



**Grace Communion Seminary**

# **Academic Catalog**

**November 2011 to February 2012**

**Grace Communion Seminary**

**P.O. Box 5005**

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## **I. Message from the President**

Our goal at Grace Communion Seminary is to educate pastors, ministers, and lay persons in areas of biblical studies, theology and ministry to serve God more fully now in his kingdom. We intend to give a broad education in Old and New Testament studies, insight into the early universal church as the body of Christ, and general understanding of the perspective of Orthodox, Catholic, and Protestant churches.

This biblical and theological foundation, along with practical courses in pastoral ministry, is designed to help us think theologically in order to bring a Trinitarian Christ-centered message to our communities. Our commitment is to live and share the gospel.

The universal church has not always been so minded. The early church came to see the need to establish a canon as a standard for Christianity, and affirmed it in A.D. 396 at the Council of Carthage, but through the centuries, the Bible often was used as a way to control people, and thus the early and medieval church followed the pattern of the scribes in the first century A.D., who saw themselves as the sole authoritative interpreters of the text.

So the movement to place the Bible, and understanding of its intended purpose as the revelation of God, in the hands of the people underwent a long journey. Miracles led the way, as the invention of moveable type lowered costs for reproducing books, secretive efforts delivered the Bible into the vernacular so it could be read by the common person, and proclamations and financial support by kings distributed texts to churches for their growth. And the miracle continues of the seed being sown and growing in spite of opposition.

Grace Communion International has always been a church of the Word – that is, of the Son of God and the biblical message of God. We have always encouraged people to read the Bible for themselves. We have not always, however, encouraged them to read widely from the early church fathers and other men and women of God. Now we take refuge in the light of God as it shines from many quarters.

We believe GCS provides an opportunity for educating people to be sound interpreters of the Bible, strong servants of God in ministry, and stronger disciples of Jesus Christ.

We know that pastors lead busy lives – some of us at GCS have pastored for many years, so we do understand emergencies and juggling schedules, both for church and families. We also, most of us, have had to work full-time jobs while getting degrees. So we welcome you to our world of academia and practical theology.

Russell Duke, Ph.D.  
President

## II. Grace Communion Seminary Purpose and Plan

### A. Mission statement

*“Equipping the Saints for Pastoral Ministry.”* We are committed to equip the saints for pastoral ministry through graduate-level distance education programs in biblical, theological, ministerial and pastoral studies informed by Trinitarian Incarnational faith.

### B. Purpose

Grace Communion Seminary serves the needs of pastors and others engaged in Christian service who want to grow deeper in relationship with our Triune God and to be able to more effectively serve in the Incarnational life of the church in Jesus Christ.

**Grace** is the essence of our lives. The grace of our Lord Jesus Christ reveals God to us, grants us life in him, leads us in forgiving and being forgiven, and gives us salvation. Our Triune God and his grace and love through Jesus Christ is the center of our theology.

**Communion** defines the relationship we have with God, Jesus, and one another. The communion of the Holy Spirit binds us with Jesus who is the head of the Church, enlivens God’s love in our hearts, and unites us as followers of Jesus Christ. We live in inseparable unity in Christ in the perpetual effects of his incarnation, crucifixion, resurrection, ascension, and Pentecost.

**Seminary** describes the scope of our educational goal. We are committed to enabling pastoral ministry in the universal church that effectively shares the love of the Father with the world. We teach from a perspective of Trinitarian Incarnational theology.<sup>1</sup>

“The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen” (2 Corinthians 13:14).

### **C. Educational philosophy**

GCS provides holistic Christian education for laity and ministry to develop biblical and theological understanding for pastoral leadership by means of directed readings, online lectures, written assignments, practical application experiences, and interaction with colleagues and professors.

We see as fundamental to the accomplishment of these purposes a profound dedication to the search for and dissemination of truth. We believe, therefore, that the students, faculty, staff, administrators, and board members should be committed to and supported in their pursuit of knowledge and truth.

### **D. Goals**

Our institutional goals express our intent to educate pastors and other Christian leaders in graduate-level programs centered in Trinitarian Incarnational faith:

1. Serve graduate-level educational needs of pastors and others engaged

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<sup>1</sup> Trinitarian Incarnational theology has its roots in the apostle Paul, Athanasius of Alexandria, the Cappadocian Fathers, and more recently, Karl Barth, T.F. Torrance, and many others. Its distinctive teachings include: 1) A stress on the relational nature of the Trinity, 2) that Jesus Christ is fully divine, and 3) that Jesus Christ became fully human, thus enabling humanity to participate in the life of the Trinity. 4) Jesus Christ atoned for all sin and suffered its full consequences, and as a result, 5) God has in Christ reconciled all humanity to himself. 6) Our lives are hidden in Christ; we are united to him. 7) People are exhorted to respond to this reconciliation and participate in the life for which we were all created.

in Christian ministry who seek to grow deeper in relationship with our Triune God and to be able to more effectively serve in the Incarnational life of the Church in Jesus Christ.

2. Provide formal programs of instruction and other learning opportunities that foster intellectual curiosity, facilitate the work of the Spirit in transforming the student, arouse the social and moral conscience of its students, and cultivate in them a willingness to respond to God as he leads them to address the global needs of humanity.
3. Provide seminary education that conveys the Trinitarian nature of God in the grace of the Lord Jesus Christ, the love of God, and the communion of the Holy Spirit.
4. Provide courses and programs that meet traditional academic standards, but are designed to suit the needs of bivocational pastors who can study only on a part-time basis, and also allow fulltime students to progress at a traditional pace.

#### **E. Educational objectives**

Our institutional objectives further describe the scope of our distance education programs in our Master's Level Courses program, the Certificate of Theological Studies, our Advanced Diploma of Christian Ministry, and our Master of Pastoral Studies degree.

1. Provide quality distance education programs for graduate students in biblical, theological, historical, ministerial, and pastoral studies that are centered in Trinitarian Incarnational theology.
2. Provide credentialed faculty members who have experience in teaching and in ministry-related areas.
3. Provide adequate administrative staff to facilitate direction and

coordination of student services, faculty development, financial accountability, and technological support.

4. Provide structured graduate-level programs in a semester-long format that is readily accessible to clergy and others engaged in Christian ministry in a flexible, asynchronous manner through technologically sound, cost-effective educational systems.
5. Provide a four-tiered, stepped curriculum that enables students to meet personal goals in higher education, from taking courses of their choice in the Master's Level Courses, the Certificate of Theological Studies (CTS) program, to the Advanced Diploma in Christian Ministry (ADCM) program, to the only full degree Master of Pastoral Studies (MPS) program.
6. Provide holistic Christian education through online courses by means of directed readings, online lectures, written assignments, practical application experiences, examinations, and interaction with peers and professors.
7. Provide Master's Level Courses in a program that offers maximum flexibility to bivocational pastors and others who do not wish to enroll in a specific program, but want to take courses based on their own circumstances and interests.
8. Provide online graduate education in a foundational, four-course Certificate of Theological Studies program for clergy and others who desire greater understanding of Trinitarian Incarnational faith.
9. Provide online graduate education in a seven-course Advanced Diploma in Christian Ministry for Christian leaders who desire to serve effectively in ministry.
10. Provide an online Master of Pastoral Studies degree of fourteen courses to best accommodate full-time, dual career, and bi-vocational

clergy and pastoral assistants.

## **F. Student learning outcomes**

Through maintaining the educational objectives in our curriculum, the student is intended to accomplish the following learning outcomes:

1. Explain the revelation of the Bible in its historical and cultural setting as it relates to God, Jesus Christ, and salvation, and its application for faithful living today.
2. Reason from a sound theological basis as new covenant Christians centered in Trinitarian Incarnational faith.
3. Model the love of God the Father, the grace of the Son Jesus Christ, and the communion of the Holy Spirit in congregations.
4. Conduct the work of pastoral ministry in witness to and representation of Jesus Christ through the power of the Holy Spirit.
5. Integrate biblical exegesis with sound theological exposition that informs personal spiritual growth and that directs effective ministry in Jesus Christ.

## **G. Foundational doctrines**

The *Statement of Beliefs* of Grace Communion International provides the doctrinal foundation for GCS.

### **We believe:**

- There is one God—Father, Son, and Holy Spirit.
- God the Father made all things through the Son, sent the Son for our salvation, and gives us the Holy Spirit.
- The Son of God, Jesus Christ, our Lord and Savior, was born of the virgin Mary, fully God and fully human, and is the perfect revelation of the Father and the perfect representative of humanity. He suffered and died on the cross for all human sin, was raised bodily on the third

day, and ascended to heaven. Standing in for all humanity before the Father, Jesus Christ provides the perfect human response to God. Since he died for all, all died in him, and all will be made alive in him.

- The Holy Spirit brings sinners to repentance and faith, assures believers of their forgiveness and acceptance as God's dearly loved children, and works in them to conform them to the image of Jesus Christ.
- The Bible is the inspired and infallible Word of God that testifies to Jesus Christ. The Bible is fully authoritative for all matters of faith and salvation.
- Salvation comes only by God's grace and not by works, and it is experienced through faith in Jesus Christ. Christians respond to the joy of salvation when they gather in regular fellowship and live godly lives in Jesus Christ.
- We look forward to the resurrection of the dead and the life of the age to come.

For the full *Statement of Beliefs*, go to [www.gci.org/aboutus/beliefs](http://www.gci.org/aboutus/beliefs).

### **III. Institutional Authorization**

#### **A. Legal authority**

Grace Communion Seminary is an educational institution affiliated with Grace Communion International (GCI), a member of the National Association of Evangelicals. We are committed to the development of the whole person to serve in the ministry of Jesus Christ, our Lord and Savior.

Grace Communion Seminary is a business name of Ambassador College, a California non-profit religious corporation with federal 501(c)(3) status, which commenced operations in 1947 in Pasadena, California, as a church-related liberal arts college.

As a church-related school serving almost exclusively the members of the supporting church, GCS is authorized by the state of California to function as an institution with religious exemption.

## **B. History**

Over the years, Ambassador College operated campuses in Pasadena, CA, Big Sandy, TX, and Bricket Wood, England. All of those campuses are closed and our work is now done entirely online. This enables us to serve students without removing them from their current areas of ministry.

In 2003 Ambassador College, doing business as Ambassador College of Christian Ministry, began offering courses online in areas of biblical studies, theology, and Christian ministry, providing a undergraduate program and a graduate program. Since 2005 the undergraduate program, under the name of Ambassador College of Christian Ministry, has continued as a GCI training program in Christian ministry, administered under the auspices of the GCI affiliate in Australia at [www.ambacol.org](http://www.ambacol.org). There is no formal connection between ACCM and Grace Communion Seminary; undergraduate courses taken through ACCM are not accepted for graduate credit at GCS.

