financial aid, students must be admitted to the Online M.A. (Biblical and Theological Studies) degree program and must be enrolled for at least four credits per semester, and a cumulative ten credits every two consecutive semesters. Non-degree students are not eligible for financial aid.

WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?

Western Seminary offers a number of grants and scholarships, as well as loans. (The terms "grants" and "scholarships" are used interchangably by the Financial Aid Office.) You'll find a detailed listing of all grants on our website, at weternseminary.edu/Aid.

GRANTS

The seminary offers two main types of grants: the Western Seminary Grant and the President's Pathway Scholarship. The Western Seminary Grant is a need-based grant which can provide from 1-20% of tuition costs. The President's Pathway Scholarship is awarded based on need and leader-

ship potential, and it can provide from 21-100% of tuition costs. Western Seminary also offers grants to those who are on staff with certain church or mnistry organizations. Students may receive more than one grant; however, cumulative grant and scholarship awards cannot exceed 20% of a student's total tuition in a given semester.

Please note: *The President's Pathway Scholarship and a few others are exceptions to this policy. In those cases, this is clearly explained in the grant information on our website.*

FEDERAL DIRECT STAFFORD LOANS

Federal Direct Stafford Loans are obtained through the United States government. Western Seminary recommends that students limit borrowing to an amount they can repay on a future ministry-type income. For many, this is equal to $13,333 in any two-semester period or $40,000 combined undergraduate and graduate loans. We recommend you limit your borrowing; however, if there is need to borrow beyond our recommended limits, please let us know and we will assist you. The application process takes six to eight weeks and should be started as early as possible. Repayment begins six months after you graduate or drop below half-time enrollment.

HOW CAN I APPLY FOR FINANCIAL AID?

1. Determine whether or not you qualify for financial aid.
2. File a ree Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Use Western Seminary's school code, G07178, and results will be sent directly to the Financial Aid Office.
3. Visit our finanical aid web page, westernseminary.edu/Aid. Read more about grants and ministry partnership scholarships. If you qualify for any of these, submit the corresponding application form to the Financial Aid Office.
4. Do you need to apply for a loan? The application and more information are available on the financial aid portion of the website.
5. Once the Financial Aid Office processes your application, we will send you an award letter. Loan checks will be mailed to your residence.

WHEN WILL I HEAR FROM FINANCIAL AID STAFF?

It typically takes several weeks for the federal government to report your Free Application for Federal Student Aid (FAFSA) results, and then for us to process your loan, grant and scholarship requests accordingly. We will certainly be in touch with you if we need any additonal information. Once you've submitted all of your paperwork, you should expect to hear from us within six weeks. As you might expect, the Financial Aid Office tends to receive most applications right before the beginning of each semester, and that tends to be a busy time. That said, if you ever have a question or would like more information, please feel free to contact our staff.

WHEN IS THE DEADLINE TO APPLY FOR FINANCIAL AID?

We will accept applications for grants and scholarship from incoming students up to the first day of classes. You are welcome to apply for a loan at any time.

For future semesters, the deadlines are as follows: November 1 for the spring semester; March 1 for the summer semester; and July 1 for the fall semester. Reminders will be sent with award or disbursement notifications for students needing to reapply.

WHAT IS THE COMMUNITY SERVICE REQUIREMENT?

In an effort to enable the Seminary to enhance the grant/ scholarship program, Portland students who receive certain kinds of scholarships or grants will be required to assist the Seminary in some capacity for up to four hours per term during the terms in which the aid is received. (This is commonly referred to as "Community Service.")

If you live within a reasonable travel distance to campus, this service might be something like stuffing envelopes for a seminary mailing, calling prospective students, or helping with a school-sponsored event. If you live far away from campus, please contact Julia Eidenberg to determine a way in which you can serve which does not involve travel to campus (jeidenberg@westernseminary.edu or 877-517-1800 x1816).

VETERANS AND
TRADE ACT BENEFITS

President Obama signed Executive Order 13607: Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members on April 27, 2012. These principles were developed to strengthen oversight, enforcement, and accountability of education programs, and to ensure that service members, veterans, and their families have the information they need to make informed decisions concerning their well-earned educational benefits.

Western Seminary works with veterans and active-duty armed forces personnel in the receiving of VA and other educational benefits. A student's ability to qualify for and receive these benefits is determined by the government and not Western Seminary, though a VA Certifying Official on Western staff is available to counsel students the may qualify to receive these benefits. That official will assist eligible students by certifying and tracking their enrollment and progress in their degree program. Students receiving these types of benefits will need to partner with their certifying official each semester to ensure full understanding and clear communication about enrollment.

