



## **Academic Catalog | 2021 – 2022**

### **Missio Theological Seminary**

421 N. 7<sup>th</sup> Street, Suite 700, Philadelphia, PA 19123

[www.missio.edu](http://www.missio.edu)

**NOTIFICATION OF CHANGE**

Missio Seminary has the right to make changes to this catalog at any time without prior notice. The catalog is for purposes of information and does not constitute the irrevocable terms of a contract between the Seminary and current or prospective students. Every effort has been made to ensure the accuracy of this catalog. The Seminary has established procedures for approving changes to the catalog which guard the integrity of our programs and the interests of Missio Seminary students.

**NON-DISCRIMINATION POLICY**

Missio Seminary admits women and men of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities available at the seminary. Missio Seminary does not discriminate on the basis of gender, race, color, nationality or ethnic origin in the administration of its educational policies, financial aid or other school-administered programs.

## ADDRESS

421 N. 7<sup>th</sup> Street, Suite 700, Philadelphia, PA 19123

## CONTACT INFORMATION

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## SCHOOL CLOSING INFORMATION

Inclement Weather and Emergency Announcements

Check the Missio website and E-Campus often for information about class cancellations.

Snow Emergency #1134

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# Welcome to Missio Seminary

## Message from the President

Missio is known as the missional seminary and I am rather protective of this reputation. It seems that everyone is now missional. An ever increasing number of seminaries, church-planting organizations, missionary agencies and churches, have now appropriated the term. Led largely by younger leaders, evangelicals have moved from suspicion to celebration of the missional turn. We are gratified that others have embraced the missional imperative, but we must not allow it to become a mere buzz-word or the latest Christian fad.

It is important to understand that missional is not a static proposition; rather it is a dynamic way of living the gospel in a culturally complex world. Missional requires a humble recognition of our own finitude and fallenness; it is a quiet confidence in the redemptive power of the mission-Giver; and it is always authentic and generous as it engages this muddled world. The missional mindset changes everything.

At Missio our faculty and staff understand that missional impacts every aspect of our institution. Our innovative curriculum is geared specifically to prepare women and men to engage our postmodern culture. To be missional means that we love the Bible and are committed to reading it with a penetrating honesty and with an ear to what it teaches about urban ministry, poverty, social justice, sex-trafficking, child abuse, violence against women and homosexuality. For us the missional outlook extends to every quarter of the globe and requires a new sensitivity to the resident cultural complexities and a commitment to work within such complexities.

To be missional takes courage. We invite you to join us on the missional journey as we *Follow Jesus into the World.*

*Semper Reformanda* (always reforming),

Frank A. James III  
President

## History and Governance

Although MISSIO Seminary (formerly Biblical Theological Seminary) was formally established in 1971, its historical origins derive some decades earlier from Princeton Theological Seminary. Over time, four different seminaries emerged from a 1929 controversy at Princeton, one of which was MISSIO Seminary. Dr. Allan McRae, one of our founders and first president, was educated at Princeton during this period and went on to earn his PhD at the University of Pennsylvania, becoming a recognized authority in ancient archeology. Dr. Jack W. Murray, president of Bible Evangelism, joined Dr. McRae as co-founder and the first chair of the board. Together they gave MISSIO its distinctive focus on academic rigor with a pastoral aim.

In 1983 Dr. MacRae retired as president and was succeeded by Dr. G. Aiken Taylor, who died suddenly after a short time in office. Dr. David G. Dunbar was inaugurated as the third president in 1986. Under Dr. Dunbar's leadership, the seminary was accredited by both Middle State Commission on Higher Education and the Association of Theological Schools in the United States. After serving the seminary for twenty-seven years, Dr. Dunbar was succeeded by Dr. Frank A. James III in 2013.

MISSIO Seminary operates under a participatory system of "shared governance," which is based on the principles of partnership, equity and accountability. The goal of shared governance is to ensure that all organizational constituencies of the seminary appropriately share in key decision making processes in order to advance the mission of MISSIO. While the board of trustees retains final authority and responsibility for the overall welfare and policies of MISSIO, the board delegates executive authority to the president in day-to-day operations. The president in turn delineates spheres of authority and responsibility to the cabinet and faculty who are entrusted and empowered to oversee their areas of responsibility. Each delineated sphere is to function as collegial partner to enable a well-functioning organization.

The Lord has richly blessed MISSIO: we have a dedicated faculty and staff, distinctive programs and curricula, a supportive constituency and board of trustees, a wide diversity students and successful alums. Since 1971, MISSIO has more than 2000 graduates serving metro Philadelphia, across the U.S. and in many nations around the world. Graduates serve in nearly three dozen countries, in urban centers, and in many other contexts. These women and men serve as pastors, evangelists, missionaries, teachers, counselors, business leaders, nonprofit organizations and in a variety of other ministry roles. We are a community of life-long learners who share a deep commitment to a missional approach to theological education. In fact, we changed our name in 2018 to better reflect our missional commitment.

## **Mission, Vision, and Core Values**

### *Mission*

To prepare missional leaders who incarnate the story of Jesus with humility and authenticity and who communicate the story with fidelity to Scripture, appreciation of the Christian tradition, and sensitivity to the needs and aspirations of postmodern culture.

### *Vision*

To be the first choice for training missional leaders for the church of the 21st century.

### *Ethical Core Values*

The most important single element of our institutional culture is our value system. We have embraced five key institutional core values:

Charity – I Corinthians 13

Humility – Mark 10:45

Integrity – 2 Corinthians 8:21

Mutual Respect – 1 Corinthians 12:21, 25

Excellence – 1 Corinthians 10:31

## **Convictions Statement**

Missio is an evangelical seminary committed to the gospel of Jesus Christ and a generously orthodox Christian faith for the purpose of preparing missional leaders to serve the church. We are intent on maintaining these convictions in the life and work of our community.

- The Missional Character of the Christian Church

We believe the life and witness of the church should be thoroughly shaped by its participation in the mission of God to reconcile the world to himself in Jesus Christ, and by the call of Jesus to be the people of God sent into the world to proclaim and live out the gospel.

We believe God's missional character is of primary importance to understanding the proper role of the church in God's purposes in the world. While the love shared by Father, Son, and Holy Spirit from all eternity past precludes any divine need, it is in God's nature to desire to extend this love and the fellowship that it fosters to others. This element of the divine character is manifest both in the social nature of God's being as well as in the creation of human beings in his image.

The subsequent fall of human beings threatened the pleasure, quality, and benefit of these divine purposes for creation, but it did not erase or destroy these purposes entirely. God's continued desire to pursue the other, his creatures, now in rebellion against him, is demonstrated throughout human history, and is climactically revealed in the sending of his Son to provide the only sufficient and appropriate means of reconciliation between God and human beings.

We believe the Father's sending of the Son, and the subsequent sending of the Spirit to reconcile the world to himself, provides the essential purpose of the church's existence and that this missional pattern should thoroughly shape our life and witness. For this reason we also believe that the mission of God should constitute the unifying motif of theological education.

- The Primacy of Scripture for Christian Faith and Life

We believe Scripture is inspired by God and as such is infallible and authoritative for the life and witness of the church throughout history and across cultures.

We affirm the Scriptures of the Old and New Testaments to be the inspired Word of God and believe the Bible is true and without error in all that it affirms. We also affirm the power of God's Word to accomplish his purposes.

The message of the Bible is addressed to all men and women, and through it the Holy Spirit still speaks today. He illumines the minds of God's people in every culture to freshly perceive its truth through their own eyes; and thus the Spirit discloses to the whole church ever more of the multifaceted wisdom of God. Therefore, we are committed to diligent, humble, and receptive study of Scripture that seeks to honestly and creatively appropriate its teaching in the contemporary context.

We are also aware of the limitations of our finitude that prevent us from a full discovery of God's truth. This awareness does not undermine our confidence in the authority of God's Word. Rather, we are humbled and made more cognizant of our dependence on the work of the Spirit and the need to subject even our best efforts at interpretation to the wisdom and counsel of the Christian community past and present.

- The Indispensable Significance of the Christian Tradition

We affirm the summary of Christian faith taught in the Apostles' Creed and the Nicene Creed and are committed to seeking wisdom from the history and traditions of the church. While church councils and creeds can never attain to the authority of Scripture or of Christ himself, they should not be dismissed or disdained. We believe that the illuminating work of the Spirit as the one who guides us into the fullness of truth is made manifest in the witness of the church.



We affirm the Apostles' and Nicene creeds as examples of this witness, and as setting forth the primary doctrines of the Christian faith. We subscribe to these statements because we value the historical interpretive work of the church and wish to identify with the great cloud of witnesses upon whose work we are dependent. We believe that by embracing and functioning within these ancient guidelines we can create a safe place for faculty and students to explore the mission of God in relation to contemporary culture.

Additionally, we identify ourselves as evangelical Protestants. In doing so, we thereby deliberately identify ourselves with the Protestant Christian tradition and the orthodox, Bible-believing constellation of Christians in North America and throughout the world. While we do not believe that evangelical Protestants are the only orthodox Christians, this identification provides our frame of reference and the acknowledged perspective of our work.

- The Necessity of Cultural Engagement

We are committed to ongoing engagement with culture and the world for the sake of our witness to the gospel, and to continual learning from Christians in other cultural settings. Being finite and fallible human beings, we recognize the limitations of our perspective and the need to broaden our horizon of understanding by interacting with persons (especially Christians) from other traditions and cultures in the belief that there too the Spirit of God is at work. We also recognize that our own cultural settings and assumptions can distort our interpretation of the Word of God. It takes both historical and cross-cultural interaction to be alerted to subtle cultural seductions and unbiblical assumptions that impact thinking and habits of life.

It is also true that God can work in a culture to surface issues of justice, equity, or mercy that the church has neglected. Therefore, culture is not only the context for our outreach as Christians; it is also a dialogue partner in the quest for truth. We also affirm the ways in which the gospel calls us to prophetic witness against cultural beliefs and practices that are contrary to the purposes of God. Thus we believe the most effective theological and ministerial training is carried on with constant awareness of our particular social and historical contexts.

Missio Seminary is committed to providing training that enables leaders to exegete culture as well as Scripture in order to engage and speak into our culture in ways that are faithful to the missional purposes of the God revealed in Scripture. Specifically, we are committed to preparing leaders for the task of establishing counter-cultural Christian communities for the common good.

## About Missio Seminary

### *Degree Programs Offered*

- Master of Divinity
- Master of Arts in Counseling
- Master of Arts in Missional Ministry
- Master of Arts in Biblical Studies
- Master of Arts in Missional Theology
- Master of Theology
- Doctor of Ministry

### *Library*

Missio Seminary's library is housed in the main office area at the seminary and consists of 14,500 physical volumes, 21,000+ digital journals, 600,000+ e-books, and 150+ databases. Students are highly encouraged to take advantage of the Digital Theological Library (DTL), which has over 60,000,000+ articles. Library services include reference assistance, interlibrary loan, and shipping books to distance students. Students have borrowing privileges at 40+ regional theological libraries and another 100+ libraries nation-wide. Additionally, Missio is a member of the American Theological Library Association (ATLA), the Southeastern Pennsylvania Theological Library Association (SEPTLA), and the Tri-State College Library Cooperative (TCLC).

### *Affiliations*

Independent, interdenominational.

### *Accreditation*

Missio Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools and the following degree programs are approved: MDiv, MA in Counseling, MA in Ministry, MA, ThM, and DMin. Missio Seminary is approved for a Comprehensive Distance Education Program.

The Commission contact information is:

The Commission on Accrediting of the Association of Theological Schools  
10 Summit Park Drive Pittsburgh, Pa 15275 USA  
Telephone: 412-788-6505  
Fax: 412-788-6510  
Website: [www.ats.edu](http://www.ats.edu)

Missio Seminary is accredited by the Middle States Commission on Higher Education to offer: Doctor's - Research/ Scholarship, Master's, Doctor's - Professional Practice, Post-baccalaureate Certificate, and Post-master's Certificate.

The Commission contact information is:

Middle States Commission on Higher Education  
3624 Market Street, Philadelphia, Pa 19104 USA  
Telephone: 267-284-5000  
Fax: 215-662-5501  
Website: [www.msche.org](http://www.msche.org)

### *Licensure*

Missio Seminary is licensed to grant degrees by the Commonwealth of Pennsylvania.

### *Non-Discrimination Policy*

Missio Seminary does not discriminate on the basis of race, color, sex, age, disability, national origin, or ethnic origin in the administration of our educational policies, scholarship, loan programs, and other school-administered programs. Missio Seminary admits students of any race, color, sex, age, disability, national origin, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students.

### *Formation and Seminary Studies*

An important outcome of your seminary education is spiritual and ministerial formation. Your courses, collaboration with other students, and interaction with faculty contribute to your formation while in seminary. Your formation is enhanced as you integrate your seminary education with your personal life and ministry responsibilities. Your experience at Missio Seminary will be: rooted in a deep love of the Bible, friendly and accepting, innovative, practical, culturally aware, and missional.

### *Student Demographic Profile*

2020 fall data: 213 students: 60% men, 40% women; 21% studying from other countries, 66% are non-Caucasian. Over 30 denominations are represented.

## Statement on Men and Women in Theological Education

In 2011 the Board of Trustees approved the following statement on men and women in theological education:

As the Missio Seminary community continues to live out its mission, it has become a diverse community of men and women of different races and from a variety of social, cultural, and denominational backgrounds, who seek to be faithful and obedient to Scripture. Within this diverse community there is a spectrum of views on the role of women in the church and a spectrum of practices. Some of our women students are missional leaders in their churches already—and at all levels. Others are pursuing theological education to prepare for such leadership responsibilities. For these, as for all of our students at different points on the spectrum, the Missio Seminary community aims to be a place of respect and affirmation where students can flourish and increase in the wisdom and knowledge of our God, His mission, and their part in it. We have found the Lausanne Movement’s statement entitled “Men and Women in Partnership” to be a helpful expression of the charitable and grace-filled attitudes we seek to cultivate in our life together. The following material is excerpted from The Cape Town Commitment, which was drafted at the Third Lausanne Conference on World Evangelization, October 2010.

Scripture affirms that God created men and women in his image and gave them dominion over the earth together. Sin entered human life and history through man and woman acting together in rebellion against God. Through the cross of Christ, God brought salvation, acceptance and unity to men and women equally. At Pentecost God poured out his Spirit of prophecy on all flesh, sons and daughters alike. Women and men are thus equal in creation, in sin, in salvation, and in the Spirit.