Grace Communion Seminary, administered from Glendora, California, limits its educational programs to *graduate*-level distance education courses in pastoral ministry. All programs are open to academically qualified men and women who desire to expand their education in biblical studies and theology and their service in pastoral ministry in the evangelical tradition. The website for Grace Communion Seminary is [www.gcs.ambassador.edu](http://www.gcs.ambassador.edu).

## **C. Accreditation**

Grace Communion Seminary is not yet accredited. We are applying for accreditation, but we cannot make any promise that we will ever be accredited.

As with all institutions of higher learning, the transferability of credits earned at Grace Communion Seminary is at the complete discretion of an

institution to which the student may seek to transfer. If a student wishes to transfer credits to another institution, or wishes to use a GCS degree to meet admission requirements of another institution, the student is advised to confirm in advance with that other institution that the GCS credits or degree will be acceptable. The acceptance of credits and degrees is entirely the prerogative of the receiving institution and acceptance cannot be guaranteed.

#### **IV. Administration**

##### **A. Board of Directors**

1. Dr. Joseph Tkach, Chairman of the Board of GCS and President of Grace Communion International; Doctor of Ministry from the Graduate School of Theology (GST) at Azusa Pacific University
2. Dr. J. Michael Fezell, Vice-Chairman of the Board of GCS and Vice-President of GCI; Doctor of Ministry from GST at Azusa Pacific University
3. Dr. Russell Duke, President of Grace Communion Seminary; Ph.D. in Practical Theology from Union Institute and University
4. Ronald Kelly, Master of Arts in Organizational Management from the University of Phoenix; former Dean at Ambassador University
5. Dr. John McKenna, Professor at GCS and Adjunct Professor at GST, Azusa Pacific University; Ph.D. in historical theology from Fuller Theological Seminary
6. Dr. Dan Rogers, Director of GCI Church Administration & Development; Ph.D. in Theology from Union Institute and University
7. Patricia P. Shaw, Budget Analyst in GCI Church Administration & Development; Master of Arts from GST at Azusa Pacific University

**B. Advisors to the Board**

1. Mathew H. Morgan, Secretary/Treasurer of Grace Communion International; Master of Business Administration from the University of Phoenix
2. Dr. Bernard W. Schnippert, General Counsel for Grace Communion Seminary; Juris Doctor degree from Thomas Jefferson College of Law and a Ph.D. in Management and Administration from Walden University. He is a licensed California attorney since 1992.

**C. Administration**

1. Chief Executive Officer: Russell Duke, President; Ph.D. in Practical Theology from Union Institute and University. Dr. Duke also serves as Director of Assessment. He can be contacted at russell.duke@gcs.ambassador.edu
2. Chief Academic Officer: Michael Morrison, Dean of Faculty; Ph.D. in Theology (Biblical Studies) from Fuller Theological Seminary. He can be contacted at michael.morrison@gcs.ambassador.edu.
3. Registrar – Susan Earle. She can be contacted at registrar@gcs.ambassador.edu

**D. Faculty**

1. Full-time faculty

<b>name</b>	<b>degrees</b>	<b>area of teaching specialization</b>
Russell Duke	Ph.D. in Practical Theology, Union Institute and University	Theology and Ministry

## 2. Part-time faculty

<b>name</b>	<b>degrees</b>	<b>area of teaching specialization</b>
Gary Deddo	Ph.D. in Systematic Theology, University of Aberdeen	Theology
Neil Earle	M.A. in History, University of Toronto; M.A. in Theology, Fuller Theological Seminary	Church History
Tim Finlay	Ph.D. in Old Testament, Claremont Graduate School	Old Testament
Ted Johnston	M.A. in Liberal Studies: Psychology, Regis University; M.A. in Christian Studies, Trinity Evangelical Divinity School	Youth Ministry
John McKenna	Ph.D. in Historical Theology, Fuller Theological Seminary	Old Testament and Theology
Michael Morrison	Ph.D. in New Testament, Fuller Theological Seminary	New Testament
Pat Shaw	M.A. in Pastoral Studies, Azusa Pacific University	Women in Ministry
Jonathan Stepp	M.Div. in Pastoral Studies, Campbell University Divinity School	Church History and Ministry
Eric Wilding	ABD D.Min., Toronto School of Theology	Theology

## V. Calendar

### A. Hours of operation and holidays

GCS offices are normally open 8:30 a.m. to 5:00 p.m. Pacific Time, Monday through Thursday; 8:30 to 4:00 on Fridays.

GCS offices are closed during the following holidays: Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day,

Thanksgiving Friday, and from Christmas through New Year's Day.

**B. Availability of administrators and faculty**

GCS administrative personnel are generally available each day the office is open.

Since GCS does not provide office space for part-time faculty, electronic messages are the best way to correspond with the instructors. Since they are part-time, even during the semesters in which they are teaching a class, they do not necessarily check their messages every day. If an instructor does not respond to a message within two days, or it is an urgent matter, please email the GCS office at registrar@gcs.ambassador.edu, or phone us at 1-800-851-2611.

**C. Academic calendar**

GCS has three 13-week semesters each year. In each semester, there are lectures for ten weeks, posted each Monday, two more weeks for completing final papers and projects, and one week for final papers to be graded and returned. The spring semester begins in mid-January, the summer semester in mid-May, and the fall semester in mid-September. Exact dates are shown below.

**1. Fall 2011**

Registration: August 29 – September 7

Classes begin September 12

Tenth lecture posted November 14

All assignments due by December 5

Grades will be posted by December 12

<b>Code</b>	<b>Name of course</b>	<b>Instructor</b>
BT01	Pentateuch	John McKenna
CH02	Church History: Second Millennium	Neil Earle
CM01	Ministerial Leadership	Russell Duke
CM04	Practice of Ministry	Jonathan Stepp

NT01	New Testament Background	Mike Morrison
TH02	Nature of Humans and Salvation	Eric Wilding
TH05	Doctrine of the Trinity	Gary Deddo

## 2. Spring 2012

Registration: January 2–11

Classes begin January 16

Tenth lecture posted March 19

All assignments due by April 9

Grades will be posted by April 23

**We plan to offer the following courses in spring 2012:**

Code	Name of course	Instructor
BT02	The Prophets	Tim Finlay
CH01	Church History: The First Millennium	Jonathan Stepp
CM05	Women in Leadership	Pat Shaw
CM06	Trinitarian Youth Ministry	Ted Johnston
NT04	Epistles of Paul	Mike Morrison
TH01	Nature of God and Jesus Christ	Russell Duke
TM01	Theology of Ministry	To Be Arranged

## 3. Summer 2012

**We plan to offer these courses in summer 2012:**

Code	Name of course	Instructor
CM02	Pastoral Leadership	Russell Duke
NT02	The Gospels	Mike Morrison
NT03	Acts of the Apostles	Russell Duke
TH04	T.F. Torrance's Scientific Theology	John McKenna
TH06	Pauline Theology	Mike Morrison

## VI. Degrees Offered

GCS offers only one degree: Master of Pastoral Studies (MPS). The MPS requires at least 14 courses, or 42 semester units of credit, with a minimum

GPA of 2.7. Students who complete fewer courses may qualify for 1) a certificate or 2) a diploma. These may be seen as personal goals for students who are not sure whether they want to commit themselves to the Master's Degree; they are also stepping-stones toward the Master's Degree.

#### **A. Master's Level Courses**

Although we offer a Master's degree, all students who are admitted to GCS are initially enrolled in the Master's Level Courses program. This permits you to take courses according to your own interest and need. You do not have to tell us what your ultimate goal is – many students simply want to increase their ministry skills and understanding, and this is a lifelong need of all who serve in the church. GCS wants to help in this by providing guidance, structure, training, and verification of your educational achievements. All our graduate-level courses require the same amount of reading and the same assignments, regardless of what the ultimate goal is. Credits earned in the MLC program are automatically transferred into subsequent programs.

If you begin your studies with a specific interest, such as youth ministry or one section of the Bible, you are welcome to take whatever subject interests you most. If you do not have a specific topic in mind, we suggest that you begin with an introductory course in theology, biblical studies, or Christian ministry – the courses numbered TH01, NT01, and CM01. Then take another introductory course – we have arranged our schedule so that one of these introductory courses is taught every semester.

- *TH01 Nature of God and Jesus Christ* provides an introduction to the doctrines of the Christian church. Every spring.
- *NT01 New Testament Background* surveys the historical context in which the New Testament was written, and the methods students may use to study the Bible. Every fall.
- *CM01 Ministerial Leadership* develops concepts of knowing oneself and developing plans for growth in relational skills for

service in ministry. Every summer.

## **B. Certificate of Theological Studies**

After a student has taken TH01 (3 units), NT01 (3 units), and two additional courses (6 units) from any discipline,<sup>2</sup> and maintained a grade point average (GPA) of at least 2.5, we then automatically mail the student a Certificate of Theological Studies. This is not a degree, but an acknowledgement that a student has achieved their first milestone in our educational programs.

The courses taken will automatically transfer in to the Advanced Diploma program. We recommend that students begin with one of the required courses, but the student may begin with another course, if so desired.<sup>3</sup>

## **C. Advanced Diploma of Christian Ministry**

The Diploma program consists of three courses in addition to the courses needed for the Certificate, for a total of seven courses.

Students who successfully complete this program will receive an Advanced Diploma in Christian Ministry. This is not a degree, but a recognition that the student has achieved another noteworthy milestone in ministry training. The requirements for this diploma are: *TH01 Nature of God and Jesus Christ*,<sup>4</sup> *NT01 New Testament Background*, one course in church history, *CM01 Ministerial Leadership*, another course in Christian ministry, and two electives – a total of 21 units, with a GPA of at least 2.5. Six units may come from credit transferred in from another institution, or through documented experiential learning.<sup>5</sup>

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<sup>2</sup> *TH05 Doctrine of the Trinity* may be substituted for TH01, but it is not recommended for students who are new to theological studies. Transfer credits and experiential learning do not count toward the CTS.

<sup>3</sup> For more details, see below, “How to Proceed Through the GCS Programs.”

<sup>4</sup> *TH05 Doctrine of the Trinity* may be substituted.

<sup>5</sup> One course in graduate study from an appropriately accredited seminary or university (if that course was completed within eight years prior to enrollment in GCS) may also be transferred for

## D. Master of Pastoral Studies

After students have completed the ADCM, they may continue to take courses as they choose. A student will be automatically enrolled in the Master's degree program if the student has met the prerequisites and enrolls in *TM01 Theology of Ministry*.

The Master's degree requires a total of 14 courses (42 units). Courses completed for the CTS and ADCM will be automatically counted toward the Master's degree. Up to six units may come from transfer credit, and an additional six units may come from documented experiential learning.<sup>6</sup> The requirements are:

- 1) TH01 Nature of God and Jesus Christ, or TH05 Doctrine of the Trinity
- 2) Two additional theology courses
- 3) NT01 New Testament Background
- 4) Two additional courses in Old Testament or New Testament
- 5) One church history course
- 6) CM01 Ministerial Leadership
- 7) CM02 Pastoral Leadership
- 8) Two additional courses in Christian Ministry
- 8) Two additional courses in any subject area
- 9) TM01 Theology of Ministry, which includes a summative exam and requires a written thesis and an oral presentation.