IF YOU QUALIFY FOR BENEFITS, PLEASE FOLLOW THESE STEPS:

1. **Speak with Mark Baker, our VA certifying official,** at (503) 517-1900 or mbaker@westernseminary.edu.

2. **For TA benefits, please contact Katy Shaw** at (503) 517-1888 or kshaw@westernseminary.edu.

3. **Research and apply for these benefits online at:**
   - http://www.gibill.va.gov
   - http://vabenefits.vba.va.gov/vonapp/main.asp
   - http://www.military.com/education

4. **Links for the following are also available on our website:**
   - Air Force Tuition Assistance
   - Army Tuition Assistance
   - Navy Tuition Assistance
   - Marines Tuition Assistance
   - Coast Guard Tuition Assistance
   - National Guard Tuition Assistance
   - Reserve Tuition Assistance

Ashley Mitchell, Student Services Coordinator, is also available to assist veterans with their transition to Western. Her contact information is (503) 517-1819 or amitchell@westernseminary.edu.

STUDENT LOAN ENROLLMENT VERIFICATION

Student loan enrollment verification forms are processed by Mark Baker in the Portland Student Services office. The processing of these forms will be expedited by following these procedures:

1. Enrollment verifications can only be made for the current academic year or any previous semesters.

2. Please send forms to the Portland Student Services office within the first two weeks of the semester. Make sure that all student information is provided, including signature, in the student section.

3. Allow 7-10 business days for processing.

TUITION PAYMENTS
WHEN IS TUITION DUE?

For degree and non-degree students, tuition is due in full the first official week of each semester, unless you are making regular, monthly payments to TuitionPay through Sallie Mae (see below; also referred to as Plan B).

WHAT IF I CAN'T AFFORD TO PAY FOR ALL OF MY TUITION AT ONCE?

For students who are not able to pay their tuition in full at the beginning of a semester, a monthly payment plan is available. This plan is administered by Sallie Mae and payments are made directly to Sallie Mae, not to the seminary. There is a one-time charge (either annually or per semester, depending on your use of the service) but if payments are made on time, ther is no interest charge for using this plan. For more information about how the plan works or to sign up, visit westernseminary.edu/Aid and click on the link to "Monthly Payment Plan."

WHEN IS MY ACCOUNT CONSIDERED DELINQUENT?

If payment is not received by the due date, your account is considered delinquent. Late fees begin to apply to balances that are four weeks delinquent, according to the specified amounts listed above.

Delinquent Account Fees

An account balance is considered delinquent four weeks after the tuition is due for a given semester. Fees are applied based on the account balance amount:

$401 – $999: $50

$1000 – $2999: $100

$3000 and over: $150

An additional $25 fee will be charged on the 1st and 15th of each month until account balance is $400 or below.

WHEN WILL I RECEIVE A TUITION BILL?

Billing is done via email (please keep us informed of your email address). No paper statements are sent. It is the student's responsibility to know when tuition is due and pay it when it is due. E-bills are sent: (1) several weeks before the term begins, (2) every time a debit or credit is made on your ledger, and, (3) at the end of the month if there has been activity during the month or if there is a balance (debit or credit). We prefer you pay by check. If you do not pay by check, it is assumed you will pay by credit card via the Student Information System on our website. You will need a student ID and PIN to do this. Calling the cashier with credit card information should only be done in emergencies.

WHOM DO I CONTACT REGARDING MY ACCOUNT?

Katy Shaw, Portland Cashier
kshaw@westernseminary.edu
503-517-1888

CANCELLATION OF REGISTRATION FOR NON-PAYMENT

A student may not register for classes, secure grade reports or transcripts or attend classes in any subsequent semester if they have not completed payment for courses already taken. If a student is delinquent on their account, the Seminary reserves the right to cancel registration for non-payment. Western Seminary does not have individual payment plans for students who are currently enrolled. If a student's registration is cancelled, the student may not re-enroll until their account is cleared and appropriate payment has been made for new enrollment. Notification of cancellation of registration will be sent by the Business Office via email. Students should contact the Business Office with questions.

Failure to pay a past-due account results in the account being turned over to a debt-collections firm. The institution reserves the right to add to the debt any collection and court costs subsequently associated with collection of the debt.