All of us, women and men, married and single, are responsible to employ God’s gifts for the benefit of others, as stewards of God’s grace, and for the praise and glory of Christ. All of us, therefore, are also responsible to enable all God’s people to exercise all the gifts that God has given for all the areas of service to which God calls the Church. We should not quench the Spirit by despising the ministry of any. Further, we are determined to see ministry within the body of Christ as a gifting and responsibility in which we are called to serve, and not as a status and right that we demand.

We uphold Lausanne’s historic position: We affirm that the gifts of the Spirit are distributed to all God’s people, women and men, and that their partnership in evangelization must be welcomed for the common good. We acknowledge the enormous and sacrificial contribution that women have made to world mission, ministering to both men and women, from biblical times to the present.

We recognize that there are different views sincerely held by those who seek to be faithful and obedient to Scripture. Some interpret apostolic teaching to imply that women should not teach

or preach, or that they may do so but not in sole authority over men. Others interpret the spiritual equality of women, the exercise of the edifying gift of prophecy by women in the New Testament church, and their hosting of churches in their homes, as implying that the spiritual gifts of leading and teaching may be received and exercised in ministry by both women and men (1 Timothy 2:12; 1 Corinthians 14:33-35; Titus 2:3-5; Acts 18:26; 21:9; Romans 16:1-5, 7; Philippians 4:2-3; Colossians 4:15; 1 Corinthians 11:5; 14:3-5). We call upon those on different sides of the argument to:

Accept one another without condemnation in relation to matters of dispute, for while we may disagree, we have no grounds for division, destructive speaking, or ungodly hostility towards one another (Romans 14:1-13); study Scripture carefully together, with due regard for the context and culture of the original authors and contemporary readers; recognize that where there is genuine pain we must show compassion; where there is injustice and lack of integrity we must stand against them; and where there is resistance to the manifest work of the Holy Spirit in any sister or brother we must repent; commit ourselves to a pattern of ministry, male and female, that reflects the servanthood of Jesus Christ, not worldly striving for power and status.

We encourage churches to acknowledge godly women who teach and model what is good, as Paul commanded (Titus 2:3-5), and to open wider doors of opportunity for women in education, service, and leadership, particularly in contexts where the gospel challenges unjust cultural traditions. We long that women should not be hindered from exercising God's gifts or following God's call on their lives.

# 1. Administration & Board of Trustees

## Administration

### *President*

Frank A. James III, DPhil, PhD

### *President's Cabinet*

Charles Blachford, Vice President for Strategic Initiatives and Development

Chang Hoon Oh, EdD, Vice President for International Relations & Associate Professor of Intercultural Studies

David Lamb, DPhil, Academic Dean & MacRae Professor of Old Testament

## Board of Trustees

### *Officers of the Board of Trustees*

Dr. Susan M. Post, Chair (2013), Executive Director, Esperanza Health Center

Dr. Karen L. Sawyer, Vice-chair, '91 (1994), Assistant Professor, Arcadia University

Mrs. Rebecca Campbell (2012), Registered Nurse, Clinical Educator

### *Board of Trustees*

Dr. James Arcieri, '85 (2010), Senior Pastor, Community Bible Fellowship Church

Rev. Leonard M. Dow (2017), Stewardship and Development Specialist, Everence Financial

Ms. Mary Harper (2020), Manager of Faith and Spiritual Affairs, Department of Behavioral Health and Intellectual Disability Services

Rev. Dr. Damon Jones, Sr. (2016) Senior Pastor, Bible Way Baptist Church and Board Chair, Philadelphia Prison Systems

Mr. Joseph S. Longo, '90 (2004), Broker-Salesperson, Keller Williams Realty

Mr. Douglas R. MacGray (2017), Sr. Vice President and Chief Compliance Officer,  
Compass Ion Advisors

Mr. Richard W. McDaniel (2008), Emeritus Vice President, Cornell University, and  
President, Collegiate Retail Alliance Inc.

Dr. James E. Owen (2011), Clinical Psychologist and Church Consultant

Mr. Gregory J. Tavalisky (2004), Vice President of Digital Client Sales, IBM North America

Mr. Sierd Tilma (2018), Principle, Tidemark Companies

Dr. Frank A. James III, PhD, DPhil, President, Missio Seminary

## 2. Faculty

Frank A. James III, DPhil, PhD, President and Professor of Historical Theology.

David G. Dunbar, PhD, President Emeritus and Professor of Theology.

J. R. Briggs, DMin, Affiliate Faculty.

Chad Hinson, DMin, Affiliate Faculty.

David T. Lamb, DPhil, Dean of the Faculty and Allan A. MacRae Professor of Old Testament.

Kyuboem Lee, DMin, Assistant Professor of Missiology and DMin Program Director.

R. Todd Mangum, PhD, Clemens Professor of Missional Theology and ThM Program Director.

Chang Hoon Oh, EdD, Associate Professor of Intercultural Studies and Vice President of International Relations.

Stephen S. Taylor, MA (ABD), Associate Professor of New Testament.

Hannah Wildasin, MA (ABD), Assistant Professor of Counseling and Psychology and Co-Director of the Graduate School of Counseling.

Clarence E. Wright, DMin, Affiliate Faculty.



## 3. Student and Campus Life Policies

### General Policies

#### *Closing Policy*

Seminary offices and library do not automatically close when classes are canceled due to inclement weather. When inclement weather is expected or is in process, students should check our website for announcements. If the seminary cancels classes for inclement weather or other emergencies, the information will be posted on our website as well as on the main recording on our toll-free line: 1-800-235-4021. KYW-1060 AM radio will also be notified. Our school closing number is: 1134.

In such an event, students are required to check their E-Campus course sites for instructions from their professor. Note: it may be necessary to reschedule a canceled class. Rescheduled sessions have the same attendance requirements as other sessions. The same policy applies for other school emergencies, e.g., power outages.

#### *Student Photos*

By accepting the offer of admission, students are confirming that they are in agreement with the policies and procedures of Missio Seminary in our catalog and website which include a photo I.D. From time to time Missio Seminary and its affiliates photograph and film our students and classes for promotional purposes. By accepting the offer of admission students agree to allow Missio to use your photograph as well as your appearance in any photograph or video for promotional purposes. Missio Seminary must be notified in writing by the student of any request for exception.

The school encourages students to share with Missio Seminary pictures of events and activities in which they participate. Submitted photos could be shared on social networking sites such as Facebook as well as used in brochures, on displays, on the seminary website, and in other promotional activity.

#### *Employment*

Missio Seminary desires to serve its students and alumni in their search for ministry opportunities, churches, denominations, and parachurch organizations contact us regularly seeking candidates for a wide array of ministry appointments. The school maintains an updated list of ministry and job listings. Job opportunities are also available on the Career Opportunities section of the seminary's website.

### *Tutoring*

Missio Seminary can refer students to qualified tutors to improve English language skills at a low cost. Contact the Office of Student Relations for assistance.

### *Student Organizations*

The Student Advisory Council exists to serve the student body through advocacy with seminary leadership, initiatives that increase student connection, and improved communication and awareness of the vision and direction of the school. Members of the council reflect and represent the diverse ages, ethnicities, and educational interests of the Missio student body. Those wishing to serve on the council can apply through the Office of Student Relations.

The Korean Student Fellowship is a campus organization organized by Korean students that includes such activities as an annual retreat and regular chapel services. Students are encouraged to form God-honoring organizations for fellowship and growth.

The Black Student Union is a campus organization organized by Black students to have fellowship with one another and was established in 2020.

### *Children on Campus Policy*

Children under the age of 18 must be supervised by an adult at all times and are not permitted to attend classes.

### *Animals on Campus Policy*

Animals are not permitted on campus except when trained to assist those with a disability.

### *Emergency Notification Policy*

Upon confirmation that there is a significant emergency or dangerous situation on or near the campus, Missio Seminary will notify, without delay, the faculty, staff, students, and the community. The website, Constant Contact, and phoning will be used to notify the seminary and larger community of the emergency. In the event of being notified of the emergency, individuals are responsible to stay away from the campus until the emergency situation has been mitigated.

## **Main Campus Information and Policies**

### *Hours of Operation*

The office hours and library hours are posted on the seminary website. Typically offices are open Monday-Friday from 8:30 a.m. to 4:30 p.m., with extended hours for some offices on Monday, Tuesday, and Thursdays when classes are in session. Offices and the library are closed on some federal holidays. Typically the library is open when classes are in session Monday-Friday during the regular academic year. Please check the library web pages for current hours as they vary from term to term and during breaks (e.g., Thanksgiving, Christmas, spring, and summer breaks).

### *Parking and Public Transportation*

The seminary does not have a dedicated parking lot, however, students may pay to park at the lot adjacent to the building on 7<sup>th</sup> Street, park directly on 7<sup>th</sup> Street using the ParkMobile app, or park on 6<sup>th</sup> Street for free if spots are available. Students are encouraged to carpool and use SEPTA (Southeastern Pennsylvania Transportation Authority) to travel to campus. See [www.septa.org](http://www.septa.org) for schedules or download the SEPTA app for directions to the campus using trains, trolleys, and buses in the Philadelphia area.

### *Access to 421 N. 7<sup>th</sup> Street and Suite 700*

Each student will be issued an identification card with a chip that allows access to the building and the classroom suites on the seventh floor, next to the office suites (suite 700). Students should carry this card with them at all times when they are on campus.

### *Kitchenette*

There is a kitchenette at the back of the office suites on the seventh floor (suite 700) with a refrigerator, two microwaves, sink, water cooler, and Keurig machine for student use.

### *Student Communications*

Student communications are typically sent electronically through the E-Campus course site, through Constant Contact (email newsletter), or through emails directly from missio.edu addresses. The Missio Seminary website and E-Campus are regularly updated and both are important sources of information for students about upcoming events, cancellations due to inclement weather, emergency alerts, and other information. Students are responsible to promptly read communications that come from the seminary offices.

### *Academic Services*

Students needing assistance with their academic program and courses should visit the Registrar/ Director of Academic Services in the Registrar's Office.

### *Health Insurance for Students*

All students are strongly encouraged to have health insurance for themselves and their dependents. Students and their dependents without health insurance may be financially liable for medical expenses incurred through illness or injury. The United States does not offer free, universal health care coverage for its citizens or for residents who are not citizens. Internet search may be of assistance in acquiring adequate insurance; however, as with any internet search you must be discerning of all information and must not provide any personal identifiable information unless you are certain of the legitimacy of the company.

### *Campus Postings*

All flyers, announcement, and postings on campus must receive approval by Missio administration prior to being posted.

### *Use of the Building by Students and Outside Groups*

The seminary's facilities are available for outside groups as well as the seminary family. Use of the seminary facilities for other than class activity must be approved and coordinated through the executive assistant to the president and a fee may apply. A certificate of insurance will also be required.

## **Student Life Policies**

### *Disability Services Policy*

Missio Seminary complies with Section 50 of the Rehabilitation Act (1973) and with the Americans with Disabilities Act (1990). The seminary will provide special accommodation to students accepted into a degree program and who have demonstrated mental and/or physical disabilities which substantially limit one or more major life activity. The procedure to request such accommodation formally is available from the Registrar's Office.

### *Standards of Conduct*

Missio Seminary emphasizes scriptural principles that promote positive spiritual attitudes and actions while renouncing distortions of God's word. Students, faculty, and staff on or off campus are expected to demonstrate a Christian lifestyle and character that is true to the

standards of Scripture. A Christ controlled life maintains a testimony that is exemplary in all areas including attitudes, words, and actions, manifesting such character qualities and habits as prayer, kindness, humility, compassion, forgiveness, hospitality, personal integrity, generosity to the poor, care for the oppressed, study of God's Word, accountability to one another, sharing our faith with others, recognition of the rights of others, commitment to justice, regular gathering for worship, and living in harmony.

Missio Seminary seeks to maintain liberty of conscience for the believer on matters not specifically proscribed in Scripture. The seminary also recognizes that there are commands and prohibitions binding upon every Christian. Missio Seminary stands within the global consensus of evangelical Christian belief in these matters (such as is represented by The Cape Town Commitment of the Lausanne Movement, section II. E., and the Statement of Faith of the World Reformed Fellowship, Section XI). Therefore, Missio Seminary prohibitions against destructive anger, malice, rage, sexual immorality (including use of pornography or other forms of sexual impurity), fornication, homosexual behavior, adultery, greed, idolatry, slander, profanity, drunkenness, dishonesty, thievery, and illegal activities apply to all in the Missio Seminary community.

In our community, we encourage the cultivation of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Members of the seminary community are to edify one another and avoid the use of gossip or derogatory words with racial, gender, ethnic, or sexual overtones. Expressions of sexual activity are limited to and appropriate only within monogamous heterosexual marriage. Students are expected to have impeccable academic integrity befitting a seminarian. Plagiarism, cheating, and intentional misrepresentation of another's position will not be tolerated.

Members of the Missio Seminary community are to seek to promptly meet all financial and academic obligations. If violations of these standards occur, the principles of Matthew 18:15-20 will be followed. Continuing violations of these standards will result in disciplinary action up to and including dismissal.

### *Grievance Policy*

If a student has a grievance regarding a matter, the student should follow these procedures in accordance with the biblical principles expressed in Matthew 18: Discuss the matter with the individual involved. If the matter remains unresolved, document your grievance and present it to the Registrar's Office. A seminary representative will review the grievance and accompany you as you present it to the dean of the faculty, or his representative. The student will receive a response within one week. The grievance will be presented to an *ad hoc* academic committee for resolution if a satisfactory solution is not reached. This committee will include the academic dean, or his representative, and may include other appropriate parties (e.g., a faculty member, Registrar's Office personnel, etc.). The decision of this committee shall be final.

Students appealing an academic policy decision shall present their appeal in writing to the Registrar's Office. The appeal will be presented to the academic dean, who will assemble an *ad hoc* committee (including himself, the Registrar/Director of Academic Services, and any other seminary personnel deemed appropriate). The decision of this committee shall be final.