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the Diploma program, based on demonstrating course content equivalent to a GCS course. The total of transfer credit and experiential credit can be no more than six units. See details in section VII.C.

<sup>6</sup> Credit must come from courses relevant to the GCS curriculum, from accredited institutions, and must not be older than eight years prior to enrollment at GCS. See below for details on transfer credits and experiential learning.

## E. How to Proceed Through the GCS Programs

1. Enroll in one of the two required foundational courses:
    - *TH01 Nature of God and Jesus Christ* (or *TH05 Doctrine of the Trinity*) to learn theological terms and basic concepts on God's nature.
    - *NT01 New Testament Background* to establish inductive study skills
  2. Take a second foundational course.
  3. Take two more courses to fulfill the requirements of the Certificate of Theological Studies.
  4. If you follow this plan, you will at this point have completed your work for the Certificate in Theological Studies. Congratulations!
  5. Take *CM01 Ministerial Leadership* or a *Church History course*. Select your course based on when we offer the church history that most interests you. Select the order (*CM01* or *CH01/CH02*) based on the course schedule and your time.
  6. Complete the other course from #5 that you have not taken.
  7. Take another ministry course. You may want to take *CM02 Pastoral Leadership*, which is a required course for attaining the Master's degree, though you may wait.
- If you have taken the two courses in biblical studies, the two courses in theology, one church history course, and the two Christian ministry courses, you will have completed the Advanced Diploma in Christian Ministry. Congratulations!
8. To proceed through the Master of Pastoral Studies degree (MPS), take a third biblical studies course, either in Old Testament or New Testament studies.

9. Next, take a third theology course.
10. /11. You must take two more Christian ministry courses; if you have not done so already, you must complete *CM02 Pastoral Leadership* for the MPS.
12. /13. You must take two electives; choose either what most interests you or courses that fill gaps in your education.
14. The capstone course for the MPS is *TM01 Theology of Ministry*. This course may be started after you have completed 12 courses (36 credit hours).

Congratulations: You have completed the Master of Pastoral Studies degree!

## **VII. Admissions Policies**

### **A. Previous bachelor's degree required in most cases**

GCS offers graduate-level instruction leading toward a Master's Degree. A Bachelor's degree<sup>7</sup> is required for entry into the programs of study at Grace Communion Seminary; see exception below. Proof of degree in an official transcript is required.<sup>8</sup> If the transcript is not in English, it must be submitted through World Education Services' ICAP services; the student must pay the evaluation fee required by WES.<sup>9</sup>

Applicants must have attained a minimum cumulative GPA of 3.0 (on a 4 point scale) in their highest degree earned, for admittance into our

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<sup>7</sup> The degree must come from an institution that is accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education, or a foreign equivalent listed in the *International Handbook of Universities*.

<sup>8</sup> If the student submits an application and there is not enough time for official transcripts to arrive, in some circumstances the student may be admitted on a provisional basis and may register and pay the tuition. No credit will be given if an acceptable transcript is not received before the end of that semester; no refunds will be given.

<sup>9</sup> In April 2011, the WES ICAP fee was \$100.

graduate program. Those with a GPA between 2.5 and 3.0 receive provisional acceptance; they must attain a grade of B or better in each of their first four GCS courses for the student to be granted full acceptance status at GCS. Those with a GPA less than 2.5 might be considered, but are not automatically accepted, even for provisional status.

If English is not the student's native language, and if the student has not earned a bachelor's or higher degree at an accredited institution where English is the language of instruction, then students must have a TOEFL score of at least 550 on the paper-based test, or 80 on the internet-based test. The student must have the test results sent to the GCS Registrar.

In exceptional cases, individuals with an Associate of Arts degree and 15 years of pastoral experience may petition for provisional acceptance. Demonstration of Experiential Learning will have to be documented to establish qualifications for doing graduate-level work. This experiential learning evaluation is for placement only; it cannot count for credit if a person does not have a bachelor's degree. No more than 5 percent of our students can be admitted in this way; we reserve the right to limit enrollment under this exceptional circumstance. Students must earn a GPA of at least 3.0 in their first four courses.

Students will be notified of acceptance or non-acceptance within one month of application. After we receive the student's transcript(s), letter of recommendation, and all other required documentation, and we accept the student, we send the student an enrollment agreement. The student is to sign this and mail it to the Registrar. The student is not officially enrolled until the signed enrollment agreement is on file in our offices. We will then sign it and mail it to the student within one week. If the student is admitted on a provisional basis, that will be noted on the enrollment agreement. See page 25 for our enrollment agreement.

## **B. Experiential learning credit**

For applicants with a bachelor's degree, credit can be granted for up to nine units (three courses) for experiential ministry learning, including correspondence courses, pastoral training seminars, or educational seminars in biblical studies, theology, or ministry studies. Seminars must be at least three days in length to qualify, and involve significant additional documentation. Experiential credits may be granted only for the Advanced Diploma in Christian Ministry (up to two courses) and the Master of Pastoral Studies (up to three courses); credits cannot be used toward the Certificate in Theological Studies.

Documentation must include a six to eight page (single-spaced, with one-inch margins, Times New Roman or Arial 12 point font) summary of the course you completed or the seminar(s) you attended. These can include carefully edited notes from the lectures. At least two pages of the document must be your analysis of application of the course or seminar to the experience of ministry. Relate how it informs or benefits your ministry. This will be placed in your academic file.

For further details and to apply for this credit, see the form on our website, [http://gcs.ambassador.edu/file.php/1/Information/Form-Credit\\_for\\_Experiential\\_Learning.pdf](http://gcs.ambassador.edu/file.php/1/Information/Form-Credit_for_Experiential_Learning.pdf).

## **C. Transfer credit**

Graduate courses taken from appropriately accredited institutions will be considered for credit toward the Advanced Diploma in Christian Ministry and the Master of Pastoral Studies degree. We reserve the right to refuse transfer credits for any reason.

1. Credit can be given only for graduate-level courses in which the student has received B or higher, or a "pass" in pass/fail systems.
2. The courses must come from an institution that is accredited by an agency recognized by the Council for Higher Education Accreditation or the U.S. Department of Education, or an accepted

foreign equivalent listed in the *International Handbook of Universities*.

3. We will consider courses that were taken in traditional schools, online schools, military schools, etc., as long as they have the appropriate accreditation.
4. Transcripts from institutions outside of the U.S. and Canada must be evaluated by World Educational Services and (if necessary) translated into English.
5. Only 3 semester units may be transferred for the Advanced Diploma; only 6 semester units may be transferred into the Master's degree.
6. The courses must have been taken within 8 calendar years prior to enrollment at GCS.
7. Courses must be relevant to the GCS curriculum. If the course is not directly comparable to a course offered by GCS, the course may be accepted as counting for one of the electives in our program. A graduate-level course in counseling, public speaking, or organizational management may count as an elective in our Christian ministry category.
8. Documentation must include 1) an official sealed transcript from the institution in which the course was completed, 2) a description of the course from the institution's catalog or from the course syllabus, and 3) the appropriate fees.
9. Fill out and send the form for transfer credit<sup>10</sup> to Registrar, Grace Communion Seminary, P.O. Box 5005, Glendora, CA 91740.
10. We will inform you by e-mail of whether transfer credit has been granted within 30 days. If credit is denied, we will inform you of the reasons. If you wish to appeal this decision, you should send a written explanation to the Dean of Faculty, explaining why you disagree with our reasons. The Dean will discuss the matter with the President, and no further appeal is possible.

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<sup>10</sup> See the home page of our website, left column, under the heading "Admissions & Records."

#### **D. Nondiscrimination policy**

Grace Communion Seminary admits students of any race, sex, color, creed, age, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, creed, age, or national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

#### **E. Terms of Admission**

To access our course material, you will need access to the Internet, and you will need to be able to read PDF documents with a program such as Adobe Reader, which can be downloaded for free by clicking the link on our home page. For some courses, you may need a camera connected to your computer so that your exams can be proctored. For the Master of Pastoral Studies you must satisfactorily complete the requirements in the Theology of Ministry paper and presentation.

Our Admission agreement includes the following:

**Student obligation:** Students register online for each graduate course. To receive the Certificate in Theological Studies (four courses\*), the Advanced Diploma in Christian Ministry (seven courses\*), or the Master of Pastoral Studies degree (fourteen courses\*), you must complete the specific requirements of the program. For the Master of Pastoral Studies you must satisfactorily complete the requirements in the TM01 Theology of Ministry paper and presentation. All course material is copyrighted by GCS and cannot be distributed without prior written permission. (\*Note: Each course = 3 credits.)

**Institution's Obligation:** You will be provided the courses on a trimester basis so that the program can be finished by a full-time student in two years. Courses will be placed online in a timely manner to enable you to schedule your available time over the thirteen weeks

of the course. All material will be readily accessed online.

**Allowable Program Completion Time:** Although GCS does not promise any student it will continue to offer any of the above mentioned programs for any specific length of time, GCS will nonetheless accept already-earned credits toward any such programs for as long as they are offered, or ten years, whichever is less. An extension of up to two years, for a total of 12 years or as long as the program is offered, whichever is less, will be considered due to any official, documented leave of absence granted by GCS in its sole discretion. The submission of a formal petition for leave of absence is the responsibility of the student.

Each course is designed to be completed in 13 weeks. An extension of seven weeks may be granted upon payment of the fee.

**Cancellation requests** may be conveyed in any manner to the course professor, Registrar, or Dean of Faculty. This will be sufficient for ensuring any refund owed you. Refunds will be given within 30 days of requests.

**Transferability of credits:** The transferability of credits you earn at Grace Communion Seminary is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at Grace Communion Seminary is also at the complete discretion of the institution to which you may seek to transfer.

**Privacy statement:** Grace Communion Seminary respects your privacy and the privacy and security of the information you provide. The Seminary does not sell, disseminate or disclose to entities outside the Seminary the information you provide. The Seminary may use some of the information you provide to analyze trends and create summary statistics for the Seminary and the accreditation organization, and/or any government report as may be required by law.

For tuition and fees, and our refund policy, see page 40 below.

**Complaints/Grievances:** If a student has a grievance with a specific instructor, whether about student grades or conduct, course content, or serious deviation from the published syllabus, the student should first attempt to resolve the problem with the instructor. If a satisfactory resolution is not reached, the student should contact the Dean of Faculty (michael.morrison@gcs.ambassador.edu) with a full description of the situation. (If the Dean of Faculty is the instructor, then contact the President, russell.duke@gcs.ambassador.edu). The Dean will consult with the instructor and the President, and will notify the student of the decision within 30 days.