COLLECTION PROCESS FOR PAST-DUE ACCOUNTS

Tuition is due as outlined above. An account becomes delinquent after the due date. Accounts will be turned over to collections four months after the due date. Collection efforts are not initiated against anyone making reasonable, regular payments against their balance in a timely and realistic fashion. This does not imply that students may begin a following semester with a previous balance. The institution reserves the right to add to the debt any collection and court costs subsequently associated with collection of the debt.

TREATMENT OF TITLE IV FUNDS (STAFFORD LOAN RECIPIENTS)

When a student withdraws, Unearned Title IV Funds must be returned to the lender. If you are a loan student, please contact the Financial Aid Director for a copy of the return of unearned funds calculation. The loan refund calendar is tied to the US Department of Education regulations and has no relationship to the school refund calendar.

REFUNDS FOR DROPPED COURSES

All course refund schedules are shown in SIS and are based on the following refund deadlines.

MASTER'S-LEVEL CAMPUS COURSES

100% DEADLINES

Credits	100% Deadline
One credit	Prior to the 3rd contact hour
Two credits	Prior to the 5th contact hour
Three credits	Prior to the 7th contact hour
Four credits	Prior to the 9th contact hour

80% DEADLINES

Credits	80% Deadline
One credit	Prior to the 5th contact hour
Two credits	Prior to the 9th contact hour
Three credits	Prior to the 13th contact hour
Four credits	Prior to the 17th contact hour

Example: *A two credit class that meets from 8 am to 4 pm on Monday and Tuesday. Each class session has 8 contact hours. The last moment to receive an 80% refund is prior to the 9th contact hour. The 80% refund deadline would be 8:59 am on Tuesday.*

50% DEADLINES

Credits	50% Deadline
One credit	Prior to the 7th contact hour
Two credits	Prior to the 13th contact hour
Three credits	Prior to the 19th contact hour
Four credits	Prior to the 25th contact hour

MASTER'S-LEVEL ONLINE COURSES

16 Week Course Refund Schedule

- 100% refund if written notification is received within 1st or 2nd week of class.

- 80% refund if written notification is received within 3rd or 4th week of class.

- 50% refund if written notification is received within 5th or 6th week of class.

- No refund if written notification is received 7th week of class or later.

8 Week Course Refund Schedule

- 100% refund if written notification is received within 1st week of class.

- 80% refund if written notification is received within 2nd week of class.

- 50% refund if written notification is received within 3rd week of class.

- No refund if written notification is received 4th week of class or later.

What if I decide to withdraw completely from the Seminary? The refund schedule applies for withdrawals from all Seminary studies.

2012–2013 Academic Calendar

FALL SEMESTER	PORTLAND CAMPUS	SAN JOSE CAMPUS	SACRAMENTO CAMPUS
2012/Fall Semester	**Sept. 4 – Dec. 15**	**Sept. 4 – Dec. 15**	**Aug. 27– Dec. 15**
Classes Begin	Sept. 4	Sept. 4	Aug. 27
Labor Day Holiday	Sept. 3	Sept. 3	Sept. 3
Thanksgiving Recess	Nov. 22-25	Nov. 22 - 25	Nov. 22 - 25
Classes End	Dec. 15	Dec. 15	Dec. 15
Christmas Recess	Dec. 16 – Jan. 6	Dec. 16 - Jan. 1	Dec. 16 - Jan. 6

SPRING SEMESTER	PORTLAND CAMPUS	SAN JOSE CAMPUS	SACRAMENTO CAMPUS
2013/Spring Semester	**Jan. 7 – April 27**	**Jan. 2 – April 20**	**Jan. 7 – April 27**
Classes Begin	Jan. 7	Jan. 2	Jan. 7
Martin Luther King, Jr. Holiday	Jan. 21	Jan. 21	Jan. 21
Classes End	April 27	April 20	April 27

SUMMER SEMESTER	PORTLAND CAMPUS	SAN JOSE CAMPUS	SACRAMENTO CAMPUS
2013/Summer Semester	**May 6 – Aug. 17**	**April 29 – Aug. 17**	**April 29 – Aug. 17**
Classes Begin	May 6	April 29	April 29
Memorial Day Holiday	May 27	May 27	May 27
Classes End	Aug. 17	Aug. 17	Aug. 17

COMMENCEMENT	PORTLAND CAMPUS	SAN JOSE CAMPUS	SACRAMENTO CAMPUS
2013/Ceremony	**April 27**	**TBD**	**TBD**

Online M.A. (Biblical and Theological Studies) Program Checklist (Exegetical Track)