#### *Drug, Alcohol, and Tobacco Policies*

In compliance with The Drug Free Schools and Communities Act, Missio Seminary prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus. Missio Seminary believes that the standards and sanctions that support the concern of the Drug Free Schools and Community Act regarding the use of illicit drugs and the abuse of alcohol are consistent with principles of Scripture given to us by God for our well-being. In accordance with property insurance restrictions, smoking is prohibited on seminary property. Links to prevention materials posted on our website are emailed annually to students.

**Dismissal Policy:** The law requires mandatory compliance with the standards of conduct listed. Therefore, the seminary will impose disciplinary sanctions on students and employees who violate them. First time offenders will be required to seek counseling at an approved center. Sanctions for second time offenders include dismissal from school or termination of employment.

#### *Family Educational Rights and Privacy Act (FERPA)*

Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Missio Seminary is required to comply with FERPA and desires to do so. The act provides that students attending any postsecondary educational institution which receives federal funds are entitled to have access to their education records kept by the institution in order to inspect and review those records. Students are entitled to request the amendment of any information in their education records which they believe is inaccurate, misleading, or otherwise in violation of their privacy or other rights.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

FERPA allows school officials within a school to obtain access to personally identifiable information contained in education records, provided the school has determined that they have

legitimate educational interest in the information. School officials include parties such as professors, instructors, administrators, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. Student information, such as address and phone number and other directory information, is public information and may be shared. For more information about FERPA, go to [www.ed.gov/policy](http://www.ed.gov/policy) or contact the director of academics services.

### *Sexual Harassment Policy*

The seminary administration, faculty, staff, student employees, and volunteers are responsible for assuring that the seminary maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the seminary's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The seminary community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs. For more information contact the Dean of Students or the GSOC office.

### *Consumer Information*

Missio Seminary maintains a consumer information web page on the seminary website that provides prospective students with current consumer information as specified by the requirements of the Federal Student Aid Program.

### *Annual Notifications to Students*

The United States Department of Education requires that all higher education institutions annually provide notice regarding the availability of the consumer information listed below. This information is provided in compliance with the Higher Education Act of 1965 as amended, the Family Educational Rights and Privacy Act (FERPA), and the Student Right-to-Know Act. The following annual notifications will be made to all current students. Paper copies of the information below may be requested in writing from the human resources director in the office of the president.

- Constitution Day and Citizenship Day
- Crime log and statistics
- Drug and alcohol prevention materials
- Family Educational Rights and Privacy Act
- Firearms and Dangerous Weapons Policy
- Fire Safety Policy and Report
- Security report

- Voting information
- Sexual harassment information

### *Safety and Security*

Missio Seminary maintains safety, fire safety, and security policies for the welfare of the faculty, staff, and students. Annual safety and security reports are posted in consumer information on our website.

### *Firearms and Dangerous Weapons Policy*

No individual shall possess a firearm or other dangerous weapon on the grounds or in any buildings of the seminary's main campus with the exception of law enforcement officers or transfer agents licensed to carry weapons.

### *Peer-to-Peer Sharing Policy*

Missio Seminary prohibits the unauthorized distribution of copyrighted materials via our E-Campus or wireless network. Students, staff, and faculty are to refrain from unlawful copyright infringement on campus and in their work or coursework. The potential federal penalties are listed in this policy (on file in the Registrar's Office) and are not to be construed as an exhaustive list and do not include potential penalties of the Commonwealth of Pennsylvania.

### *Releasing Student Information in Case of Emergency Policy*

Missio Seminary complies with the Family Educational Rights and Privacy Act. In case of emergency, student information will be released by permission of the Registrar/Director of Academic Services or their designee. The requester must submit the request for protected student information in writing (hardcopy) unless the nature of the emergency warrants verbal request.

### *Research with Human Subjects Policy*

Missio Seminary requires that any research using human subjects conducted by students, faculty, or other seminary group be reviewed to assure that appropriate ethical standards are met and that human welfare is protected. All persons who conduct research under the auspices of Missio Seminary will treat everyone involved in their research with respect and care. All research proposals that require using human subjects will be reviewed and approved by the Research Review Committee prior to starting the research.



## 4. Academic Policies

### General Requirements for Admission

Missio Seminary welcomes individuals who have or are about to complete a bachelor's degree from an accredited college or university. The admissions department assesses each applicant on the basis of academic ability, personal characteristics, and educational and ministry goals and objectives. Prior study in Bible or theology is not required. Applicants whose first language is not English must meet the minimum TOEFL score posted on our website. Note: The admissions requirements noted below are not exhaustive. Complete descriptions of admissions requirements are available from the Admissions Department. See also the admissions requirements under each degree program.

#### *Admission to Master's Degree Programs*

To be considered for any of the masters-level degree programs at Missio Seminary, the student must complete the application form, including all required elements of the application. The MDiv, MA, and certificate programs are open to students who have completed a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 2.0 (3.0 for counseling programs). The seminary reserves the right to admit students without a bachelor's degree in the MDiv program, as long as the total number of students within the program without a bachelor's does not exceed 15%. In order to be admitted without a bachelor's the student must prove to the admissions committee through previous class work, sample writings, and appropriate life experience that they have sufficient academic ability to do masters level work.

#### *Admission to Master's Non-Degree Programs*

Applicants must have an undergraduate degree. A non-degree student is limited to a maximum of nine credits before they will be required to submit an application for a degree program.

#### *Admission to the Master of Theology Program*

Applicants must have earned the MDiv degree with a GPA of 3.0 or higher from an accredited theological seminary or first graduate theological degree providing equivalent theological background, or its educational equivalent. Applicants must also demonstrate that they have completed beginning Greek and beginning Hebrew as part of their MDiv degree.

#### *Admission to the Doctor of Ministry Program*

Applicants must have the MDiv degree or its equivalent from an accredited institution and three years of ministry experience subsequent to the completion of the MDiv degree. For applicants with a non-theological master's degree or with a theological master's degree of less

than 72 credits, Missio Seminary offers a pre-doctoral program. Such students must apply for and be accepted into the DMin program and must take the prerequisite courses before beginning the DMin curriculum.

The DMin certificate program (Certificate in Advanced Pastoral Studies- CAPS) is open to students who have the MDiv degree or its equivalent and at least three years of ministry experience. Students complete the required courses from the DMin curriculum but not the track courses or DMin project.

### *Student Status Definitions*

The seminary uses the following definitions of student status:

- **Matriculated student:** A student who has completed the formal application process and has been accepted into a degree program and has paid a deposit.
- **Non-degree student:** A student who has an undergraduate degree and would like to begin his/her seminary experience with a certificate or who has an undergraduate degree and would like to pursue a master's degree, but is unsure which program would be a good fit. A non-degree student may also be a student who wants to take a course for personal enrichment. Non-degree students are limited to a maximum of nine credits before being required to submit an application for a degree program.
- **Auditor:** A student who attends a class as an observer. An auditor does not participate in discussions except by special permission of the instructor and does not submit homework or take exams.
- **Stop-Out student:** A matriculated or non-degree student who has allowed one or more spring and/or fall semesters to elapse without registering for a course.
- **Transfer student:** A student who matriculates into the seminary after taking credits at another accredited institution. Transfer credit may be granted to qualified students for courses completed at other accredited graduate institutions.

### *Applying to a Degree Program*

The Admissions Department accepts applications on a “rolling” basis. This means that the student may apply at any time during the year and can enter a degree program at the beginning of any of our terms. We encourage the student to apply at least three months in advance of their desired enrollment date. International students who will be entering the U.S. on a student visa should plan to enter either at the start of our fall or spring terms and must complete their application files no later than July 31 for fall admission or November 30 for spring admission. Application procedures for all programs are described on the seminary website.

A person desiring to take courses as a non-degree student must complete an abbreviated application form and submit either a copy of a college diploma or a copy of a college transcript

that indicates a completed bachelor's degree. The student can take up to three courses before needing to either apply for a degree program or specify intent to complete a certificate.

### *General Admission Process*

Information about credentials needed for applying to a degree program and application forms are on the seminary website. Students will be notified of admission typically within one month of the completion of the application and receipt of the required credentials.

### *Students with Special Needs*

Students with special needs should contact the Registrar/Director of Academic Services for information.

### *Transfer Credit Policies*

Transfer credit may be granted to qualified students for courses completed at other accredited graduate institutions. Transfer credit is evaluated by the Registrar/Director of Academic Services and is credited after the successful completion of nine credit hours at the seminary.

Missio Seminary does not offer graduate credit for personal ministry experiences, including, but not limited to, missions trips sponsored by churches or other organizations.

When requesting transfer credit, a student must provide official transcripts of prior work and may be asked to provide course descriptions from a catalog or syllabus. Grades must be C (2.0) or higher and B (3.0) or higher for counseling courses to be considered. The following policies and procedures are followed:

- Transfer credit is evaluated by the Registrar/Director of Academic Services and is credited during the first semester of study.
- A student may not transfer more than one-half of the credits needed to complete a program.
- Master's degree students must take at least one-half of the courses in their field of concentrations, while MDiv students will normally be required to take at least one-half of the required courses in each of the major divisions (Old Testament, New Testament, Theology, and Practical Theology).
- All field work for the Master of Arts in Counseling Program must be done under the supervision of Missio Seminary and cannot be accepted as transfer hours.

Normally, transfer credit is accepted only for courses completed within the last 10 years and before matriculation to Missio Seminary. Certain programs may limit transfer credit. Accepting transfer credit is at the discretion of the Registrar's Office.

Master of Arts in Counseling Program - See Section 12

Doctor of Ministry Program - See Section 13

### *Advanced Standing*

Advanced standing may be granted to qualified students for courses completed at non-regionally/nationally accredited graduate level educational institutions or graduate level institutions outside the United States and Canada. Students wishing to be admitted with advanced standing must provide official transcripts of prior coursework and may be asked to provide course descriptions from a catalog or syllabus and/or undergo an appropriate evaluation regarding the content of the courses for which they desire to be waived. Based upon these assessments, students may be granted advanced standing with credit, reducing the total number of credits required for the degree (by no more than 1/4), or without credit, allowing students to substitute courses without reducing the total number of hours required for the degree. The minimum grade in a course to be considered for advanced standing is "B". Advanced standing may not be used for counseling core courses in the MAC program, or for any ThM, DMin, or certificate courses.

### *International Students*

Student diversity is a hallmark of the academic experience at Missio Seminary. Students will enjoy meeting and developing life-long friendships with men and women from around the neighborhood and around the world. Missio Seminary's aim is to make students' seminary experience as spiritually, academically, and culturally fulfilling as possible. To provide all students with a dynamic academic experience, the following are required for international student admissions: (more information is provided on the seminary website)

- Students, who are international applicants whose native language is not English, or, who have not received a bachelor's degree or its equivalent from an English-speaking institution, must send official results of the Test of English as a Foreign Language (TOEFL) to the Admissions Department. Missio Seminary requires all prospective students to take the TOEFL internet-based test (TOEFL iBT). The minimum required score is 20 for each of the four sections (speaking, listening, reading, and writing). The minimum total score is 80. For information on the TOEFL iBT test, visit [www.ets.org](http://www.ets.org).
- According to the Department of Homeland Security, F-1 (student visa) students must be both matriculated and enrolled full time (at least nine credits each for fall and spring for the MA/MDiv and at least six credits for the ThM and DMin) except during the summer. In order to remain "in status," F-1 students must maintain these requirements. Students must also be making satisfactory progress toward their degree program. In addition, international students who require an I-20 must provide evidence of documented financial support by submitting three forms: an I-20 Dependent Form, an F-1 Financial Form, and an affidavit of support with original bank statements. Students coming from other institutions in the United States must also submit a transfer form. These forms may be obtained from the Vice President for International Relations/Admissions Department.

- Students must also demonstrate that they have enough financial support to cover the first full year of seminary before admission can be granted. Missio Seminary reserves the right to request payment in full for the first enrollment year in an amount that covers full-time tuition and living expenses.
- Students who will be studying as students in the U.S. for the first time must also pay an initial status fee to the government (I-901 fee) before applying for a visa. For more info, see the international student info guide on our website or visit <https://www.ice.gov/sevis/i901>.
- Students needing to develop additional theological English skills for graduate level success may be required to take courses in the Advanced Cultural Studies curriculum. (See Section 15)

## Financial Aid Policies

The following is a brief summary of Missio Seminary policies for payment of tuition and fees. More information and forms are available on the Missio website (<https://missio.edu/financial-aid-assistance/>):

- Missio Seminary Grant Application
- In-School Deferment Request Form
- How to Apply for Federal Student Loans
- Financial Aid Handbook
- Understanding Federal Direct Loans

### *Payment of Accounts*

Tuition must be paid in full by the end of the each semester. Students enrolled in classes in the fall are required to pay all of their tuition between September 1 and January 31 and then in the spring are required to pay all of their tuition between February 1 and July 31. There are no late fees assessed to the students, however they will be placed on a business office hold until they can pay in full, arrange for federal aid, or set up an adequate payment plan.

- Fall Semester payment window: September 1 and January 31 (All payments must be paid by January 31 or the student cannot register for the next semester)
- Summer Semester payment window: August 1 – August 31 (All payments must be paid by August 31)
- Spring Semester payment window: February 1 and July 31 (All payments must be paid by July 31st or the student cannot register for the next semester)

Students are allowed to pay online through PayPal on the Missio website (<https://missio.edu/pay-your-bill-now/>), in person via cash, money order, or check, or with automatic recurring payments. A monthly payment plan may be available by contacting the Business Office. If no payments are received for a year, accounts with a balance will be turned over to collections.

Missio will only allow a student to register and enroll in a course who has met one of the following situations:

- Paid all tuition in full.
- Applied for a student loan under the U.S. Department of Education's Direct Loan Program to cover any new and remaining tuition charges. Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) with the school code G23230. We can also assist you with a private student loan.
- Entered into a credible school-approved payment plan to pay off all outstanding balances and new charges from an upcoming term in one year. The payment plan may be monthly payments, ACH through credit card or Nelnet Business Solutions (NBS). However, the total outstanding balance under a monthly payment plan cannot be greater than \$6,000.

Missio will not release an official transcript unless the student's account is paid in full. Students will not receive a diploma at commencement unless the student's account is paid in full. Students will not be allowed to participate in the commencement ceremony unless they have met one of the criteria listed in the previous paragraph. Former students wishing to re-enroll must have their previous account balance paid in full or on a payment plan before they are allowed to register for classes.