If the grievance is about academic disqualification, dismissal, financial matters or GCS policies, the student should first attempt to resolve the problem with the Registrar (registrar@gcs.ambassador.edu). If a satisfactory resolution is not reached, the student should contact the Dean of Faculty. The Dean will consult with the Registrar, and will notify the student of the decision. Students have the right to appeal financial and academic matters to the California Bureau for Private Postsecondary Education. See [http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf).

The student must sign the admissions agreement and mail it back to us within 30 days. After we receive your signed form, we will copy it, sign it, and mail the signed copy back to you within 30 days. You are not officially enrolled in GCS until this document is signed.

#### **F. Enrollment agreement**

In the enrollment agreement that students must sign before they can register for a course, we include the following:

COURSE FEE: \$225.00 (Must be paid in full during course registration period.)

**COURSE LOCATION:** Distance Education:

[www.gcs.ambassador.edu](http://www.gcs.ambassador.edu)

**CREDITS/LESSONS:** 3 Semester Credits/ 10 lectures

**COURSE DESCRIPTION:** Included on the Course Registration Site and GCS website: [www.gcs.ambassador.edu](http://www.gcs.ambassador.edu)

**COURSE REGISTRATION:** Registration begins two weeks prior to each semester start (Spring Semester, approximately first 10 days of January; Summer Semester, approximately first 10 days of May; Fall Semester, approximately first 10 days of September.) See “Academic Calendar” on our website for exact dates.

**COURSE LESSONS AND MATERIALS:** Course lectures and other online materials are provided on the GCS website on a weekly basis.

**INSTITUTION’S OBLIGATION:** You will be provided this course on a semester basis. Courses will be placed online in a timely manner to enable you to schedule your available time over the thirteen weeks of each course. All material will be provided so that it can be readily accessed online.

**STUDENT’S OBLIGATIONS:** Acquiring required textbooks before the start of the course is the responsibility of the student. No textbooks are sold by GCS; a list of textbooks for each course is found on the GCS website. (On the homepage, left side, click on Course Descriptions. Then click on “short syllabus” for desired course.)

Students are required to meet the posted dates for completion of assignments; when hardships are encountered that may cause delay in completing assignments, it is the student’s responsibility to contact the professor for consideration of an extension. If a course extension is needed, the student must follow the process stated under **COURSE EXTENSION**.

**TERMINATION DATE OF AGREEMENT:** The Course Enrollment Agreement ends 20 weeks after the course start date. Students must

request a Course Extension if they wish to extend completion of assignments beyond the 13th week of the course. (Additional fee of \$40 must accompany the petition.)

**COURSE EXTENSION:** The student may request a course extension of seven weeks to complete assignments and tests. Contact the Registrar at 800-851-2611 or registrar@gcs.ambassador.edu. The fee for the seven-week extension is \$40 per course.

**COURSE CANCELLATION AND REFUND POLICY:** Cancellation requests may be conveyed in any manner to the course professor, Registrar, or Dean of Faculty. This will be sufficient for ensuring any refund owed you. Refunds will be given within 30 days of requests.

For our refund policy, see page 40 below.

Courses may be dropped with the posting of withdrawal (W) at any time through the ninth week of the semester. See below for grading policies regarding course withdrawals.

**TRANSFERABILITY OF CREDITS:** The transferability of credits earned at Grace Communion Seminary is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the degree earned at Grace Communion Seminary is also at the complete discretion of the institution to which the student may seek to transfer.

**COMPLAINTS/GRIEVANCES:** If a student has a grievance with a specific instructor, whether about student grades or conduct, course content, or serious deviation from the published syllabus, the student should first attempt to resolve the problem with the instructor. If a satisfactory resolution is not reached, the student should contact the Dean of Faculty (michael.morrison@gcs.ambassador.edu) with a full description of the situation. (If the Dean of Faculty is the instructor, then contact the President, russell.duke@gcs.ambassador.edu). The Dean will consult with the instructor and the President, and will notify

the student of the decision within 30 days.

If the grievance is about academic disqualification, dismissal, financial matters or GCS policies, the student should first attempt to resolve the problem with the Registrar (registrar@gcs.ambassador.edu). If a satisfactory resolution is not reached, the student should contact the Dean of Faculty. The Dean will consult with the Registrar, and will notify the student of the decision. Students have the right to appeal financial and academic matters to the California Bureau for Private Postsecondary Education. See [http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf).

## **VIII. Academic Policies**

### **A. Dual registration**

A student who wishes to register at another college while in attendance at this institution may do so without formal approval.

### **B. Time limits**

All courses at GCS must be completed within ten years. An extension will be considered upon petition. Requirements for the certificate, the advanced diploma, and the master's degree are based on GCS policies on the date that the student enrolled, or the current catalog, whichever the student chooses. Copies of our older catalogs are kept on file in the Registrar's office.

### **C. Length of program**

A part-time student can complete the Master's degree within three years by taking two courses per semester. A fulltime student can complete the Master's degree within two years. The maximum length of time is ten years, or 12 if a formal leave of absence was obtained.

#### **D. Registration deadlines**

Students must register before the first week of the course and pay for the tuition and fees with credit or debit card at the time of registration. Students should see the short syllabus online to order textbooks in advance of the start of the course. GCS does not sell textbooks; they must be obtained from online booksellers or bookstores. A fulltime student must get advance approval to take more than three courses per semester.

#### **E. Auditing courses**

Students auditing a course receive no grades or course credit for the class toward completion of the degree and therefore need not fulfill assignments, papers or tests.<sup>11</sup> Students who are enrolled in a course and wish to change their status to an audit can do so at any time prior to the final assignment. Some tuition may be refunded if this change is made in the first two weeks; see “Tuition and Fees” on page 40). Access to lectures will be granted throughout the semester.

#### **F. Withdrawing from courses**

Courses may be dropped any time prior to the date of the final examination or paper. Cancellation requests may be conveyed in any manner to the Registrar or Dean of Faculty. (See “Tuition and Fees” for our refund policy.)

If a student drops a course any time before the tenth lecture is scheduled to be posted online, a *pro rata* refund will be made to the student, and a grade of W will be assigned whether or not the student is passing.

If the withdrawal is initiated after the tenth lecture of the semester is posted, a mark of W for Withdrawal will be assigned if the faculty member confirms with the Registrar that the student had a passing

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<sup>11</sup> If an auditing student does submit assignments, the instructor is not obligated to grade them.

grade at the date of the official withdrawal. A mark of F will be assigned if 1) the student is failing at the time of withdrawal and 2) the student withdraws after the tenth lecture is posted.

#### **G. Taking a course again**

If a student receives an unsatisfactory grade in a course, a student may repeat the course once, after paying the tuition. Only the second grade will be counted in a student's GPA.

#### **H. Incompletes**

A student will be given an *Incomplete* grade when all the following conditions apply:

- 1) whenever required course work is missing,
- 2) when that missing work would result in the student receiving a lower final grade and
- 3) when the student has formally requested an extension and paid the extension fee.

In all other instances, a regular letter grade is given with the missing work counted as "zero" or "failure." If the extension is granted, all missing course work must be made up in consultation with the faculty member within seven weeks after the final paper was due, unless otherwise arranged.

Should exceptional circumstances prevent the satisfactory completion of the missing work prior to the end of the extension, a student must petition the Dean of Faculty for any further extensions. In cases of health or other personal difficulties, a grade of W may also be given.

#### **I. Leave of absence**

Health difficulties, financial concerns or family circumstances may lead a student to consider leaving the Seminary for a year or longer. The Leave of Absence option allows students to interrupt their studies for a specific length of time. Students should make the request for leave of absence in writing to the Registrar.

The granting of a leave of absence indicates a continuing relationship with the Seminary and allows students to resume studies at a specific time without reapplying for admission to the Seminary. A leave of absence generally does not exceed four semesters in length.

**J. Inactive students**

If a student has not taken a course in the past two years, the student will be considered “inactive.” A student may re-activate their status simply by registering for a course. As mentioned in section VIII.B above, courses taken more than ten years ago will not be counted toward program requirements unless a formal leave of absence was requested.

**K. Grades**

Grades are given with the following significance:

A to A- = Outstanding work: Above and beyond the requirements; outstanding effort and significant achievement are evident. Some measure of *remarkable* skill, creativity, or energy is also evident. An A counts for 4.0 grade points; A- counts for 3.7.

B+ to B = Above average work: Fulfills all aspects of the assignment and goes a bit beyond minimum competence to demonstrate reflection, research, and integration of the texts that show extra effort, achievement or improvement. B+ counts for 3.3 grade points, B for 3.0.

B- to C = Average work: Fulfills all aspects of the assignment with reasonable competence. Assignments are completed as assigned. B- counts for 2.7 grade points; C+ for 2.3, and C for 2.0.

C- = Below average work: Below average either because some aspect of the assignment has not been fulfilled or because the number of errors interferes with clear communication. A grade

of C- may also indicate failure to follow directions, failure to follow specific recommendations, or failure to demonstrate effort and improvement. C- is passing, but counts for 1.7 grade points.

D = Unsatisfactory work, with no credit given. 0 grade points.

F = Failure, either because the student did not complete the assignment as directed, or because the level of performance is well below an acceptable level for graduate level work. 0 grade points.

#### **L. Computing grade point averages**

The grade point average for a particular period is determined by dividing the total number of semester hours of all courses for which the student received a grade into the total number of grade points. Grade point averages are used as criteria for continued enrollment at the Seminary and for graduation. If a student has taken a course more than once, only the second grade is included in the calculation.

#### **M. Maintaining satisfactory progress**

Since all coursework for the Master's degree must be completed within ten years, and 14 courses are required, it is possible to get a Master's degree by taking one course per year only if you have transfer and experiential credit. Otherwise, we advise that you take at least two courses per year, and that you begin by taking program requirements rather than electives. We also note that a GPA of 2.7 is required for graduation, so you should aim for a grade of B- or better in all of your classes.

As noted above in section VIII.J, if a student has not taken a course in the past two years, the student will be considered "inactive."

Since GCS has been offering online classes only since 2003, has had a master's degree program only since 2007, and most of our students are part-time students, we currently have no graduates. Of those who

register for a course, about 94 percent complete it.

**N. Academic probation**

Although a GPA of at least 2.7 is required for the Master's Degree, students are not put on academic probation unless their GPA falls below 2.5. Academic probation serves as a warning that a student is in danger of academic disqualification. A student who has not achieved both a term and cumulative grade point average of 2.5 (C) or higher at the close of a semester will be placed on academic probation. The student will be notified of this probationary status.

**O. Academic disqualification**

A student becomes academically disqualified and may not continue enrollment under any of the following conditions:

- 1) A student fails in six or more hours of course work in any given year.
- 2) A student on academic probation fails to achieve both a term and cumulative grade point average of 2.0 (C) or higher.