COURSE ID/CREDITS	COURSE DESCRIPTION	TERM AND YEAR COMPLETED
Spiritual Formation Studies (8 Credits)		
MFM 500 (2)	Discovering and Developing Your Ministry Potential	
SFS 501 (2)	Learning to Love God and Others	
SFS 502 (2)	Practicing Prayer and Other Key Disciplines	
SFS 504 (2)	Growing Into Ethical Maturity	
Biblical Interpretation Studies (16 Credits)		
DBS 506 (4)	Learning to Interpret Scripture	
BLS 501 (4)	Interpreting Genesis to Song of Solomon	
BLS 502 (4)	Interpreting Prophets to Gospels	
BLS 503 (4)	Interpreting Acts to Revelation	
Theological Studies (12 Credits)		
THS 501 (4)	Knowing the Triune God: Theology I	
THS 502 (4)	Glorifying the God of our Salvation: Theology II	
THS 503 (2)	Living as the Community of the Spirit: Theology III	
THS 508 (2)	Integrating Ministry and Theology	
Open Electives (6 Credits)		
( )		
( )		
( )		
OPTION: Exegetical Track *(Languages and 4 credits of church history are required for students entering the Th.M. program.)*		
Biblical Language Studies (18 Credits)		
NTS 508 (3)	Foundation for Greek Exegesis	
NTS 509 (3)	Greek Reading/Syntax	
OTS 508 (3)	Foundation for Hebrew Exegesis	
OTS 509 (3)	Hebrew Reading/Syntax	
NTS 515 (2) or OTS 515 (2)	Principles of Exegesis	
Exegesis Electives (4 Credits) *(Choose from NTS or OTS courses.)*		
( )		
( )		
Exegetical Theology Electives (4 Credits)		
( )		
( )		

Online M.A. (Biblical and Theological Studies) Program Checklist (Theological Track)

COURSE ID/CREDITS	COURSE DESCRIPTION	TERM AND YEAR COMPLETED
Spiritual Formation Studies (8 Credits)		
MFM 500 (2)	Discovering and Developing Your Ministry Potential	
SFS 501 (2)	Learning to Love God and Others	
SFS 502 (2)	Practicing Prayer and Other Key Disciplines	
SFS 504 (2)	Growing Into Ethical Maturity	
Biblical Interpretation Studies (16 Credits)		
DBS 506 (4)	Learning to Interpret Scripture	
BLS 501 (4)	Interpreting Genesis to Song of Solomon	
BLS 502 (4)	Interpreting Prophets to Gospels	
BLS 503 (4)	Interpreting Acts to Revelation	
Theological Studies (12 Credits)		
THS 501 (4)	Knowing the Triune God: Theology I	
THS 502 (4)	Glorifying the God of our Salvation: Theology II	
THS 503 (2)	Living as the Community of the Spirit: Theology III	
THS 508 (2)	Integrating Ministry and Theology	
Open Electives (6 Credits)		
( )		
( )		
( )		
OPTION: Theological Track *(Complete either CHS 505 or CHS 506 and a CHS elective.)*		
Church History (4 Credits)		
CHS 505 (4) or CHS 506 (2)		
CHS elective (2)		
Restricted Electives (18 Credits) *(Choose from BLS, CHS, NTS, OTS or THS courses.)*		
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Online M.A. (Biblical and Theological Studies) Typical Course Sequences

SEMESTER	COURSES	TOTAL CREDITS
Exegetical Track		
1.	SFS 501, MFM 500	4
2.	SFS 502, DBS 506	6
3.	BLS 501X, NTS 508	5
4.	BLS 501Y, NTS 509	5
5.	BLS 502X, NTS or OTS 515, Open elective	6
6.	BLS 502Y, NTS elective, Open elective	6
7.	BLS 503X, OTS 508	5
8.	BLS 503Y, OTS 509	5
9.	THS 501X, THS 501Y, OTS elective	6
10.	THS 502X, THS 502Y, Open elective	6
11.	THS 503, SFS 504, THS 508	6
12.	Restricted elective (2)	4
Theological Track		
1.	SFS 501, MFM 500	4
2.	SFS 502, DBS 506	6
3.	BLS 501X, THS 501X, Restricted elective	6
4.	BLS 501Y, THS 501Y, Restricted elective	6
5.	BLS 502X, THS 502X, Restricted elective	6
6.	BLS 502Y, THS 502Y, Restricted elective	6
7.	BLS 503X, THS 503, Restricted elective	6
8.	BLS 503Y, SFS 504, Restricted elective	6
9.	CHS 505X, CHS 505Y, Restricted elective	6
10.	Open elective, Restricted elective (2)	6
11.	THS 508, Open elective (2)	6