### *Refunds*

Students' refund requests are subject to a 10-day waiting period. Students who withdraw from a program during a term, or who drop individual courses but remain at Missio, may receive a refund of tuition fees based on the time of their dropout.

## **Detailed Information Regarding Scholarships, Grants, Entitlements, and Other Benefits**

Our students receive awards, scholarships, and grants from a wide variety of sources. Before applying for financial aid, students need to supply their financial obligations through personal funds saved for education and by building a personal support network. A personal support network may include the student's home church, denomination, people to whom the student has ministered, friends, family, clubs, and foundations. We have established the financial aid program outlined below to supplement students' own financial resources.

### *Grants*

Students with a demonstrated financial need who are enrolled in a degree program for at least 24 credit hours per year may be eligible for a grant.

### *Scholarships*

From time to time scholarships become available, which are awarded by the Financial Aid Committee. An email announcing the time to submit applications will be sent to all current students.

### *Entitlements*

A foreign or domestic missionary or campus ministry leader is entitled to a 20% tuition discount if he or she is raising at least 50% of his or her support and is sponsored by a recognized sending agency. The missionary or campus ministry leader is required to provide a letter confirming this status from the sponsoring organization.

The spouse of a full-time degree-program student is entitled to a 50% discount.

A degree-program alum who is returning for a second degree is entitled to a 20% tuition discount.

### *Church Match Program*

For full-time degree-program students whose churches want to support their education throughout the entirety of their degree. Missio Seminary will match the church's sponsorship of 25% of tuition costs. Your church officials will be required to complete a Promissory Note acknowledging the amount of their support and how they intend to pay. The seminary will match the church's payment once it has been received, to the maximum of 25% of the tuition total, provided the student's payment account is current.

A limited number of agreements are available each academic year. Request a copy of the Promissory Note from your Admissions Counselor.

### *Veterans Benefits*

As an accredited school, Missio Seminary is recognized by the [Veterans Administration](#). To determine eligibility, students should contact a regional VA office. Missio Seminary's facilities code is 31015238.

Below are websites that offer helpful information on benefits for veterans:

- [U.S. Department of Veterans Affairs](#)
- [G.I. Bill Website](#)
- [U.S. Department of Education website](#) dedicated to Veterans and Military Families
- [Military.com](#) - check this page for information about benefits offered through your state.
- [My Next Move](#) - for Veterans

- [National Association of Veterans Upward Bound Program](#)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## **Registration Procedures**

### *Matriculation*

Students who formally accept admission to the seminary are considered matriculated students. Once matriculated, students will be sent an email confirming their 5 digit student ID number, as well as information about logging into the E-Campus, online new-student orientation, syllabi, and textbooks.

### *Registration*

Students in their first semester at Missio will be registered for their first term of classes based on the information provided on their Admissions Matriculation Form. For subsequent semesters, all students are required to submit their registration for classes in Campus Café (Missio's Student Information System) according to instructions provided by the Registrar/Director of Academic Services.

The registration fee (\$50) will be waived if students complete the process during the early registration period. Registration will open in June for the following fall term, in November for the spring term, and in April for the summer terms. A late fee (\$100) will be charged for registrations received within two weeks of the start of the term.

## **Academic Policies**

### *Academic Policies and Student Responsibilities*

Students are fully responsible to know and follow all seminary rules, regulations, program requirements, and deadlines published in this Academic Catalog.

### *Academic and General Integrity*

As followers of Jesus Christ, students are called to integrity and Christ-likeness in all areas of life. In the academic realm this means that all assignments are to reflect the students' own work. Those found guilty of cheating or plagiarism will receive a grade of zero on the assignment (and perhaps the course) and will be placed on academic probation. The Academic Administration Committee may assign further sanctions or remedial work. For a second occurrence the student will be subject to academic dismissal from the school. When using sources—whether paper or electronic, whether quoted or paraphrased—you must fully cite the



source according to accepted standards. Using another's intellectual property without citation to give the impression that it is your work is considered plagiarism.

### *Attendance Policy*

Professors take attendance at the beginning of each class. Since classroom time in all degree programs is extremely important, students should make every effort to attend all classes.

### *Absence Policies*

#### All Programs:

- Absences of one-third or less of a course – the faculty member, at his or her discretion, may deny the student admittance to the course or severely reduce a student's grade.
- Absences above one-third or more of a course – no credit will be given. If the student does not withdraw by the stated deadlines, absences above one-third will result in failure of the course. All day Saturday classes count as two class sessions.
- Faculty has the right to lower grades due to absence or tardiness. Because of the nature of various assignments, it is possible that a teacher would not allow an assignment due at the missed class to be made up or submitted later.
- Students are fully responsible to obtain class notes or have someone record a class for them if they miss a class session.

#### MAC students:

- MAC cohort students who miss two or more sessions within a course will need to submit a written explanation to the GSOC committee for review to be permitted to continue in the course.
- Cohort students who have missed three or more consecutive classes are considered missing students. See "Withdrawal and Re-entry in a Cohort Program" (below).

Doctor of Ministry Program – See Section 13

### *Satisfactory Academic Progress*

#### Master's Degree Programs:

- Students (both full-time and part-time) of all master's degree programs are evaluated after each semester to make sure they are making satisfactory academic progress. Students whose cumulative grade point average (GPA) falls below "C" (2.00) after completing 9 or more credits will be placed on academic probation for the following term.

- Students in sequenced classes who skip over or fail a course will need to complete the course in another format (if available) or at the end of their program in order to meet program requirements. All classes and requirements must be fulfilled by the summer of graduation in order to participate in commencement for that year.

Doctor of Ministry Degree Program – See Section 13

#### *Academic Probation*

Master's Degree Programs:

- The Academic Administration Committee individually reviews all students placed on academic probation to determine whether or not they will be eligible to continue taking courses for credit toward their program. If they are deemed so eligible, the committee will set forth the conditions under which they may do so. Students who remain on academic probation for two consecutive semesters are subject to academic dismissal.

Master of Arts in Counseling Program – See Section 12

Doctor of Ministry Program – See Section 13

#### *Academic Dismissal and Readmission*

If a student is dismissed from the Seminary for academic reasons (see *Academic Probation*) they will not be eligible for re-admission until after being unenrolled for one full semester. If a student wishes to be re-admitted they must apply again through the Admissions department and will be considered on a case-by-case basis by the Admissions Department and the Registrar. In general, students in MDiv and Theology/Bible/Ministry MA programs, if re-admitted, will be on probation and allowed to take one class in the first semester. They will be required to achieve a grade of 80% (B-) or higher in that one class in order to register for a full term of classes in the following term.

Students who have been Academically Dismissed from the Master of Arts in Counseling Program, the Master of Theology Program, or the Doctor of Ministry Program will not be eligible for re-admission into those respective programs.

Students who are dismissed for behavioral reasons will not be allowed re-admittance to any programs at the Seminary.

## Dropping and Adding a Course

### All Programs:

- Joining the program:
  1. The last day to enroll in a program is prior to the second session of first course.
  2. Deadlines to drop classes: The last day to drop classes without record is prior to one third of the class sessions. The last day to drop classes with a Withdraw Passing (WP) or Withdraw Failing (WF) is prior to two thirds of the class sessions. Students should consult the posted add/drop schedule posted on E-Campus.
- Tuition refund deadlines:

Students dropping a class during a term will receive a refund of the tuition for the term based on the pro-rated schedule listed below.

| <u>If you drop prior<br/>to this # of class sessions . . .</u> | <u>... you will receive this % refund<br/>of the term's tuition</u> |
|--|---|
| 2  | 100%  |
| 3  | 75%   |
| 4  | 50%   |
| 5+   | 0%  |

### Additional information

- For courses dropped with the signed approval of the Registrar's Office past one third of the class, the professor also becomes involved. Drop/add forms are to be filled out and submitted to the Registrar's Office.
- Dropping a course without following the proper procedure will result in a failure (F) being recorded and averaged for the course. No new course may be entered after the first full week of classes during the fall and spring terms. The add/drop schedule for all terms is available on E-Campus.
- Note that the deadlines for dropping are prior to the class. For Saturday classes, students will need to contact the seminary by 2 p.m. on Friday to meet the deadlines. Drop forms are available on the website.
- Any course dropped before the completion of the first third of classes in the fall or spring terms will not be shown on the transcript. Any course dropped during the second third of classes in the fall and spring terms will be shown on the transcript as withdrawn passing (W/P) or withdrawn failing (W/F). Courses dropped after two-thirds of the classes of these terms will be recorded and averaged as a failure.

### Course Evaluations

Students will complete online course evaluations for each of their classes. These evaluations *are extremely important to faculty* as they help them to assess their course requirements,

structure, and pedagogy. Faculty use student evaluations to improve their courses for the future. Student evaluations are part of the class participation requirements for each course and are anonymous to faculty members. Course evaluation links are prominently posted on the course site on our E-Campus and are available by request from the Registrar’s Office via email. Failure to complete an evaluation within one week of the last day of class may result in an automatic grade reduction for the course.

*Academic Standing*

To remain in good academic standing in the master’s degree programs, a student must maintain a 2.00 grade point average. To remain in good academic standing in the doctor of ministry and master of theology degree programs, a student must maintain a 3.00 grade point average.

*Grading and Grade Reports*

Students are responsible to familiarize themselves with grading criteria or grading rubrics published in the syllabus and on the E-Campus course page. Questions about grading in an individual course should be directed to the instructor. Official final grades are normally available in Campus Café after professors submit their grades to the Registrar’s Office (2 weeks after the final week of class). Students may contact their professors if grades are not posted within two weeks. Students can view and print their grades from Campus Café by downloading their unofficial transcript.

*Missio Seminary Grading Scale:*

| MISSIO SEMINARY GRADING SYSTEM |      |             |          |
|--------------------------------|------|-------------|----------|
| A                              | 4.00 | 93.0 -100   | Superior |
| A-                             | 3.67 | 90.0 – 92.9 |          |
| B+                             | 3.33 | 87.0 – 89.9 |          |
| B                              | 3.00 | 83.0 – 86.9 | Good     |
| B-                             | 2.67 | 80.0 – 82.9 |          |
| C+                             | 2.33 | 77.0 – 79.9 |          |
| C                              | 2.00 | 73.0 – 76.9 | Fair     |
| C-                             | 1.70 | 70.0 – 72.9 |          |
| D+                             | 1.30 | 67.0 – 69.9 | Poor     |
| D                              | 1.00 | 63.0 – 66.9 |          |
| D-                             | .70  | 60.0 – 62.9 |          |
| F                              | 0.00 | 00. - 59.9  | Failing  |

### *Time Limits for Degree Completion*

Master's Programs: MDiv students must finish their degree requirements within 10 years of their first course (an average of 9 credits per year). MA and ThM students must finish their degree requirements within 8 years of their first course (an average of 6 credits per year). Normally students will need to have completed one-third of their program by year 9 or two-thirds of their program before year 10 to complete the MDiv degree, and one-half of the program by year 8 to complete an MA or ThM degree.

Extension (variance) requests: Students who require more time must request an extension from the Academic Administration Committee using a Variance Request Form found on E-Campus. If the extension is granted, the student will be charged a \$100 continuation fee at the beginning of each additional academic term (excluding summer) until the degree requirements are completed. Note: A student who previously received title IV aid will no longer be eligible for additional financial aid once the maximum time frame has been reached. Such students will be evaluated semi-annually and notified when they reach their last year of eligibility.

Doctor of Ministry Program – See Section 13

### *Course Repeats*

Any course for which a student has earned a C or below may be repeated once for a higher grade. Both grades remain on the academic record, but only the most recent grade is calculated into the student's grade-point average. The credits are counted only once. Only two courses in the student's program of study may be repeated.

It is the responsibility of the student to notify the Registrar at the time of enrollment when repeating a course. The current tuition rate is charged.

### *Incomplete Grades and Course Extensions (Variance Requests)*

Students who do not anticipate being able to complete their work by the final due date for the course must submit a Variance Request Form, found in E-Campus, to the Academic Administration Committee ([academic@missio.edu](mailto:academic@missio.edu)) and their professor **before** the last day of class. Faculty members may use their discretion to grant extensions for up to one week beyond the final assignment due date or they may require a Variance Request to be submitted for any work past the final due dates. All requests for extensions beyond one week must be submitted to the Academic Administration Committee ([academic@missio.edu](mailto:academic@missio.edu)) using the Variance Request Form.

Variance requests are not automatically granted, but are considered on a case-by-case basis by the Academic Administration Committee. Emergencies are the only grounds for extensions and variances (e.g., death in the immediate family, personal serious illness or injury, etc.). All students face pressures from life and ministry, and these are not reasons for extensions. Should

a student communicate an area of concern for the student's well-being in the reason submitted for a variance (e.g., medical, mental health conditions and/or abuse of any kind), Missio Seminary may recommend that a student seek treatment or professional support. In cases of severe conditions interfering with school success or the well-being of the student, Missio Seminary may require a temporary leave of absence for the student's benefit.

Approved extensions will be as short as deemed reasonable by the Academic Administration Committee (normally limited to one week). If an extension is approved, the student will receive a grade of "incomplete," which will be converted to an "F" if the required work is not submitted by the extended due date, which would require the student to repeat the class if the course is not an elective. The decision of the Academic Administration Committee is final.

Doctor of Ministry Program – See Section 13

#### *Changing Programs or Concentrations*

Students are required to follow the academic program under which they were admitted. Students who wish to change programs must fill out a request for Change in Program form available on E-Campus, showing the current and desired programs and reason for change. All changes are subject to the approval of the Registrar/Director of Academic Services. Students admitted without declaring a program ("non-degree") must declare a program (through the Admissions Department) if they wish to continue beyond nine hours.

Doctor of Ministry Program - See Section 13

#### *Withdrawal/Reinstatement and/or Leave of Absence*

Course requirements for degree programs are periodically reviewed and modified. Students who discontinue their program for one term or more (not including summer sessions) will be required to follow the most current requirements of their degree program. Stop-out students should meet with the Registrar/Director of Academic Services to review program requirements before resuming their coursework. The following provisions apply when students take a break from their studies:

All non-MAC Programs:

- *Up to two years' absence*  
A student may register for classes up to two years after his or her last registered term without having to complete additional admissions requirements.
- *Two- to five-year absence*  
A student absent from classes longer than two years but fewer than five years can resume course work after submitting the following credentials to the Admissions Department:
  - Letter explaining the reason for the absence

- Current ecclesiastical reference
- \$30 re-entry fee
- *An absence of over five years*
  - After a five-year absence, the individual must re-apply for admission. See admissions requirements for full details.