The student will be notified within one week of any disqualification. The President and Dean may waive academic disqualification if individual circumstances warrant such action.

**P. Appeal of disqualification**

A student who becomes disqualified academically may appeal the disqualification by filing an appeal at the Registrar's Office within two weeks of the date of notification of disqualification.

After the appeal has been considered by the President and Dean, the Registrar will notify the student of the decision. Once this decision has been made, no further appeal is allowed.

Disqualified students are not eligible for readmission until at least

three semesters have elapsed. If readmitted, the student will be on academic probation and will be expected to satisfy the requirements for removal from probation by the end of the term.

**Q. Holding of records**

Student records may be placed on a hold status because of financial or other obligations to the Seminary. While a student's records are on hold, registration will not be allowed, nor will transcripts of credits be released. Records will be held until the obligation is cleared.

**R. Complaint procedures**

If a student has a grievance with a specific instructor, whether that be about student grades or conduct, course content, or serious deviation from the published syllabus, the student should first attempt to resolve the problem with the instructor.

If a satisfactory resolution is not reached within 14 days, the student should make a written description of the problem and send it to the Dean of Faculty (if the Dean of Faculty is the instructor, then send it to the President). The Dean will consult with the instructor and the President, and will notify the student of the decision within 14 days. No further appeal is allowed. A record of the complaint and the response will be kept in the GCS files.

If the grievance is about academic disqualification, dismissal, financial matters or GCS policies, the student should first attempt to resolve the problem with the Registrar. If a satisfactory resolution is not reached within 14 days, the student should make a written description of the problem and send it to the Dean of Faculty. The Dean will consult with the Registrar, and will notify the student of the decision within 14 days. A record of the complaint and the response will be kept in the GCS files.

Students have the right to appeal financial and academic matters to the

California Bureau for Private Postsecondary Education. See [http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf).

**S. Student records**

Students may change their own email address on the GCS website<sup>12</sup>, but such changes should also be sent to the Registrar. Students should also notify the Registrar if there is a change in phone number or physical mailing address.

GCS does not issue student ID cards.

Grades and other student records are confidential; they may be released only with written permission from the student. Transcript requests must be signed by the student and mailed to the Registrar. The student is entitled to one free transcript; all additional transcripts are \$10 each.

**T. Graduation**

In most cases, GCS graduation ceremonies will be held in conjunction with GCI conferences. Attendance is not required.

**U. Academic freedom**

GCS offers education from a specific theological perspective. Our courses are biblically based, and representative of the tenets of our sponsoring denomination, Grace Communion International. For the *Statement of Beliefs*, go to <http://www.gci.org/aboutus/beliefs>.

In areas of course content where GCI has not presented a denominational position, we endeavor to present a balanced evangelical, orthodox view. Instructors may present their own position on areas that are speculative, on which GCI has not taken a

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<sup>12</sup> After logging in to the website, click on your name in the extreme upper right corner; then click on “edit profile.”

position.

Students may exercise academic freedom in critical thinking. Therefore, in research papers, discussion forums, etc., students are permitted to argue in favor of a position different than that promoted by the course. When GCS instructors grade such submissions, they should grade on the quality of the research and analysis, not solely on the specific conclusions that have been reached. Nevertheless, students should be aware that it would be unlikely for the instructor to rate unorthodox conclusions as “outstanding,” and therefore worthy of a grade of “A”.

It should be further noted that when papers are evaluated by academic criteria, the acceptance of a paper as sufficient for the program does not necessarily imply that the conclusion has been accepted by the instructor, the seminary, or the sponsoring denomination.

If a student believes that the instructor is teaching something false, the student should first discuss the matter with the instructor. If the student and instructor cannot agree, the student may appeal to the Dean of Faculty. The Dean will discuss the matter with the instructor, and get back with the student within 14 days. If a satisfactory resolution is not reached, either the Dean or the student may request that the matter be discussed by the Curriculum Committee, which will then make a recommendation to the President. Depending on the meeting schedule of the Curriculum Committee, this may take up to two months. In any case, the student should realize that we do not have time to write detailed responses to all the theological controversies that exist within Christianity, and even the most detailed of responses would not convince everyone.

## **IX. Student Code of Conduct**

GCS students are expected to:

- 1) Do their own work. Presenting another person’s work as if it were your

own is called plagiarism. Even if it is done accidentally, such as by carelessly failing to acknowledge a source, it is a serious violation of academic integrity. In general, any quote of more than five words in a row should be put within quote marks, and the source noted. It is not enough to cite the source – the quoted words should be enclosed in quote marks. The penalty for plagiarism, whether accidental or intentional, is a failing grade for the assignment in which it occurs, or on the second offense, failure of the course. If plagiarism occurs a third time, the student will be terminated from the program and not allowed to take any more classes.

2) Do honest work. Inventing sources or quotes is also a violation of academic integrity.

3) Conduct themselves in a civil manner in online discussions. Students should refrain from name-calling, imputing motives or other *ad hominem* attacks on instructors or other students. Online discussions should be treated confidentially. The class website, and email addresses obtained through enrollment in the class, are not to be used for commercial activity, political activities, for airing grievances against students, faculty, the Seminary, or the sponsoring denomination. The topics permitted on discussion forums are at the discretion of the instructors.

4) Communicate. If problems arise that make it difficult for the student to participate in the class, it is the student's responsibility to communicate this to the instructor.

5) Remain connected. GCS classes are conducted online. GCS has the responsibility to keep its website functioning; it is the student's responsibility to be able to access our website. If a student's computer breaks down or if an Internet connection is lost, it is the student's responsibility to find another way to connect to the class, or to withdraw from the class. Students should check their email on a regular basis and ensure that email from [gcs.ambassador.edu](mailto:gcs.ambassador.edu) is allowed through any spam filters.

6) Respect GCS copyrights and other properties. Students are not to

attempt to damage or disrupt any part of the GCS website, nor attempt to enter parts of the website for which they are not authorized. Class materials may not be published in any form, or presented orally, without written permission from the President. Students should not make marks in any book from the GCS library, and should return books on time.

7) Repeated violations of these policies may lead to failure of a course and, if violations recur in another course, dismissal from the university.

## **X. Fees and Financial Aid**

### **A. Fees<sup>13</sup>**

1. Application fee: \$40
2. Transcript – A transcript of your previous education is required, but that fee is set by and paid to the sending institution. Transcripts that are not in English must be sent to us by way of World Education Services, and WES requires a fee for the evaluation of an international transcript.
3. Assessment fee for experiential learning: \$25 per course.
4. Audit cost per course: \$150.
5. Cost per course taken for credit: Tuition, at \$75 per unit: \$225 per course – must be paid by credit or debit card at the time of registration for the course.
6. Course extension fee, for seven weeks: \$40.
7. Cost of books
  - a. Cost of assigned textbooks ranges from \$17 to \$108 per course – price based on “new” or “like new” books.
  - b. The “average” course requires textbooks costing \$44.
8. Incidental costs that vary from one student to another
  - a. Costs to remain connected to the internet
  - b. Costs involved in taking proctored exams – either a webcam or paying third-party proctoring fees

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<sup>13</sup> Fees are current as of fall semester 2011 but are subject to change in future semesters.

- c. Costs involved in using a library – either interlibrary loan fees, or postage to return books to the GCS library
- 9. Total costs for an entire program of study
  - a. Certificate: \$940, plus about \$180 for books
  - b. Diploma: \$1615, plus about \$300 for books
  - c. Master’s Degree: \$3190, plus \$450 to 600 for books

**B. Financial aid**

GCS does not currently offer any financial aid. The most likely source of financial assistance is the congregation in which the student is currently ministering.

**C. Refund policies**

- 1. For cancellation within five days of enrolling

Students who cancel within five days of enrolling receive a refund of all monies paid.

- 2. For classes being audited

Refunds for audits are based on the week in which the request is made – see percentages below.

- 3. For classes taken for credit

Notification of cancellation should be made to the Registrar and/or course instructor.

- 1. Students who cancel before the first class, or during the first week, the refund shall be \$225 (100% of the tuition cost).
- 2. If a student withdraws from a course by Sunday after the second class (i.e., after the first week, during the second week), the refund shall be \$180 (80% of the tuition cost).

3. If a student withdraws from a course during the third week, the refund shall be \$157.50 (70% of the tuition cost).
4. If a student withdraws from a course during the fourth week, the refund will be \$135 (60% of the tuition cost).
5. If a student withdraws from a course during the fifth week, the refund will be \$112.50 (50% of the tuition cost).
6. If a student withdraws from a course during the sixth week, the refund will be \$90 (40% of the tuition cost.)
7. If a student withdraws from a course during the seventh week, the refund will be \$67.50 (30% of the tuition cost.)
8. If a student withdraws from a course during the eighth week, the refund will be \$45 (20% of the tuition cost.)
9. If a student withdraws from a course after the eighth week (e.g., during the ninth week), the refund will be \$22.50 (10% of the tuition cost.)
10. There will be no refund after the tenth lecture has been posted. A grade of W will be assigned if the student has a passing grade; a grade of F will be assigned if the student is failing.

Refunds will be given within 30 days after the student has given notice of withdrawal.

If special circumstances exist, such as serious health problems or a death in the family, GCS may deem that a larger refund is appropriate.

## **XI. Student Services**

### **A. Library**

Some of our courses require research outside of the assigned textbooks. Students have several options to conduct this research:

1. GCS has a library of several thousand books; a catalog of our books is posted at the student handbook section of our website, <http://gcs.ambassador.edu/course/view.php?id=23>.
  - a. Books that are currently being used as textbooks, or will be a textbook within a month, may not be borrowed.
  - b. To request a book, send an email to [terry.akers@gci.org](mailto:terry.akers@gci.org).
  - c. For students in the U.S.A., books will be sent via U.S. Postal Service media mail (book rate). The book should arrive within seven to ten days.
  - d. The return postmark should be within four weeks after the initial postmark. If no other student is requesting the book, a book may be renewed for an additional four weeks.
  - e. Return postage is at the student's expense. If you open the original package carefully, you can probably re-use it to mail the book back to us. U.S. Postal Service media mail is generally the most economical. Please send the book to Grace Communion Seminary Library, PO Box 5005, Glendora, CA 91740-0730.
  - f. International shipping and U.S. priority mail can also be arranged at the student's expense.
  - g. Books returned late will be assessed at 25 cents per day.
  - h. Books that are lost in the mail, either on the initial shipment or on the return, will have to be replaced. Students will be charged for the cost of purchasing a replacement book, plus a \$10 replacement fee. Library fees and fines must be paid before a student can register for more classes, or be issued a transcript or diploma. If the book is worth more than \$50, we

recommend that it be insured.