MAC Program students:

- To withdraw from the program without charge, students will need to withdraw between terms rather than during a term. Withdrawal forms are available on E-Campus. Failure to complete the withdrawal form during the allotted time or to communicate withdrawal orally to the Registrar's Office means the student will be charged tuition for the entire term during which they stopped attending.
- In addition, when a student has missed three or more consecutive classes, the student is considered a missing student. The student will be contacted and expected to complete the withdrawal forms mentioned above. No response to the initial proactive communication will result in a letter being sent to the student with the withdrawal form and the following procedures will apply:
  1. If a student completes and returns the form by the due date given or communicates orally to the Registrar's Office:
    - The student will be dropped from any remaining courses not started within the term and will not be charged tuition, but will be charged a drop fee.
    - The student will be responsible for tuition on the current classes enrolled in which they are requesting to drop based on the Financial Office Policies.
    - The student can contact an admissions counselor at a later date to become re-activated/admitted as a student.
    - The student who changes cohorts will need to pay the current tuition rate of the new cohort he or she will be entering.
  2. If the student does not complete the form or communicate orally to the Registrar's Office:
    - Student will be charged tuition for the entire term during which they stopped attending and any drop fees.
    - In order to be considered for re-activation/admittance into the school, the student will need to meet with the program director or a student services representative. (Note: Missio Seminary does not guarantee re-admittance).
    - In addition, the student will need to pay all monies due including tuition from the dropped academic term,

cohort transfer fee, drop fees and current tuition rate for the new cohort he or she will be attending.

### *Withdrawal and Re-entry in the MAC Program*

Students may find it necessary to withdraw from the program for a period of time for emergency reasons. Before withdrawing, a student must speak with an admissions counselor. Normally, a student will need to re-enter the program in a subsequent term joining a new cohort. Withdrawal and re-entry forms are available on the website or from the Registrar's Office.

Doctor of Ministry Program - See Section 13

### *Shared Credit in Degree Programs*

No more than one-half of the credits required for one degree program may be transferred into a second degree. Example: to earn both the MA and MDiv degrees, a student would need 84 credits for the MDiv degree and at least 24 additional credits (one half of the 48 hour MA degree) for a total of 108 credits for both degrees. All requirements for both degrees must be met. The same principle holds true of a degree earned at another accredited institution. No more than one half of the credits in that degree may be transferred and applied to a degree program at Missio Seminary.

Master of Arts in Counseling Students - See Section 12

### *Auditing*

Missio Seminary encourages everyone to take advantage of the wide range of courses offered at the seminary. Most individuals enroll for academic credit in pursuit of a degree program. An auditor is extended the opportunity to enroll in classes for personal enrichment without receiving academic credit, as space allows, with the following exceptions:

- MAC courses delivered in a cohort format
- Advanced professional counseling courses
- Greek and Hebrew language courses, unless the specific course has already been completed for credit.

The level of participation by an auditing student is determined by the instructor. The auditing student may complete assignments and take any tests given to the class, but faculty members will not grade this work or provide any feedback.

Students who are not pursuing a degree may audit a class after completing a non-degree application from the Admissions Department. Audit fees vary per program and can be obtained from the business office. There is no refund for dropped audits once the class has begun.



Students may sign up to audit a class at any point in the term (the audit fee remains the same). Those who wish to change from audit to credit must do so before the end of the first week of classes. In addition, advanced standing will not be granted for any course previously audited.

Students who have passed a course at Missio Seminary may audit the same class at no charge.

## Academic Affairs

### *Registrar/Director of Academic Services*

The Registrar/Director of Academic Services is available to answer questions about students' program, academic standing, transfer credits, variance requests, and other student concerns.

### *Class Schedules*

Class schedules are posted in NC102, Academic Forms and Documents, on E-Campus. Typically term schedules are available at least two months prior to the beginning of the term.

### *Academic Calendar 2021-2022*

|                           | MDIV/MA      | MAC          | THM          | DMIN          | ACS           | DIPLOMA      |
|---------------------------|--------------|--------------|--------------|---------------|---------------|--------------|
| Fall Start                | Sept 7       | Sept 13      | Sept 13      | Sept 20       | Aug 23        | Sept 2       |
| Labor Day                 | Sept 6       | Sept 6       | Sept 6       | Sept 6        | Sept 6        | Sept 6       |
| Thanksgiving Break        | Nov 22-26    | Nov 22-26    | Nov 22-26    | Nov 22-26     | Nov 22-26     | Nov 22-26    |
| Christmas-New Years Break | Dec 15-Jan 3 | Dec 14-Jan 2 | Dec 16-Feb 4 | Dec 15-Jan 16 | Dec 10-Jan 23 | Dec 17-Jan 5 |
| Fall End                  | Feb 1        | Jan 31       | Dec 15       | Dec 15        | Dec 10        | Jan 20       |
| Spring Start              | Feb 8        | Feb 7        | Feb 7        | Jan 17        | Jan 24        | Jan 27       |
| Easter Break              | Apr 11-17    | Apr 11-17    | Apr 11-17    | Apr 11-17     | Apr 11-17     | Apr 11-17    |
| Memorial Day              | May 30       | May 30       | May 30       | May 30        | May 30        | May 30       |
| Graduation                | Jun 4        | Jun 4        | Jun 4        | Jun 4         | n/a           | June 4       |
| Spring End                | June 28      | June 27      | June 10      | June 30       | June 10       | June 10      |
| Summer Start              | July 1       | July 1       | July 1       | n/a           | n/a           | n/a          |
| Summer End                | August 15    | August 15    | August 15    | n/a           | n/a           | n/a          |

### *Academic Administration Committee*

The Academic Administration Committee adjudicates student variance requests, academic probation issues, and other student academic progress or conduct issues. The Registrar/Director of Academic Services is the committee chair. The committee consists of

faculty members, program directors, and possibly others at the discretion of the academic dean.

### *Course Prerequisites*

Most programs follow a general sequence of courses. Prerequisite courses are noted on course schedules and in the courses descriptions below. Students in all programs must complete courses in the correct sequence when a particular order is required.

### *Bible Knowledge Exam*

The Bible Knowledge exam is a required comprehensive exam for students enrolled in any master's degree program except the MA in Counseling and ThM. Students must pass the exam at least one full term prior to the term in which they are graduating. More information is posted on E-Campus.

### *Faculty Advising*

The student/faculty ratio at Missio Seminary has afforded students the opportunity to cultivate rich relationships with many of their professors. Students are assigned faculty advisors and are encouraged to pursue these one-on-one relationships with the faculty, and to seek them out for personal guidance. In situations where academic advice is needed for a program or an individual course, students should contact the Registrar/Director of Academic Services. The Registrar will assist students when circumstances necessitate dropping or adding a course or when difficulty arises with course work or the program.

### *Orientation for New Students*

In addition to an orientation session, new students are provided with online orientation on E-Campus before they begin their classes. Orientation is designed to help each new student adjust to seminary life. Students will receive online login information to view the orientation material, in which they will review information about seminary life, online learning, our information technology, and library resources, along with other important information about the seminary. All incoming students are required to review this information.

### *Graduation in Absentia*

The commencement service is a community celebration of the students' completion of their programs. Students are expected to participate in commencement unless prohibited by unusual circumstances beyond their control. Students must notify the Registrar's Office of their inability to attend commencement in response to the graduation memo distributed in late fall.

### *Transcript Requests*

Transcripts will be issued upon receipt of a written request form (available on the Missio Website or on E-Campus) from the student. Students should include all required information, including student ID number on the request. Official transcripts will be sent via U.S. Mail to schools or organizations. Official electronic transcripts are not available at this time. There is a \$10.00 fee for each transcript. No transcript will be issued for a student who has a balance on their account or who has overdue library books.

### *Verification of Student Status*

Request forms for letters verifying student status are available on the Missio Website and on E-Campus. There is a \$10.00 fee for each letter issued.

### *Proctored Exams*

Occasionally students in hybrid and online courses will need to arrange for a proctor to supervise examinations that are taken off campus and/or online. Instructions for proctored exams are provided in the course materials at the beginning of the course. Students are responsible to know and to follow the instructions provided.

### *Independent Study Courses*

Master's Programs: Missio Seminary occasionally allows students to take independent study courses. To qualify for an independent study, the student must have a minimum cumulative GPA of 3.1 and meet the prerequisites of the proposed course. The student must complete the independent study form available in the Registrar's Office, and fulfill all of the requirements of the professor. Independent studies are charged at \$150/credit above normal tuition.

Stipulations governing independent studies:

1. The number of credits a student may earn via independent study is limited to 1/6 of a degree program.  
MAM, MT, OT, NT—8  
MAC—9  
MDiv—15  
Certificate, DMin or ThM—none
2. Students may register for no more than one independent study per term.
3. Students may not take an independent study during their first term.
4. Required courses may not be taken as independent studies.
5. A course may not be taken as an independent study in the same academic year during which it is offered as a class.

6. Extensions will not be granted for incomplete independent studies. They will simply be dropped from the student's academic record if the work is not complete by the date listed on the independent study application.
7. Missio Seminary does not offer graduate credit for personal ministry experiences, including, but not limited to, missions trips sponsored by churches or other organizations.

Doctor of Ministry Program - See Section 13

### *Hybrid and Online Courses*

Missio Seminary offers online courses that are part of master's degree programs, doctor of ministry degree programs, or certificate programs. Missio Seminary does offer one completely online program, the Master of Arts in Missional Ministry, in a synchronous format. Students must be admitted to that program in order to take those synchronous online classes. Students taking online courses must have a computer system that meets or exceeds the standards posted in this catalog and on our website. Online courses may not be available to students in all U.S. states. Check with the Registrar's Office prior to enrolling if you reside outside of Pennsylvania.

### *Authentication of Student Identity*

Student identity is verified through the assignment of unique student identification numbers that are used to login to the authorized area of the website and into the E-Campus. Students should not share their login and password.

### *Graduation Requirements*

Master's Programs: In order to earn a degree from Missio Seminary the following requirements must be met:

- Fulfill all requirements for the particular degree.
- Maintain a cumulative grade point average (GPA) of 2.00 or above. MAC Students: see GPA requirements in Section 12.
- Earn the total number of credit hours required for the degree. Students who lack one or two courses needed to graduate in spring may participate in the graduation ceremony if they can complete the course during the subsequent summer session (no later than August 31).
- Pay off any outstanding financial obligations to the seminary.

Doctor of Ministry Program - See Section 13

### *Graduation General Information*

Commencement is held once per year in late spring. Students attend a graduation rehearsal and faculty reception the evening before commencement. The Registrar's Office sends out memos throughout the year to advise students of details and ask for information pertinent to commencement.

All students are required to complete an Application for Graduation (found on ECampus) the semester prior to the term in which they intend to graduate.

Students who complete the requirements for their degree by the end of the fall term may receive their diploma at the end of the fall semester. Students planning to graduate in fall must submit their request to the Registrar's Office by October 15, and indicate if they wish to participate in the commencement exercises the following June.

A diploma will be granted only upon the successful completion of all of the credit hours required for the degree. Diplomas will not be issued to students who owe library fees or whose accounts are not paid in full. Students with outstanding balances and no financial plan may not participate in the graduation ceremony.

## 5. Technology Policies

### General Information

#### *Helpdesk Information*

The IT Department Helpdesk is available M-F 9am-5pm to assist with technical problems using Wi-Fi, classroom video projectors, printers, and other seminary equipment. The fastest way to get assistance with campus technology is to email the Helpdesk at [helpdesk@missio.edu](mailto:helpdesk@missio.edu). All questions related to seminary websites, including the E-Campus student portal, should be directed to the Missio Webmaster at [webmaster@missio.edu](mailto:webmaster@missio.edu).

#### *Policy on Personal Computer Problems*

The IT Department has a strict policy regarding the repair and service of non-seminary computers and is not available to assist with any personal computer request. Should a student experience hardware or software issues on his or her personal computer there are many local firms that are available to assist with such issues.

#### *Student PC Security Statement*

Missio Seminary recognizes the need for computer use throughout the entire educational process today. Computers equipped with Internet access and applications that help deliver information and knowledge are vital. Students are encouraged to bring their electronic computing devices to campus to facilitate their course work and supplemental activities. Given the current climate of online dangers such as viruses, malware, phishing scams, and other related risks it is critical to secure all such devices regardless if they're being used on campus or not. Please take the appropriate steps to safeguard the security of your own electronic devices to protect the integrity of the student network on campus and provide a safe computing environment for everyone to use.

#### *Missio Seminary Website*

The website is updated frequently and students should check it regularly. During the winter, class cancellations due to weather will be posted on the website. Additionally, the website is a great place to find out what's happening in the larger Missio Seminary community.

#### *E-Campus*

Missio Seminary courses make use of the seminary's online learning system called the E-Campus. Every student is setup with a seminary E-Campus account upon registering for classes. Students may access the system from any computer that has a web browser, is connected to the internet, and meets our recommended computer system specifications.

### *E-Campus and Website Activity Reports*

The Missio Seminary E-Campus and website are password protected environments for faculty, staff, and students to use for educational purposes. All users should be aware that activity on the E-Campus and website are monitored. The E-Campus course site provides reports of student activity, including login dates and times, time-on-task, posting timestamps, and other information. The seminary expects usage of the E-Campus for accessing course syllabus, grade reports, and other activities as stated in the syllabus. Non-educational use of the website or E-Campus will be investigated.

### *E-Campus Login Information from "mindactive.com"*

Student E-Campus login information will be sent to students in an email from "mindactive.com." Students should check their junk mail if the email does not appear in their inbox. A student may access the E-Campus website at [ecampus.missio.edu](http://ecampus.missio.edu) and log in with the provided information.

### *Software Standards and Computer System Requirements*

Missio Seminary uses the Microsoft Office suite of products (Word, Excel, and PowerPoint). It is the students' responsibility to learn to use these programs and to submit properly formatted documents.

### *Online Courses*

Online courses may have other software requirements. Please check your syllabi for any online courses technology requirements.