2. Good research can often be done on the internet, using websites such as Google Books, Google Scholar, Amazon “search inside this book” and various other websites. For further information on how this can be done, see the “library resources” document on the student handbook section of our website, <http://gcs.ambassador.edu/course/view.php?id=23>. This option is particularly good if you do not have time for a book to be mailed to you.
3. Many students live near other theological libraries. Often these libraries will allow visitors to use the library, and sometimes even to check books out.
4. Many local libraries participate in an interlibrary loan program, usually through the Online Computer Library Center (OCLC). Their database (searchable at [www.worldcat.org](http://www.worldcat.org)) includes more than 10 million titles, and millions of those can be sent to your local library as an interlibrary loan. Some local libraries may charge a small fee to help pay for this service, but almost anything published can be obtained in this way. Ask your reference librarian about interlibrary loan services.
5. Another option is for the student to *purchase* the desired resources. Often they are books that will be useful to the student in coming years.

#### **B. Counseling and Placement Services**

GCS does not offer any job counseling or placement services. We do not guarantee any ordination or pastoral appointment. GCS is not designed to get anyone a job – it is designed to help people who are already serving local congregations in some capacity, or those who simply want to learn more about the Bible, theology, and ministry.

## **XII. Student Assessment, Verification of Identity, and Proctoring**

### **A. Assessment**

In many GCS courses, as in most other seminaries, grades are based largely on written papers and projects. Papers are assessed by the instructors. As with grading of papers in most other disciplines, there is an inevitable amount of subjectivity in assigning grades to these papers. Grades are based on the experience the instructors have had with papers from many previous students.

Papers may be rewritten and exams may be taken again only with the permission of the instructor. That is an exceptional circumstance that falls under the discretion of the instructor.

Grades are part of the academic world. When we give you a certain grade in a class and put it on your transcript, we are making a public certification that you have a certain level of proficiency in this subject. It is not “grace” either to let you think you have achieved a level of proficiency that you haven’t, nor to certify to others that you have achieved that proficiency when you actually have not.

You may be very proficient in one pastoral task, such as preaching, but that does not necessarily mean you are great in academic work. Different skills are involved, even though these disciplines are related. No one is great at everything. A grade is not an estimate of your value as a person, not even on your value in ministry. It’s just an estimate for an academic exercise. Perhaps you did the best you could in the time you had, and if so, that is great. You may have worked harder than them all, but if you have not yet reached the level of proficiency indicated by an A, we cannot give you an A.

### **B. Verifying student identity**

In most cases, we know our students personally, and it is not difficult to establish identity. The undergraduate transcript shows who the

person is. Our sponsoring denomination often has a long-established relationship and email address for the student, and we already know someone in the student's congregation who can verify identity for us.

Nevertheless, to provide objective, third-party assurance of academic integrity and student identity, a number of our courses require proctored exams. There are two ways that this may be done:

1. The student may take the exam while being watched on video, and must provide verification of identity with a government-issued form of identification. Students must have a camera connected to the computer, such that the student can be observed by GCS personnel while the exam is being taken. (The webcam and video connection is not needed at other times, but it will need to be tested several weeks before the exam, to allow time to resolve problems if they arise.)

- a. You must have a camera connected to your computer. Some computers have a camera and microphone built in. Some digital cameras have cables that enable the camera to be used as a webcam, if you have a small tripod. Or you may purchase a small webcam with microphone and connect it to the computer. You may purchase a webcam from many electronics stores.<sup>14</sup> Inexpensive cameras sometimes work better because there are fewer adjustments to make – just plug them in, and they will work, if you have a recent version of Windows.

- b. There are various ways to activate a video connection. Both Google and Yahoo offer free video chat. However, we recommend the use of Skype. Skype enables you to make computer-to-computer phone calls anywhere in the world, for free; it also enables video phone calls for free. Go to [skype.com](http://skype.com), position your cursor over the words "Get Skype," and then click on the type of computer that you have.

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<sup>14</sup> If you allow two weeks for delivery, you can purchase an inexpensive webcam for about \$10 from [dealextreme.com](http://dealextreme.com).

Download “Skype Free” and install the software. It should start automatically right after it is installed.

c. If you have never used Skype before, you’ll need to set up a free account. Click on “Don't have a Skype Name?” Type in your name, then create a Skype Name and a password. Follow the directions from there and click Sign in.

d. Skype should automatically detect your camera. Go to Tools, then Options, then Video Settings. It will display what the camera is seeing. (If it does not show anything, restart your computer while the camera is connected.) Also click on “Audio Settings” to make sure that your microphone and speakers are working.

e. You will need to add someone at GCS to your list of contacts. Ask your instructor what the contact name is.

f. You will also need to send us a color copy of a government-issued photo ID, such as a drivers license. With a scanner or a digital camera, make a digital copy of the ID and send it to registrar@gcs.ambassador.edu. Or you may mail a photocopy to us at Grace Communion Seminary, PO Box 5005, Glendora, CA 91740. Please do this in the first two weeks of the class.

g. Also early in the class, test the video connection to make sure that it is working properly. Do this in advance, so that any problems may be resolved before the actual test begins.

h. For the actual exam, you will make the video connection before you begin the test. The proctor will communicate with you to confirm that the connection is working. Then begin the test. You will keep your webcam and microphone on, but the proctor will turn the camera and microphone off. Thus you will no longer be able to see the proctor, but the proctor will still be able to see you. The proctor may have other work to do at the

same time, and we don't want you to be distracted by what we are doing. Please note that we may also make a recording of the entire video transmission to watch at a later time, if need be. Bathroom breaks are not allowed.

i. When the test is over, just talk to the proctor, and hopefully the proctor will be able to turn the camera and microphone back on and confirm with you that the process has been successful. If the proctor does not respond, perhaps the proctor has stepped away from the desk for a few minutes. Just send us a message saying that you are done.

j. You might want to alert other people in your home that you are taking a proctored exam. This means that they should not interrupt you, and be aware that they are not in visual or verbal privacy.

2. Students may also arrange to have the exam proctored by someone else. If this is your preference, please let us know and ask for further instructions.

a. The proctor may be a librarian, an educator, or an ordained person who is not in the same congregation, etc. The person cannot be a family member, or under your supervision in any capacity, either on the job or in the church. It is OK if you are under the supervision of that proctor. All proctoring arrangements must be approved by GCS in advance. The proctor must have an employer-issued email address; accounts at Hotmail, Yahoo and Gmail are not acceptable.

b. Some libraries or proctors charge a fee of \$25 or \$30; that is the student's responsibility.

c. Even if the proctor knows you personally, you must show a government-issued photo ID.

d. We will send exam instructions to the proctor, letting the proctor know whether you are allowed to use books, Bible, or internet resources, and the time limit on the exam.

e. In most cases the exam will be taken on the computer – you will log on to the GCS website, access the exam, and the time will be counted from the time you access the exam.

### **XIII. Program Objectives**

#### **A. Certificate of Theological Studies**

*Program Goal:* In the Certificate of Theological Studies, we seek to prepare graduate students to be conversant in the fundamentals of Trinitarian theology and foundational knowledge of Scripture as God’s word.

*Program Objectives:* In the Certificate of Theological Studies, as foundational graduate studies in theology, Grace Communion Seminary seeks to:

1. Teach students how to interpret the biblical text, and help them become familiar with the biblical text as a historical document and an inspired and authoritative guide. This objective is attained by courses that are part of the Certificate program, and verified by the students’ ability to write exegetical papers.
2. Challenge the student to think theologically, to analyze differences between various Christian traditions, and to synthesize central themes of the nature of God and Christian proclamation of the word of God. This objective is attained by courses that are part of the Certificate program, and verified through student papers and a proctored exam.
3. Enable students to evaluate themselves as unique persons building strong relationships within the love of God the Father, the grace of the Son Jesus Christ, and the communion of the Holy Spirit. This objective is attained and verified by the courses that are part of the Certificate program.

*Requirements:* We award a Certificate of Theological Studies to students who complete four courses, provided they complete the course *TH01 Nature of God and Jesus* (or *TH05 Doctrine of the Trinity*), the course *NT01 New Testament Background*, and two additional courses of their choosing.

## **B. Advanced Diploma of Christian Ministry**

*Program goal:* In the Advanced Diploma of Christian Ministry, we seek to prepare graduate students for service and leadership in various areas of knowledge and skills in assistant pastoral responsibilities.

*Program Objectives:* In the Advanced Diploma of Christian Ministry, as foundational to graduate studies in ministerial leadership, Grace Communion Seminary seeks to:

1. Teach students how to interpret the biblical text, and help them become familiar with the biblical text as a historical document and an inspired and authoritative guide. This objective is attained by courses that are part of the Certificate program, and verified by the students' ability to write exegetical papers.
2. Challenge the student to think theologically, to analyze differences between various Christian traditions, and to synthesize central themes of the nature of God and Christian proclamation of the word of God. This objective is attained by courses that are part of the Certificate program, and verified through student papers and a proctored exam.
3. Give students a broad perspective on acts of the Holy Spirit in the developing church since the first century. This objective is attained by a course in the Advanced Diploma program and verified with a proctored exam.
4. Assist in spiritual and ethical formation and development of relevant leadership skills. This objective is attained and verified by a course in the Advanced Diploma program.
5. Enable students to evaluate themselves as unique persons building strong relationships within the love of God the Father, the grace of the

Son Jesus Christ, and the communion of the Holy Spirit. This objective is attained and verified by the courses that are part of the Certificate program.

*Requirements:* We award the Advanced Diploma in Christian Ministry to students who meet the CTS requirements and complete a church history course and two ministry courses, one of which must be *CM01 Ministerial Leadership*.

### **C. Master of Pastoral Studies**

*Program Goal:* In the Master of Pastoral Studies degree, we seek to prepare the student for the spiritual responsibilities of the clergy.

*Program Objectives:* In the Master of Pastoral Studies, as a program for developing effective pastoral leadership, Grace Communion Seminary seeks to:

1. Teach students how to interpret the biblical text, and help them become familiar with the biblical text as a historical document and an inspired and authoritative guide. This objective is attained by courses that are part of the Certificate program, and verified by the students' ability to write exegetical papers; it will be further reinforced by electives in the master's program.
2. Challenge the student to think theologically, to analyze differences between various Christian traditions, and to synthesize central themes of the nature of God and Christian proclamation of the word of God. This objective is attained by courses that are part of the Certificate program, and verified through student papers and a proctored exam; it will be further reinforced by electives in the master's program.
3. Give students a broad perspective on acts of the Holy Spirit in the developing church since the first century. This objective is attained by a course in the Advanced Diploma program and verified with a proctored exam; it could be further reinforced if students elect to take an additional church history course.
4. Assist in spiritual and ethical formation and development of relevant leadership skills. This objective is attained and verified by a course in

the Advanced Diploma program; will be further reinforced by Christian ministry electives in the master's program.

5. Help students develop skills in preaching, counseling, teaching, training, mentoring, and leading in service with our Triune God and his Church. This objective is attained by Christian ministry courses; the specific skills learned will depend in part on which courses the students elect to take.
6. Enable students to evaluate themselves as unique persons building strong relationships within the love of God the Father, the grace of the Son Jesus Christ, and the communion of the Holy Spirit. This objective is attained and verified by the courses that are part of the Certificate program; it will be further reinforced by the master's program, particularly in the Christian ministry electives and in the self-reflection that is an integral part of the capstone course, *TM01 Theology of Ministry*.

*Requirements:* We award the Master of Pastoral Studies degree to those students who complete the requisite fourteen courses: three in theological studies, three in biblical studies, one in church history, four in Christian ministry, two courses in electives from any area, and the theology of ministry capstone project.

#### **XIV. Courses Offered**

All our courses are three-unit courses. For more details on each course, including textbooks, schedule, and assignments, see the short syllabi. Links are posted on our website at <http://gcs.ambassador.edu/course/index.php>.

Each course is designed to require a student to work between 135 and 150 hours (i.e., about 12 hours each week) for satisfactory attainment of the course objectives. This includes the time it takes to read the lectures and textbooks, participate in online discussions, research and write papers, and study for and take exams.

A short syllabus is posted for each course, so that students can see how the course is structured before they register. However, please note that the required textbooks mentioned in each syllabus are not necessarily the textbooks that will

be required the *next* time the course is offered. The short syllabi are updated about two weeks before registration begins, so please wait until then to print the syllabi or to purchase the textbooks.

GCS does not sell any of the textbooks – they must be obtained from elsewhere. The website [www.bookfinder.com](http://www.bookfinder.com) may help students locate discount prices for the books.

Following are the courses that we offer, with brief descriptions and the student learning outcomes.

### **A. Biblical Theology, Biblical Studies**

#### **BT01 The Pentateuch**

Dr. John McKenna

This course presents the formation of the People of God according to the confession of the Five Books of Moses. The history of Israel as the People of God belongs to the nature of the Biblical Covenanted Relationship (BCR) posited by the Great I-AM the Lord God is as the Redeemer-Creator of the Creation. A theological apprehending of the texts will be explained in the prophetic Spirit of the Voice of this Lord and God, according to Moses.

1. The student will describe the *nature* of the Biblical Covenant Relationship (BCR) and on the formation of its foundation, will identify the ontological and epistemological dimensions of this relationship in the Biblical World.
2. The student will articulate a doctrine of God according to the foundation and formations of the people of God as laid down in the Five Books of Moses.
3. The student will explain the nature of Divine Freedom of the Redeemer as the Creator and of the Creator as the Redeemer is unfolded in the dynamic between Himself and Israel among the nations in His Creation.
4. The student will also describe the role of the Ancient Near East in relationship with the Revelation of God with Moses as the Prophet of Israel.

5. The student will describe the relationship between the nature of the BCR and the God of Moses with the peoples of the Ancient Near East and their gods, in order to identify the uniqueness and the singular intent and purpose of the Lord of their history in the world.
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## **BT02 The Prophets**

Dr. Tim Finlay

This course studies the prophetic literature of the Hebrew Canon, the Former and Latter Prophets in order to grasp the foundation and formation of the Kingdom of God. We will seek to apprehend the establishment and development of the Monarchy with Ancient Israel as moved by the renewal of the Biblical Covenant Relationship that we are taught by the Prophets.

1. To describe the formation of the people of God into and during the monarchy of Israel's history among the nations in God's creation: the periods of Joshua, Judges, and the kings, and the fall of the people first to the Assyrian Empire and then to Babylonians.
2. To compare the messianic vision of the Hebrew Prophets with the messianic hope of the Kingdom of God expressed through the form and content of the Psalter of Israel's worship.
3. To analyze the structure of each of the books of the former and latter prophets.
4. To describe the relationship of Israel's House of David to the hope of the kingdom of God with Israel and its function as Israel's hope, beyond the judgment of the Judge, into its witness to the eschatological fulfillment of the biblical covenant relationship (BCR) in the biblical world.
5. To evaluate the nature of apocalyptic ideas in relation to messianic hope and the development of the eschatology in history and prophetic vision with Israel in her BCR with the Lord God that the Great I-AM is.
6. To analyze the nature of the BCR and its significance in the light and word of the fulfillment of its witness to the person of the messianic King, the Lord Jesus

## **B. Church History**

### **CH01 Church History: The First Millennium**

Jonathan Stepp

Church History: The First Millennium is a survey of the events, people, and ideas of Christianity from Jesus' ascension to the Great Schism of 1054. The focus is on mastering the key dates and events of the period as well as introducing the student to the writings, thought and theology of key people from this period.

1. Student Learning Outcome 1: Identify the key events and ideas of the first one thousand years of Church History and give the order in which the events took place. Success for this outcome will be determined through three short answer/multiple choice quizzes.
2. Student Learning Outcome 2: Explain how the Holy Spirit led key thinkers to preserve and deepen the Church's answer to the question "Who is Jesus?" Success for this outcome will be determined through a three page paper that is a response to one of the early Christian books on the list of additional required texts, a three page paper that is a response to *Against Heresies*, Book 3 and a three page paper that is a response to *Canon and Creed*.
3. Student Learning Outcome 3: Analyze how the Holy Spirit's work through history has shaped how we answer the question "Who is Jesus?" Success for this outcome will be determined through a three page reflection paper due after the class is finished.

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### **CH02 Church History: The Second Millennium**

Neil Earle

This course surveys the Christian Church from the time of the Crusades (1095) down to today's latest renewal movements. "The Church reformed must always

reform itself” is a central theme. It addresses the Western Church at the height of its power, the crisis that triggered the Reformation and the “great ideas” of Luther and Calvin. It examines the Enlightenment, modern Scientism, and pivotal American experience. Culture, theology, and grass-roots spirituality are seen as constantly interacting in this broad overview.

1. Identify the key events and ideas of the Church’s second millennium and be able to give the order in which the events took place. Success for this outcome will be determined through a short quiz, online discussions and a proctored final exam.
2. Explain how the Holy Spirit led men and women to access the power of God amid so much outward turmoil and confusion. Success for this outcome will be determined through a 2-5 page formal report of books on the list of additional required texts.
3. Describe the major differences between the various Christian traditions.
4. Analyze events from a Trinitarian Incarnational perspective. Success for this outcome will be determined through a two-page reflection paper.

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## **C. Christian Ministry**

### **CM01 Ministerial Leadership**

Dr. Russell Duke

This course develops concepts of knowing oneself and developing plans for growth in relational skills for service in ministry. Practical concepts of personal mission and development of leadership traits, communication and problem-solving skills are examined. This course is a prerequisite for the Pastoral Leadership course and a required course for the Advanced Diploma in Christian Ministry and the Master of Pastoral Studies.

1. Students will express sound principles for decision-making and problem-

solving relative to scriptural instructions and examples for new Covenant Christians.

2. Students will analyze how to live in the centrality of the Incarnation rather than in religiosity.
  3. Students will analyze how one's temperament affects close relationships with God and family and create a strategy to improve relationships in ministry.
  4. Students will evaluate one's most favored spiritual disciplines and those most needed to balance one's spiritual life.
  5. Students will evaluate personal strengths and weaknesses in ministry service and create strategies to strengthen leadership in ministry.
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## **CM02 Pastoral Leadership**

Dr. Russell Duke

This course studies transformational leadership in the first century church. The use of power and influence in management and leadership techniques of Jesus and Paul are studied. Organizational principles, strategies for ministry, situational leadership, and mentoring will be included. Prerequisite: CM01.

1. Students will identify and develop a biblical foundation of transformational leadership for today's ministry by analyzing the leadership of Jesus Christ.
2. Students will articulate a theological foundation for transformational leadership for their ministry in today's culture through synthesizing transformational theology.
3. Students will evaluate the effect of modeling Trinitarian love, grace, and communion in the Body of Christ and the world.
4. Students will create a strategic plan based on organizational principles and strategies in Jesus' ministry and apply them to their own ministry.
5. Students will create a plan to counteract the dark side of leadership.

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## **CM04 Practice of Ministry**

Jonathan Stepp

This course is designed to help the student think about who Jesus is for humanity in his ministry to the Father and to the world in the communion of the Holy Spirit. That understanding is applied to the practice of preaching, worship, evangelism, discipleship, and the administration of the Church.

1. Student Learning Outcome 1: Explain who Jesus is for humanity and how that informs their understanding of ministry.
2. Student Learning Outcome 2: Validate and revise their ministry strategies and activities based on the vicarious humanity of Jesus.

Success for these two outcomes will be determined through three two-page reflection papers on each of the assigned text books for the class in which the student explores how his or her ministry practices have been confirmed and/or revised by thinking about the topics raised by the authors in these books.

Success for this outcome will also be determined through a seven page research paper due at the end of the course in which the student researches the practice of a specific ministry within another Christian context outside of his or her own context and explores how his or her ministry practices have been confirmed and/or revised by this research.

3. Student Learning Outcome 3: Identify the practical aspects of actual ministry activities such as baptism, communion, counseling, etc.

Student Learning Outcome 4: Describe the meaning of church ceremonies in light of the student's understanding of who Jesus is for humanity.

Success for this outcome will be determined through four two-page reflection papers due at the end of the course. Two of the reflection papers will be in response to the ideas discussed in two Lectures of the student's choice and two will be in response to the ideas discussed in two of the Audio Files of the

student's choice.

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## **CM05 Women in Leadership**

Patricia Shaw

This course explores the issue of women serving as leaders in the church. Students will identify the historical place of women in Jewish, Greek, and Roman societies through the time of Jesus and then within the early church. Discussion will assess how the New Testament writers valued women and addressed their contributions to the community of faith and how the role as church leader and its challenges has been recorded from the early church until today.

1. Describe the historical and biblical background of women as leaders in connection with the cultural, scholarly or patriarchal decisions that have governed the acceptance or rejection among the various eras where women have filled or not filled office. This will be the focus of the lectures and will form one component of the final paper.
  2. Summarize the primary theological controversies that dominate the academic study of women in leadership. This will be expressed in the Review/Reflection papers and the final paper.
  3. Analyze arguments and identify whether they are persuasive, inadequate, or whether they merit further investigation. This will be considered in the papers and online comments written by the students.
  4. Evaluate how women and men did and/or can collaborate in leadership to the church and describe the argument from both sides of the question. This will be the focus of the final paper.
  5. Using an online forum, students will summarize their observations of the current lecture topic tactfully and with supporting evidence. The instructor will participate in the online discussion and provide additional guidance.
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## CM06 Trinitarian Youth Ministry

Ted Johnston

This course examines the relationship of theology and youth ministry practice as it has developed in North America. The course explores the centrality of Jesus in all ministry in the relationship that Jesus already has with young people. That relationship is explored in its postChristian, postmodern cultural context, with an emphasis on the importance of mentoring as a relational/incarnational tool in youth ministry.