## **Technology Acceptable Use Policy for Students**

1. *Login Rights and Responsibilities:* Students are given a login account for E-Campus – Missio's online learning system. Login accounts are for the sole use of the student and are not to be used by family, friends, other students, etc. Unauthorized use of an account or equipment is prohibited.
2. *Storage of Created Files:* Electronic files that are generated for classes are the responsibility of the student. Storage of files on the school's network is not permitted. If special circumstances arise, such as a required class activity, network access may be granted by the IT director.

3. *Wi-Fi*: For students with Wi-Fi-equipped laptops, Missio provides the ability to access the internet from most locations in on-campus. The Wi-Fi network is a shared, limited resource. Access to streaming audio and video should be limited to academic necessity only. Use of peer-to-peer files sharing, such as, but not limited to, Kazaa, Morpheus, Bittorrent, etc. is prohibited. Students who violate this policy may be blocked from future network access. All internet traffic is monitored by the IT Department. Repeated violations may result in additional disciplinary measures.

## Technology Prohibited Use Policy

The following list of prohibited uses is representative and is not intended to be exhaustive. Students are not permitted to:

1. Install, repair, configure, modify, rewire, move, or remove any equipment anywhere on campus without permission from the IT Department.
2. Download, install, and attempt to patch, upgrade, or enhance the existing software configuration of any computer maintained or owned by Missio Seminary.
3. Log on to any classroom computers without permission from and direct supervision by their professor.
4. Engage in any activity that is illegal under local, state, federal, or international law.
5. Initiate or participate in unauthorized or personal mass mailings (including but not limited to chain letters, spam, floods, and bombs).
6. Use or attempt to use an unauthorized user or network account, or any unauthorized equipment or facilities.
7. Grant others, by password or other means, access to any user or network account including your own.
8. Violate copyright, software license, and/or patent protection; for example, downloading or copying licensed software without the expressed written permission of the owner or in violation of the software license is prohibited. Peer-to-peer “sharing” of music, videos, and movies almost always violates copyrights and is strictly prohibited.
9. Access or attempt to access inappropriate or offensive material (e.g. pornography).



10. Intentionally create, modify, read, access, or copy data to or from any areas to which the user has not been granted access. This includes accessing, copying, or modifying the files of others without their explicit permission.

## 6. Tuition and Fees: 2021-2022

| MA/MDiv Level and ThM Level Programs |                         |  |   |                         |
|--------------------------------------|-------------------------|--|---|-------------------------|
|                                      | MDIV (ALL TRACKS)       | MA: MINISTRY, ACADEMIC TRACKS (BIBLICAL STUDIES, MISSIONAL THEOLOGY) | GRADUATE LEVEL Certificates & Non-Degree Students | THM Master of Theology  |
| Program Credits                      | 84                      | 48   | 3 to 18   | 24-30                   |
| Cost Per Credit                      | \$545                   | \$545  | \$545   | \$615                   |
| Approximate Program Cost             | \$46,680                | \$26,760   | \$8,175 <i>estimated for 15 credits</i>           | \$15,360                |
| Audit Fees                           | <i>\$182 per credit</i> | <i>\$182 per credit</i>  | <i>\$182 per credit</i>                           | <i>\$205 per credit</i> |

| Graduate School of Counseling |                                     |  |   |   |
|-------------------------------|-------------------------------------|--|---|---|
|                               | CERTIFICATE IN CHRISTIAN COUNSELING | MA IN COUNSELING (MAC)                   | ADVANCED PROFESSIONAL COUNSELING CERTIFICATE (CAPC) | GTRI - GLOBAL TRAUMA RECOVERY INSTITUTE       |
| Program Credits               | 15                                  | 48 or 60                                 | 10  | 3 to 4  |
| Cost Per Credit               | \$545                               | \$545                                    | \$545   | \$545   |
| Approximate Program Cost      | \$8,175                             | \$26,760 - \$33,600 + annual retreat fee | \$5,450   | \$1,635 to \$2,180 + any immersion class fees |
| Online Portfolio              | Approx. \$100                       | Approx. \$100                            | N/A   | N/A   |

| ACS, Diploma, and DMin Level Programs |                            |                      |   |                         |
|---------------------------------------|----------------------------|----------------------|---|-------------------------|
|                                       | Advanced Cultural Studies* | Diploma Program*     | POST-GRADUATE Advanced Pastoral Studies Certificate | DMIN Doctor of Ministry |
| Program Credits                       | 10, 3 Credit Courses       | 25, 2 Credit Courses | 12  | 24                      |
| Cost Per Credit                       | \$226                      | \$226                | \$768   | \$768                   |
| Approximate Program Cost              | \$7,080                    | \$11,900             | \$9,216   | \$19,332                |
| Audit Fees                            | N/A                        | N/A                  | N/A   | <i>\$256 per credit</i> |

### Fees

- Matriculation Deposit - \$100 (*this fee is applied against tuition and is non-refundable*)
- Technology Fee: \$150 per semester (*for all students enrolled in 3 credits or more*)
- Commencement Fee for all degree programs - \$150 (*due before May 1<sup>st</sup>*)
- Drop/Add Fee - \$25
- Registration Fee - \$50 (*waived if student registers during announced early registration period*); \$100 if student registers 10 business days or less before the term start date
- DMin Project Binding Fee - \$75
- DMin Continuation Fee – \$768
- ThM Continuation Fee – \$615
- MA Academic Track Thesis Fee - \$150
- MA Academic Track Thesis Continuation Fee (after 2<sup>nd</sup> semester): \$500
- Transcript Request Fee - \$10 per transcript

**Textbooks**

- Students should plan on approximately \$500 – \$700 per year for textbooks (for 18 credits).

\*Note that neither ACS nor Diploma program courses are graduate level and therefore do not fall under Missio's accredited offerings. These courses are not eligible for federal financial aid.

## 7. Master of Divinity Program

### *Purpose and Tracks*

The purpose of the Master of Divinity program is to prepare missional leaders who incarnate the story of Jesus with humility and authenticity and who communicate the story with fidelity to Scripture, appreciation of the Christian tradition, and sensitivity to the needs and aspirations of postmodern culture.

In the Language Track, MDiv students pursue both reading of the Scriptures and theological reflection under the conviction that God has determined to unite all things in heaven and on earth in Jesus Christ. By learning Greek and Hebrew students get a snapshot of the past and better understand the redemptive-historical narrative that culminates in God's taking on human flesh in Jesus Christ as His mission to restore His creation, especially human beings precious to Him.

In the Pastoral Ministry Track, students are prepared to be missional ministry leaders in contemporary cultural settings. This program is designed for the working professional as classes are generally scheduled in the evenings and on a few Saturdays. Along with engaging the culture, students in this program will receive practical training to help effect change within their current ministries.

In the Urban Ministry Track, students are prepared to develop an awareness of and appreciation for their social, political, economic, historical, and cultural context, enabling them to construct a theology that speaks to urban issues such as gentrification, racial reconciliation, community development, and systemic injustice.

In the Counseling Concentration Track, students are taught Bible and theology, as well given basic counseling competencies to be used in a church environment. For the licensure-oriented program, see our Master of Arts in Counseling (MAC) program.

In the Missiology Track, students are equipped with the necessary tools in theology, anthropology, missiology, eletic (Christian encounter with world religions), and communications for missiological engagement in various contexts. This track will benefit those desiring to be either a pastor or a missionary.

### *Admissions and Program Length*

To be considered for the Master of Divinity degree program at Missio Seminary, the student must complete the application form, including all required elements of the application. The degree is open to students who have completed a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 2.0. The program takes a

minimum of three years to complete, taking 12-13 credits per semester and 3 credits in summer. Full-time students generally progress through the program in three to four years.

### *Program Goals*

- Goal 1: Students will cultivate grace-based missional lives characterized by the fruit of the Spirit and love for God and others.
- Goal 2: Students will cultivate wisdom and skill in interpersonal relationships, conflict management, and living in community, particularly within diverse populations.
- Goal 3: Students will demonstrate knowledge of the Bible and its missional perspective and the ability to humbly interpret and apply it in light of history, culture, and genre.
- Goal 4: Students will learn key movements, ideas and persons in the history of global Christianity to incorporate in their own ministry context.
- Goal 5: Students will demonstrate effective missional leadership based on their gifting, personality, call, and context.
- Goal 6: Students will critically, constructively, and creatively engage an increasingly diverse, interconnected, and complex culture with the hope of the gospel.

### *Curriculum*

- Students must pass the Bible Knowledge exam at least one full term prior to the term in which they are graduating.
- Course descriptions are listed in section 10.
- See below for a full curriculum chart for the Master of Divinity.

| CORE COURSES  | TRACK COURSES  | ELECTIVES   |
|---|--|---|
| <b>19 courses/57 credits</b><br>(all courses are 3 credits)   | <b>5 courses/15 credits</b><br>(all courses are 3 credits)   | <b>12 credits*</b><br>(courses are 1-3 credits)   |
| <p><b>Core Courses</b></p> <ol style="list-style-type: none"> <li>1. PT501, Foundations</li> <li>2. OT501, Reading the OT Missionally</li> <li>3. NT501, Reading the NT Missionally</li> <li>4.-8. Choice of 5 out of 6 book studies (English Text):               <ul style="list-style-type: none"> <li>OT522E, Pentateuch</li> <li>OT605E, Prophets</li> <li>OT606E, Writings</li> <li>NT522E, Gospels</li> <li>NT605E, Acts/Paul</li> <li>NT606E, General Epistles</li> </ul> </li> <li>9. TH525, Hermeneutics</li> <li>10. TH521, Theology 1</li> <li>11. TH602, Theology 2</li> <li>12. TH603, Theology 3</li> <li>13. TH531, World Christian History 1</li> <li>14. TH532, World Christian History 2</li> <li>15. PT510, Missiology</li> <li>16. PT500, Formation &amp; Mission</li> <li>17. PT600, Leadership Development</li> <li>18. PT505, Pastoral Counseling</li> <li>19. PT601, Homiletics</li> </ol> | <p><b>Biblical Language Track</b></p> <p><b>5 courses/15 credits</b></p> <ol style="list-style-type: none"> <li>1. OT510, Hebrew 1</li> <li>2. OT511, Hebrew 2</li> <li>3. NT510, Greek 1</li> <li>4. NT511, Greek 2</li> <li>5. 6<sup>th</sup> Bible book study (5 of 6 are core courses, in the Greek or Hebrew Text)</li> </ol> <p><b>Urban Ministry Track</b></p> <p><b>5 courses/15 credits</b></p> <ol style="list-style-type: none"> <li>1. PT518, Exegeting the City</li> <li>2. PT550, Community and Mission</li> <li>3. TH606, Christianity and World Religions</li> <li>4. PT519, Anthropology</li> <li>5. PT527, Difficult Issues in Counseling</li> </ol> <p><b>Pastoral Ministry Track</b></p> <p><b>5 courses/15 credits</b></p> <ol style="list-style-type: none"> <li>1. PT550, Community and Mission</li> <li>2. TH606, Christianity and World Religions</li> <li>3. PT630, Pastoral Skills</li> <li>4. PT616, Theology and Practice of Worship</li> <li>5. PT610, Advanced Homiletics</li> </ol> <p><b>Missiology Track</b></p> <p><b>5 courses/15 credits</b></p> <ol style="list-style-type: none"> <li>1. TH650, Contextual Theology and Constructing Local Theology</li> <li>2. TH606, Christianity and World Religions</li> <li>3. PT660, Globalization, Urbanization &amp; World Christianity</li> <li>4. PT519, Anthropology</li> <li>5. PT711, Missiological Practicum &amp; Mentoring</li> </ol> <p><b>Counseling Ministry Track</b></p> <p><b>8 courses/24 credits</b></p> <ol style="list-style-type: none"> <li>1. PT550, Community and Mission</li> <li>2. TH606, Christianity and World Religions</li> <li>3. PT630, Pastoral Skills</li> <li>4. PT615, Organizations and Change</li> <li>5. PT610, Advanced Homiletics</li> <li>6. MAC510, Helping Relationships</li> <li>7. MAC500, Human Development</li> <li>8. MAC512, Psychopathology</li> </ol> <p><i>No electives, but 3 seminars (1 credit each)</i></p> | <p><b>Electives</b></p> <p>Three, 1-credit seminars (PT551) offered every fall and spring</p> <p>Other courses (9 credits, generally taken in summer)</p> <p>*Counseling ministry track students complete only three, 1-credit seminars</p> |

## 8. Master of Arts (Academic Tracks)

### *Program Description*

The Master of Arts (Academic Tracks) degree program is designed to prepare academically-oriented students, aspiring scholars and teachers, and intellectually-oriented practitioners. Students may choose: (1) the **Biblical Studies track**, in which they will be prepared to engage the Bible in a hermeneutically thoughtful, self-critical yet Christ-honoring way; or (2) the **Missional Theology track**, in which they will be prepared to be thoughtfully and systematically engaged in missional thought and ideas, practices, plans, and action.

### *Admissions and Program Length*

To be considered for the Master of Arts (Academic Tracks) degree program at Missio Seminary, the student must complete the application form, including all required elements of the application. The degree is open to students who have completed a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 2.0. The program takes two years to complete.

### *Program Goals*

#### Biblical Studies Track

- Goal 1: Students will cultivate grace-based missional lives characterized by the fruit of the Spirit, and love for God and others.
- Goal 2: Students will demonstrate knowledge of the Bible and the ability to humbly interpret and apply it in light of history, culture, and genre.

#### Missional Theology Track

- Goal 1: Students will cultivate grace-based missional lives characterized by the fruit of the Spirit, and love for God and others.
- Goal 2: Students will demonstrate knowledge of the Bible and the ability to humbly interpret and apply it in light of history, culture, and genre.
- Goal 3: Students will learn key movements, ideas and persons in the history of global Christianity to incorporate in their own ministry context.

### *Curriculum*

- Students must pass the Bible Knowledge exam at least one full term prior to the term in which they are graduating.
- Course descriptions are listed in section 11.