1. Students will identify and describe an approach to youth ministry that is expressive of a theology of ministry that is trinitarian, Christ-centered and incarnational. This outcome will be demonstrated through contributions to online discussions and the short reflection paper.
2. Students will describe the history of youth ministry in North America and the trending of North American culture toward post-Christendom and post-modernity. This outcome will be demonstrated through contributions to the online discussions and in the final paper.
3. Students will describe how these historical/cultural forces impact the contemporary practice of youth ministry. This outcome will be demonstrated through contributions to the online discussions.
4. Students will compare a *trinitarian, incarnational* approach to youth ministry to other approaches. This outcome will be demonstrated through contributions to online discussions, including reporting on a visit to an existing youth ministry program in the student's community.
5. Students will design a youth ministry program that is faithful to a trinitarian, incarnational theology in their particular ministry setting. This outcome will be demonstrated in the final paper, which sets forth the student's assessment of current youth ministry programming and their proposal for the redesign of that programming.

## **D. New Testament, Biblical Studies**

### **NT01 New Testament Background**

Dr. Michael Morrison

This course is foundational to other courses in the New Testament. It surveys the historical context in which the New Testament was written, the methods students may use to study the message of the Bible, and methods for understanding its contemporary uses in ethics and theology. This is a required course.

1. Describe important aspects of Jewish history and culture that provide the setting in which the events of the New Testament occurred.
2. Outline basic features of Greco-Roman religions and culture, in which the early church spread the message of Jesus.
3. Explain where they are in the biblical story – as beings created in the image of God – and help others see the relevance of all Scripture in that larger narrative context.
4. Briefly describe the various ways in which scholars have studied the New Testament, and the importance of historical context to an accurate understanding of a passage.
5. Use the inductive Bible study method as a means of focusing on the literary context and the intended meaning of a passage.
6. Discern the theological significance and ethical application of New Testament passages.

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### **NT02 Gospels**

Dr. Michael Morrison

This course examines the four canonical Gospels to see what each of these four portraits of Jesus tells us. Students will explore the literary and theological relationships between the Gospels, and the major themes each one presents. Students will describe how the teachings of Jesus can be used in our very different circumstances today.

1. Describe scholarly proposals about the literary relationships between the Synoptic Gospels.
  2. List the distinctive teachings of each of the four Gospels, and describe how each contributes to a more complete picture of who Jesus was, and what he said and did.
  3. Explain the challenges involved in using the Gospels as sources of historical information, and give a reasoned response to the challenges.
  4. Analyze a passage in the Gospels in light of its historical and literary setting, to describe its message for the original readers.
  5. Describe the cultural and theological differences between Jesus' circumstances and our own, and explain how his teachings are useful in the church today despite those differences.
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### **NT03 Acts of the Apostles**

Dr. Russell Duke

This course chronicles the characters and events in the book of Acts to study the early development of the Christian church from its Jewish base to the inclusion of all peoples. The lives of the Apostle Peter and Apostle Paul set the background for studies of the General Epistles and Pauline Epistles.

1. Student Learning Objective 1: Students will exegete passages in Acts based on the culture of the event and audience in order to relate the message to today's culture.
2. Student Learning Objective 2: Students will exegete narrative and sermons in Acts paying close attention to structure and plot, theological perspectives and themes.
3. Student Learning Objective 3: Students will analyze and reflect on the work of God, the Holy Spirit, in his action in establishing the early church and see application for the work of the Spirit in the Body of Christ today.
4. Student Learning Objective 4: Students will evaluate how the book of Acts

illuminates the spiritual pilgrimage of the individual believer and guides the development of today's congregation.

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## **NT04 Epistles of Paul**

Dr. Michael Morrison

Students in this course examine the 13 letters attributed to Paul in the New Testament. Students will learn the circumstances in which each letter was written – the problems Paul was attempting to address and the way he responded to them. Lectures will include questions of date and authorship, theological considerations involved in what Paul wrote, and how students can find modern significance in these letters.

1. Describe how Paul's letters fit into the sequence of his missionary travels.
  2. Give the circumstances of each letter, and explain how those circumstances affected the way that Paul wrote.
  3. Describe how different sections of each letter are related to other parts of the same letter.
  4. Describe how a selected passage in these letters may be used in theology and ministry today.
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## **E. Theology**

### **TH01 Nature of God and Jesus Christ**

Dr. Russell Duke

This course provides an introduction to the doctrines of the Christian church. It studies the nature of biblical revelation and inspiration from the writing of the texts to canonization of the New Testament. Primary focus is placed on the nature of God as Father, Son, and Holy Spirit and on the natures of Jesus Christ. Either this course or TH05 is required for our programs.

Course Objective 1: Analyze biblical foundation and historical

development of doctrinal interpretation on the nature and purpose of the biblical revelation.

Course Objective 2: Explain the development of the Christian canon as it relates to Old Covenant and New Covenant theology.

Course Objective 3: Articulate the importance of theology and its place in the first-century church in its worship.

Course Objective 4: Explain theological issues in the early church regarding God's existence and sovereignty.

Course Objective 5: Explain conflicting perspectives in the early church regarding the two natures of Jesus Christ's existence as divine and human with its vicarious nature for humanity.

Course Objective 6: Exegete biblical passages as foundational to theology on the nature of God as Father, Son, and Holy Spirit.

Course Objective 7: Identify appropriate definitions of theological terms used in the study of the nature of God and Jesus Christ.

Course Objective 8: Analyze and evaluate the doctrine of God as Trinity in Trinitarian Incarnational theology in contrast to other held positions.

Course Objective 9: Express orthodox theological understanding of the two natures of Jesus Christ.

Course Objective 10: Interpret and describe Trinitarian Incarnational theology on the nature of the union of humanity with Jesus Christ.

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## **TH02 Nature of Humanity and Salvation**

Developed by Dr. Russell Duke; administered by Eric Wilding

This course studies the nature of human beings, of evil, and the inherent effects of sin. The work of Christ in salvation history is central. Issues of predestination and the order of salvation are studied.

**Student Learning Outcomes:** Students will:

1. Express the Christian worldview of the early church in matters of theology on the nature of humanity and sin, the work of Christ, and salvation.
  2. Describe God's plan of salvation through Jesus in the fellowship of the Holy Spirit.
  3. Engage the fundamental questions of God's sovereignty which faith addresses and which Christian theology seeks to answer.
  4. Reflect about one's faith in order to better apply Christian teaching to personal life and to enable one to give a more coherent account of one's convictions.
  5. Analyze and evaluate a particular theological position.
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**TH04 T.F. Torrance's Scientific Theology**

Dr. John McKenna

This course introduces the work of Thomas F. Torrance, the great Edinburgh theologian. We will study his theology in the light of the covenanted relationship between God, humanity, and the world and the actual nature of the relationship that exists between Christian theology and natural science. We look at his contribution to the Church's understanding and announcement of the kingdom of God in our time.

1. Describe the biblical and dogmatic theology with which Professor Torrance sought to champion a ground upon which Christianity is called to stand to proclaim the gospel of Jesus Christ and the kingdom of God in the history of God's creation.
2. Articulate the way in which the Christian Church is made able to stand and understand, in the name of Jesus Christ, the word of God as the revelation of the Trinity the Great I-AM is, as the Lord and God of his people among the nations in the history of the creation.

3. Describe the impact of this revelation upon us in our time.
  4. Explain that the word of God as this One Redeemer-Creator is the source of all truth, the truth of God and his revelation, the truth of humanity and our destiny with him, and the truth of the nature of the universe as his creation.
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## **TH05 Doctrine of the Trinity**

Dr. Gary Deddo

This course explores in depth the Christian doctrine of the Holy Trinity, with its biblical foundations in God's revelation, the nature of theology, the foundational historic creeds and controversies, key elements and current obstacles to a fully Christian faith in the Triune God. This course examines vital implications of the doctrine of the Trinity for ethics, worship, the church and proclamation of the Gospel of the Grace of God through Jesus Christ in the Spirit.

1. Explain the topics noted in the Description a) in the light of Scripture, b) in the light of its expressions in the relevant ecumenical creeds, and c) in contemporary contexts. (Assessed through readings and lectures accounted for in reading notebook)
  2. Explain the challenges of theological method and identify the important interplay of cultural-historical context. (Through readings and lectures accounted for in reading notebook)
  3. Critically analyze and evaluate a variety of theological formulations of the theological topics under consideration recognizing the interplay of ecumenical and contextual/intercultural perspectives. (Through written assignments and final exam)
  4. Critically evaluate competing theological formulations and bring to written articulation a faithful presentation of key theological themes that will inform their own ministry, preaching, teaching and personal lives as members of the Body of Christ in its local and global expressions. (Through written assignments and final exam)
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## **TH06 Pauline Theology**

Dr. Michael Morrison

This course examines Paul's letters to learn about the theological insights that were involved in Paul's written responses to the churches' various circumstances.

Lectures will discuss theological topics that span all of Paul's letters; students will examine a topic in one or more letters. **Prerequisite:** Epistles of Paul.

1. Describe the basic contours of Paul's theology, and how his theological convictions formed the basis for his written responses to circumstances as they arose in various congregations.
2. Explain the primary theological controversies that currently dominate the academic study of Paul's letters.
3. Analyze scholarly material and weigh arguments as to whether they are persuasive, inadequate, or whether they merit further investigation. This will be demonstrated in research papers as students use or respond to scholars' ideas.
4. Investigate a topic in one or more passages in Paul's letters, analyze the evidence, and support the conclusions with evidence in the text of Paul's letters.

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## **F. Theology of Ministry**

### **TM01 Theology of Ministry**

Instructor: to be arranged

This course integrates learning from biblical, theological, and ministry studies into a research thesis that expresses one's theology of ministry. This three-unit course covers two semesters, and it is conducted as an independent study under the guidance of the professor as the capstone course for the Master of Pastoral Studies degree. Prerequisite: Student must be within six units of completing the Master's program.

Student Learning Outcome 1: Establish biblical foundation for personal ministry (pastoral or support ministry) that addresses the core of your ministry goals (or the

societal issue you address).

1. Course Objective 1: Exegete a biblical passage that is core to your ministry or issue you address.
2. Course Objective 2: Cite biblical references for claims made regarding biblical meaning.

Student Learning Outcome 2: Explain your theological foundation for ministry by grounding it in God's interaction with humanity through Christ in the Incarnation.

3. Course Objective 3: Provide theological development on your topic as it relates to the Church and its role in culture and conduct.
4. Course Objective 4: Integrate research on Church fathers and leaders who address issues relevant to your topic.

Student Learning Outcome 3: Integrate sound biblical exegesis and a theological foundation into your ministry topic, explaining the relevance to the specifics of your ministry.

5. Course Objective 5: Analyze the strengths and weaknesses of the type of ministry you have chosen to study (or theological issue as it applies to ministry).
6. Course Objective 6: Project the opportunities and threats to your ministry topic (or theological issue as it applies to your ministry).

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