Core Courses (all courses are 3 credits):

PT501, Foundations

TH531, World Christian History 1

TH525, Hermeneutics

OT501, Reading the OT Missionally

NT501, Reading the NT Missionally

TH521, Theology 1

TH602, Theology 2

TH606, Christianity & World Religions

Track Courses:

*Biblical Studies*

OT510, Biblical Hebrew 1 or NT510, Biblical Greek 1

OT511, Biblical Hebrew 2 or NT511, Biblical Greek 2

OT522, Pentateuch or NT522, Gospels Book Study

OT606, Writings or NT605, Acts/Pauline Book Study

OT605, Prophets or NT606, General Epistles Book Study

Specialization Electives (9 credits)

*Missional Theology*

TH603, Theology 3

TH532, World Christian History 2

PT500, Formation & Mission

Specialization Electives (15 credits)

Thesis Option:

Students who would like to pursue writing a thesis for the Master of Arts degree must receive the approval of the relevant Department Chair. Should they be approved, the student will take 6 credits of TH690, Master's Thesis (3 credits in fall and 3 credits spring of the second year) in place of 6 credits of specialization electives.



## 9. Master of Arts in Missional Ministry Program

### *Purpose*

The purpose of the program is to prepare reflective practitioners to be missionally engaged in a variety of ministry settings.

### *Admissions and Program Length*

To be considered for the Master of Arts in Missional Ministry degree program at Missio Seminary, the student must complete the application form, including all required elements of the application. The degree is open to students who have completed a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 2.0. The Master of Arts in Missional Ministry takes two years to complete.

### *Program Goals*

- Goal 1: Students will cultivate grace-based missional lives characterized by the fruit of the Spirit, and love for God and others.
- Goal 2: Students will demonstrate effective missional leadership based on biblical values and individual gifting, personality, call context, and relational skills.
- Goal 3: Students will critically, constructively, and creatively engage an increasingly diverse, interconnected, and complex culture with the hope of the gospel.

### *Curriculum*

- Students must pass the Bible Knowledge exam at least one full term prior to the term in which they are graduating.
- Course descriptions are listed in section 10.

| <b>COURSES</b>                           | <b>CREDITS</b> |
|--|----------------|
| <b>Core Courses</b>                      | <b>18</b>      |
| PT501, Foundations                       | 3              |
| TH525, Hermeneutics                      | 3              |
| OT501, Reading the OT Missionally        | 3              |
| NT501, Reading the NT Missionally        | 3              |
| TH525, Theology 1                        | 3              |
| PT500, Formation and Mission             | 3              |
| <b>Ministry Courses</b>                  | <b>18</b>      |
| PT600, Leadership Development            | 3              |
| PT601, Homiletics                        | 3              |
| PT616, Theology and Practice of Worship  | 3              |
| PT550, Community and Mission             | 3              |
| TH606, Christianity and World Religions  | 3              |
| PT650, Ministry Internship               | 3              |
| <b>Ministry Specialization Electives</b> | <b>12</b>      |
| <b>TOTAL CREDIT HOURS</b>                | <b>48</b>      |

## 10. Master's Programs Course Descriptions

Courses are offered in the hybrid course format unless stated otherwise in the course description. Course identification numbers that end in "A" are online courses (some of these courses will offer optional face-to-face meetings or class sessions).

Course descriptions are subject to change and not all courses are offered every year. Some courses are offered on an "on demand" basis only. For more information about a specific course, contact the Registrar/Director of Academic Services. Course descriptions are categorized by discipline [Old Testament (OT), New Testament (NT), Theology & History (TH), and Practical Theology (PT)].

### Old Testament Courses (OT)

#### OT501 Reading the Old Testament Missionally

Get involved in God's mission by listening to God's story, by studying God's word, and by pointing to God's son in order to bless God's world. Struggle with tough texts and ask hard questions in order to comprehend profound new insights about God and his character. Watch God at work in his word, creating his world, establishing his people, developing his leaders, caring for the poor, fighting for justice, and redeeming humanity. *Three hours. Auditing prohibited.*

#### OT510/A, 511/A Biblical Hebrew 1-2

Step back in time and listen to God's story in the original language of the Old Testament. Appreciate the linguistic link to different eras and cultures and the God who spoke in and through them. Learn the sights, sounds, and syntax of biblical Hebrew (Hebrew 1) and explore the structure and significance of Old Testament narrative by translating chapters of Genesis (Hebrew 2). *Three hours each. Auditing prohibited.*

#### OT522 Old Testament Pentateuch Book Study (Genesis; book may vary)

Learn what it means to be fruitful and multiply as the bearers of God's image. Wonder at the goodness of God's creation and weep over the tragedy of sin, violence, and the flood. Journey with Abraham, Sarah, and Hagar. Wrestle with Jacob, Rachel, and Leah. Dream with Joseph and his family. Be blessed in order to be a blessing and to participate in God's mission to bless the earth. Prerequisite: OT 511 for language students. *Three hours.*

### OT605 Old Testament Prophets Book Study (books may vary)

*Samuel-Kings:* Witness the rise and fall of Saul, David, and Solomon, the first kings of Israel. Be amazed at the dramatic exploits of the prophets Samuel, Elijah, and Elisha. Listen to wise women like Abigail, Tamar, and Huldah as they teach and bless Israel's rulers. Watch ancient empires like Egypt, Assyria, and Babylon be used by God to punish his people. Long for a day when the truly righteous Messiah comes.

*Isaiah:* Come, all who are thirsty (55:1), hear the word of the LORD...listen to the teaching of our God (1:10). Seek justice, rescue the oppressed (1:17), share your bread with the hungry, and bring the homeless into your home (58:6). Pray like Hezekiah (38:2) and speak words of comfort like God (40:1). Respond to the question "Whom shall I send?" with, "Here am I, send me" (6:8)." Rejoice that a child has been born (9:6), who was called Immanuel (7:14).  
Prerequisite: OT 511 for language students. *Three hours.*

### OT606 Old Testament Writings Book Study (Psalms; book may vary)

Pray with the psalmist and explore the wildly divergent genres of the psalms. Plant yourselves by streams of water and delight in the law of YHWH. Ask God "why have you forsaken me?" and write a psalm of lament. Lie down in green pastures and let God's goodness and mercy pursue you. Recall God's work in history and declare "his steadfast love endures forever."  
Praise God in the classroom, Praise the LORD.  
*Prerequisite: OT 511 for language students. Three hours.*

### OT610 Hebrew Readings: Ruth & Jonah

This course gives students extensive opportunity to read (translate) the biblical texts of Ruth and Jonah, and introduces exegetical principles of some non-poetic genres. *Prerequisite: Biblical Hebrew 2. Three hours.*

## New Testament Courses (NT)

### NT501 Reading the New Testament Missionally

Survey the history of God's dealings with human race from the vantage point of the goal and climax of that story. Enter the wonder of the New Testament writers as they discover the breathtaking and creative faithfulness of God as revealed in the Messiah. Discover how God desires a people that reflects his creative faithfulness. *Three hours. Auditing prohibited.*

### NT510 Biblical Greek 1

This course introduces Koine Greek, the language of the New Testament. We will study the basic grammatical elements of New Testament Greek as presented in the first twenty chapters of the world's most famous New Testament primer, *Basics of Biblical Greek*. In addition to key grammatical concepts, we will also memorize the most frequently used words in New Testament Greek and also learn about New Testament textual criticism. *Three hours. Auditing prohibited.*

### NT511 Biblical Greek 2

By building on the first semester of Intermediate Greek, the second semester of Greek I will continue to build vocabulary, introduce the student to additional moods and grammar in preparation for additional translation exercises. Continued attention will also be given to the following: 1) basic Greek grammar; 2) morphology and function - morphosyntax - of participles, subjunctives, infinitives, imperatives, "mi" verbs, et al 3) frequency- used Greek vocabulary; 4) how to use various Greek resources for translations, interpretation, and exposition. Prerequisite: Biblical Greek 1. *Three hours. Auditing prohibited.*

### NT522 New Testament Gospels Book Study (books may vary)

Confront head-on the reality of four different canonical perspectives on Jesus and revel in the creative wisdom of God in providing this four-fold witness. Ponder the unique portraits of Jesus by the gospel writers and learn to welcome not only their agreements but also their differences. In so doing, experience the rich and profound challenge of the Jesus of history. Prerequisite: NT 510 for language students. *Three hours.*

### NT605 New Testament Acts/Pauline Book Study (books may vary)

Marvel at God's wisdom in embedding the core of Christian theology in the occasional letters of a first-century missionary. Explore Paul's pre-Christian worldview and motives and appreciate the way Jesus Christ transformed his thinking. Learn to follow Paul's profound arguments to his first-century converts and to make appropriate applications to 21<sup>st</sup> century readers. Prerequisite: NT 510 for language students. *Three hours.*

### NT606 New Testament General Epistles Book Study (1 Peter; book may vary)

Place yourself back within the complex world of the late first century as the Church, increasingly distinguished from Judaism, comes under the intense scrutiny of pagan neighbors and imperial authorities. Learn to listen to 1 Peter's wise and nuanced counsel and thus discern how effectively to bear the name "Christian" in a pluralistic and sometimes hostile world. Prerequisite: NT 511 for language students. *Three hours.*

## NT610 Greek Readings

Greek Readings continues the study of Koine Greek, the language of the New Testament, from Greek 1-2. The course provides an inductive approach to the study of New Testament Greek. *Prerequisite: Biblical Greek 2. Three hours.*

## Theology & History Courses (TH)

### TH521 Theology 1: The Character of God and Theological Method

Get to know God. There is no higher aspiration. Marvel in the mystery of the Creator who reveals Himself as Father, Son, and Holy Spirit. Ferret out sound methodologies for getting to know God better in community with other faithful pursuers of God. See how and why our understanding of God has developed through human history right up to the present day. Improve understanding and life in concert with God even still. *Three hours.*

### TH525 Hermeneutics

Become an astute and skilled interpreter – of the Bible, yes; but not just the Bible. Because living life is itself an exercise in interpretation, and because the give-and-take of any human communication constitutes the essence of “hermeneutics,” you’re growing in the skills and knowledge of this course will foster your growth as a human being. Growing as a biblical interpreter and Christian leader are by-products of the skills and abilities you will develop in this course. *Three hours.*

### TH531 World Christian History 1

Moving from beyond the realm of the New Testament, discover what happens when Christian faith meets the messiness of life! Let us take a trip around the world, stretching our legs and sharpening our minds as we view amazing remnants, follow hidden trails, and hear inspiring stories from local Christian guides. Brace yourself as we journey from Asia to Africa, Israel to Iceland, and Tehran to Tokyo. *Three hours.*

### TH532 World Christian History 2

Join the most invigorating yet debated conversation in history—deciding which of the world’s 50,000 Christian denominations most faithfully defines and depicts God! Learn how Christians, from their small population in the ancient world to their commanding presence today, have organized and understood themselves in relation to the world and other Christians. Compare and contrast the world’s majority Christian traditions from the Middle East to Latin America. *Prerequisite: TH 531. Three hours.*

### TH533 World Christian History 3

Dive into the history of the most printed book of all times, the Bible! Discover how Christians from across the globe have studied, taught, debated, and even adorned it. Find out why some Christians have fewer books in their Bibles than others, and uncover the captivating yet complex history of how this book—painstakingly copied by the fragile hands of men and women—has been preserved for more than 2,000 years. *Prerequisite: TH 532. Three hours.*

### TH602 Theology 2: God in Christ and the Mission of the Kingdom

Learn what it means to follow Jesus into the world. Explore why God came as a human, and why the messianic kingdom he brought came as such a surprise even to those anticipating it and wanting it. Come to understand why his kingdom continues to come as a surprise even today. Actively participate in this redemptive story and see what it really means to lead others to do the same. *Prerequisite: TH 521. Three hours.*

### TH603 Theology 3: The Holy Spirit, the Missional Church, and the Consummation

Learn to discern the voice of the Holy Spirit and submit to the Spirit's leading. Sort the power of the Spirit from the nonsense of charlatans. Come to greater appreciation for the Spirit's unique work in Christian communities, the Church that constitutes Christ's bride. Gain a vision for how God's purposes in human history come to full fruition and learn how to join these purposes to be an agent of the Spirit's work in the world today. *Prerequisite: TH 602. Three hours.*

### TH606 Christianity & World Religions

Recognizing that the world is now at our doorstep, learn how to communicate with people of other faiths in a responsible and respectful way. Putting aside any fears or biases, uncover what Muslims actually believe and decide for yourself why you think Islam is growing faster than Christianity. With a discerning eye and open mind, separate fact from fiction as we examine world religions from Buddhism to Hinduism and from Daoism to Mormonism. *Three hours.*

### TH690 MA Thesis

Option for the MA Academic Track only. *Offered on demand. Three hours.*

## **Practical Theology Courses (PT)**

### PT500 Formation & Mission

Learn to live in loving union with Jesus Christ, which is the heart and center of the Gospel. To be saved is to be united with the Savior; and to be missional is to participate in the Savior's

missional life. So what could be more important than to develop a theology and praxis of union with Christ as a foundation for missional ministry? Come learn to lead—and live—from the inside out. *Three hours.*

#### PT501 Foundations

Learn how to flourish in the inviting educational experience that Missio Seminary provides. Begin grappling with important theological questions that will carry implications for your self-discovery, reading of the Bible, and engagement with the world. Embrace God’s calling on your life as your ability to think and communicate is refined, your cultural intelligence increased, and your professional skills enhanced. *Three hours.*

#### PT505 Pastoral Counseling

Equip pastors and other ministry leaders with necessary pastoral counseling skills needed in their context. Learn the importance and power of listening to troubled people and practice the art of “walking with” those in need. Appreciate the history and Christian tradition of “people helping” while becoming familiar with counseling resources outside the church. *Three hours.*

#### PT510 Missiology

Acquire the tools to grow as a minister of the gospel ready for fast-changing, diverse contexts. Learn how to reach men and women from all tribes and nations. Start to think and practice like a missionary in our increasingly secular and global reality. Grow as a Christian leader who can help the church navigate the unfamiliar terrain ahead with creativity and wisdom. *Three hours.*

#### PT518 Exegeting the City

Develop strategies that support effective city ministry with research and information gathering tools that consistently prove important for serving effectively within urban settings. Examine operational methods such as neighborhood mapping, community organizing, and civic planning with a view to fostering and implementing positive changes for challenged cosmopolitan residents. Study God’s concern for the city while translating ideals into ethical frameworks that are part of the gospel message, which in turn reinforces the quality of urban life. *Three hours.*

#### PT519 Anthropology

Venture into worlds unknown whether across the globe or in your own neighborhood. Get to know other peoples and cultures. Mature as a cross-cultural communicator. Make the most of opportunities for the gospel to cross cultural barriers. Learn how to adapt ministry practice for various contexts, as Christians without borders. *Prerequisite: NT501. Three hours.*

### PT527 Difficult Issues in Pastoral Counseling

Be prepared to face the challenging relational and psychological issues impacting individuals, marriages and families. Explore the biblical and counseling insight needed to provide intervention within the context of the church's ministry. *Prerequisite: PT 505. Three hours.*

### PT550 Community & Mission

Learn essential principles for engaging communities for holistic mission. Participants develop an overview of how to engage, advocate, and lead effective local ministry. While people outside of the context often view urban society negatively, emphasizing problems despair and dysfunction, this course will affirm and join in the manifestations of God's love for the city, providing not only a healthier perspective but also a vision for implementing the gospel's ethical dimensions in any community. *Three hours.*

### PT600 Leadership Development

Explore the elements of leadership that reach beyond the church. Delve into how business, politics and the arts intersect with the church while progressively impacting economic justice, community development and societal transformation. This course activates leadership that inspires the desire for change in people. Learn the fundamentals that dismantle prevailing models and moves past the charisma of an organizational commander while examining expressions of God's Kingdom in all human activity. *Three hours.*

### PT601 Homiletics

Become a better communicator of God's word, in and outside the pulpit and beyond. Learn to engage in preaching as a divine-human encounter, in which God addresses the brokenness and beauty of the human condition. Learn how preaching's mission can become a powerful force of social transformation in our context. Together men and women will experience the unifying function of the word of God that assembles the world around the incarnation of Jesus. *Three hours.*

### PT610 Advanced Homiletics

When people think about pastors, they often think of preaching and sermons. What does it mean to preach God's Word faithfully, contextually, effectively and in both natural and supernatural ways? In this course, topics such as Jesus' teaching styles, how people learn, growth and change, preaching in the power of the Spirit, how to exegete the text while also exegeting one's context, as well as very practical elements of preparation, presentation and evaluation will be discussed. *Prerequisite: PT601. Three hours.*



### PT630 Pastoral Skills

This course is an exploration of the concept of the ministry and minister's responsibilities with an emphasis on church leadership, administration, pastoral service, and role in public worship. The course is designed to familiarize the entry-level minister with the primary requirements of the pastoral office. The course also includes an internship component where knowledge and skills from the course must be implemented and practiced in a ministry context. *Three hours.*

### PT650 Ministry Internship Seminar

A seminar for students presently engaged in ministry to develop and sharpen ministry skills through practice and application in a ministry setting. The student identifies the learning outcomes desired and, with the guidance of a site supervisor, pursues that learning objective. In review sessions students interact with a variety of ministry situations in consultation with a faculty mentor. Prerequisite: PT 500 and internship contract form submitted and approved. *Three hours.*

# 11. Graduate School of Counseling

## *Purpose*

The overall purpose of the Graduate School of Counseling (GSOC) is to equip students to provide wise comfort for hurting people, along with a hope for lasting change. Counseling ministries take many forms so our courses and programs are generalist in nature and applicable in a wide variety of contexts from ministry to professional settings. To ensure that what we teach is up-to-date, courses are taught by faculty who are actively providing counseling services in a variety of settings.

## **Master of Arts in Counseling (MAC) Degree Program**

Email: [gsoc@missio.edu](mailto:gsoc@missio.edu)

## *MAC Program Overview*

The centerpiece of the Missio Seminary GSOC counseling curriculum is its MA in Counseling (MAC) degree program, a 60 credit hour (3 year) degree. The program is delivered in a cohort format for the benefit of the working student interested in completing graduate education in counseling in a timely fashion. This format also provides spiritual and collegial support and the assurance that classes build one upon another.

As an integral part of this curriculum, students will complete 700 hours of fieldwork experiences in real world settings of their choice. In addition, this program provides regular assessment of students' growth in skill and character. Tools used to assess student learning include faculty, peer, and supervisor evaluations; clinical counseling exam; and review of counseling transcripts.

Students find that they grow not only in professional skill, but also in Christian character through personal spiritual growth and maturity. Students' growth as Christians and as counselors will be influenced by their willingness to disclose and work on issues that God has revealed. Personal information revealed by students in the program to professors and other cohort students will be kept in strict confidence by others except in matters of personal safety laws.

Since many students are interested in licensure and/or certification, our curriculum has been shaped to help students achieve most of the credits they need for eventual licensure or certification as professional counselors. Since no graduate program can guarantee licensure or certification, the Graduate School of Counseling encourages students to consult the appropriate licensing/certification agency as soon as possible to determine if the MAC program meets their specific needs.

In addition, Missio Seminary offers a 48 credit hour (2 year) non-licensure track degree.

### *Admissions and Program Length*

The MAC degree and certificate programs are open to students who have completed a bachelor's degree from an accredited college or university with a minimum cumulative grade point average of 3.0. Students must complete all elements of the application forms and process.

The degree program is delivered in a cohort setting where students follow a designated path, enabling them to complete their degree within 36 months. Normally MAC courses include one Saturday class per month. The MAC program includes two required weekend retreats that occur each year.

### *MAC Program Mission Statement*

To prepare Christian counselors for professional and nonprofessional ministry who love people in all their God-given diversity, who engage science and culture with wisdom and discernment, and who skillfully apply the grace and truth of the Gospel first to their own lives and then to their counselees.

### *MAC Program Goals*

- Goal 1: Students will live grace-based lives characterized by wisdom, the fruit of the Spirit, and love for God and others.
- Goal 2: Students will demonstrate commitment to humble, learner-oriented ministry in a world marked by cultural, theological, and philosophical diversity.
- Goal 3: Students will grow in knowledge of the Bible and the ability to humbly interpret and apply it in light of history, culture, and genre.
- Goal 4: Students will demonstrate effective counseling skills in light of each student's gifting, call, and context.

### *Program Committee*

The committee overseeing the MAC program is the Graduate School of Counseling (GSOC) Committee. It consists of the MAC program co-directors., and a GSOC administrative coordinator. Also participating at times are the academic dean and the cohort presidents. The functions of the committee are to review the success of the program with regard to its goals, review course syllabi, and settle disputes.

Curriculum and Course Order

MAC Cohort Course Order – 60 Credit Hour licensure track degree

| COURSES                       |  | CANDIDACY LEVELS  |
|-------------------------------|--|---|
| <b>Year 1</b>                 |  |   |
| Fall                          | MAC510 Helping Relationships (3) †<br>MAC525 Ethics and Professional Orientation (3) *<br>MAC500 Human Development and Change (3) †*<br>MAC501 Counseling and the Biblical Text 1 (2)<br>Retreat Required; non-credit (must complete 2)                                    |   |
| Spring                        | MAC512 Psychopathology (3) †<br>MAC803 Social & Cultural Diversity (3) *<br>MAC704 Models of Counseling (3) †*   |   |
| Summer                        | Elective (1) †   | Total of 1 credit needed for degree   |
| <b>Year 2</b>                 |  |   |
| Fall                          | MAC804 Career/Lifestyle Development (3)<br>MAC602 Counseling & Physiology (3) †*<br>MAC605 Advanced Skills (3) *<br>MAC595 Counseling and Theology (2)<br>Retreat Required; non-credit (must complete 2)   | Practicum Candidate (Clinical Counseling Exam Completed)  |
| Spring                        | MAC520 Practicum and Professional Orientation (3)<br>MAC805 Group Counseling (3)<br>MAC621 Child and Adolescent Counseling (3) *<br>MAC511 Counseling and the Biblical Text II (2)   | Internship Candidate  |
| Summer                        | Elective, if not taken in year one (1) †   | Total of 1 credit needed for degree   |
| <b>Year 3</b>                 |  |   |
| Fall                          | MAC600 Internship and Professional Seminar 1 (3)<br>MAC601 Marriage and Family Therapy (3) *<br>MAC521 Counseling and the Biblical Text III (2)<br>Retreat Required; non-credit (must complete 2)<br>(GTRI courses, 2 credits, optional – must apply for GTRI certificate) |   |
| Spring                        | MAC610 Internship and Professional Seminar 2 (3)<br>MAC802 Research and Program Evaluation (3) *<br>MAC801 Psychological Assessment (3)<br>(GTRI courses, 2 credits, optional – must apply for GTRI certificate)   | Graduate candidate<br>Eligible to apply for NCC and take NCE exam<br>NCC – National Certified Counselor<br>NCE – National Counseling Exam |
| <b>TOTAL CREDIT HOURS: 60</b> |  |   |

## MAC Cohort Course Order – 48 credit hour non-licensure track degree

| COURSES                       |   | CANDIDACY LEVELS   |
|-------------------------------|---|--|
| <b>Year 1</b>                 |   |  |
| Fall                          | MAC510 Helping Relationships (3) †<br>MAC525 Ethics and Professional Orientation (3) *<br>MAC500 Human Development and Change (3) †*<br>MAC501 Counseling and the Biblical Text 1 (2)<br>Retreat Required; non-credit   |  |
| Spring                        | MAC512 Psychopathology (3) †<br>MAC803 Social & Cultural Diversity (3) *<br>MAC704 Models of Counseling (3) †*  |  |
| Summer                        | Elective (1) †  | Total of 9 credits of elective needed for the 48 credit degree** |
| <b>Year 2</b>                 |   |  |
| Fall                          | MAC595 Counseling and Theology (2) *<br>MAC601 Marriage and Family Therapy (3) *<br>MAC605 Advanced Counseling Skills (3)<br>(GTRI courses, 2 credits, counts for electives)<br>Elective course (3) (likely MAC602 or MAC804)<br>Retreat Required; non-credit | Practicum Candidate (Clinical Counseling Exam Completed)         |
| Spring                        | MAC520 Practicum and Professional Orientation (3)<br>MAC805 Group Counseling (3) *<br>MAC621 Child and Adolescent Counseling (3) *<br>MAC511 Counseling and the Biblical Text 2 (2)<br>(GTRI courses, 2 credits, counts for electives)                        |  |
| Summer                        | Elective (1) †  | Total of 9 credits of elective needed for the 48 credit degree** |
| <b>TOTAL CREDIT HOURS: 48</b> |   |  |

† These courses can be taken in the certificate program and then rolled into the cohort program starting every fall.

\* These courses include a Saturday class from 8:30 a.m. to 4:30 p.m.

\*\*Students may choose electives from another program but the credits will not transfer back if returning to the licensure track.

Students will be expected to complete 20-25 hours of homework each week. Students will complete 700 hours of supervised practicum and internship in an area for which they have a passion.

Internship hours can only begin with the start of Fall term, estimates of those hours are as follows:

MAC520, Practicum = 100 hours (40 direct; 60 indirect)

MAC600 and MAC610, Internship 1 & 2 = 600 hours (280 direct; 360 indirect)

## Program Overview

The purpose of this section is to be an extended resource for students, staff, and faculty. The MAC program follows the seminary's academic policies except where the nature of the MAC program requires modification. This section usually describes only those policies and procedures that differ from those in the earlier sections of this catalog. In the case of any conflicting information, the earlier sections take precedence.

Please note that students are fully responsible to know and follow all seminary rules, regulations, deadlines and all requirements concerning their degree programs as published in the academic catalog.

### *Orientation*

Student orientation is an online module in E-Campus. New students who have matriculated (paid the matriculation fee) will be given access to the orientation course (NC100) on the E-Campus. In addition, MAC students must take the online MAC orientation course on E-Campus called MAC100. Within the MAC100 course you will find program information that you will need to review. It is your responsibility to review and become familiar with the policies and procedures of the MAC program as listed on the MAC100 course site.

### *Other Requirements*

Note: MAC student files are web-based in an ePortfolio, called Foliotek. The individual student and MAC program staff and faculty have access to these files during the student's program. Students will pay a one-time fee for access for up to 4 years.

### *Background Checks*

Each student will need to get a recent criminal and child abuse background check prior to being accepted and admitted into the program. This is in preparation for fieldwork placement. No student will be permitted to start in the program or move forward into fieldwork without a recent background check. Background checks can be submitted in paper form during the admissions process and then uploaded to the ePortfolio after acceptance. International students need to complete and sign the "International Student Background Check Verification Process" form.

### *Consent Form*

Each student must sign a consent form, which outlines the program's policies. Please complete in the student ePortfolio before the first night of class.

### *Reference and Information Release Forms*

Each student must complete reference and information release forms, which allow for faculty and staff to release information on a student's academic and/or clinical performance. Any time a student wishes to utilize a faculty or staff member as a reference for obtaining a fieldwork placement or employment, the student must notify and gain permission first. Please complete in the student ePortfolio before the first night of class.

### *Liability Insurance*

Each student is required to maintain liability insurance while participating in fieldwork placement. Options to purchase insurance will be available on the E-Campus Counseling Program Network.

### *Personal Counseling*

Each student is required to seek personal counseling for at least 6 sessions while in the program.

## **MAC Retreat Information**

MAC students must attend 2 retreats while in the program. Two **weekend retreats** are planned by the seminary. These will be held in the fall, usually in October. Note: You must attend at least two MAC retreat weekends in order to graduate. There is a yearly fee for retreats. Students in the non-licensure track must also attend two retreats.

### *Weekend Retreat Policies*

Students are required to attend the seminary-sponsored retreat in the fall and must be present at all of the sessions (Friday night through noon on Sunday) in order to meet the requirement. Retreat speakers may assign work prior to the retreat. The retreat is pass/fail and is a non-credit event.

If a student is unable to attend a seminary-sponsored retreat in the fall, a variance form must be submitted to the GSOC Committee at the beginning of the fall term.

Missed retreats are required to be made up with the following:

- First Year MAC students- MAC550 Personal Counseling Retreat only
- Second Year MAC students- attend MAC retreat year 3
- Third Year MAC Students- **personal retreat** if the second year retreat was also missed
  - Students are required to submit a personal retreat approval form (see below) prior to going on their personal retreat. Personal retreats must be approved by the GSOC Committee. See Personal Retreat Guidelines, Policies, and Report Form below.

Note: Postponing retreat attendance/missing a retreat or make-up retreat may adversely affect a student's program completion date. If a student fails to attend the retreat without a variance, the student automatically receives an "F" for the retreat. In addition, the full retreat cost (room & board) will be charged to the student's account if a student is expected at a retreat but does not show up or give at least a month's notice that s/he cannot attend.

### *Personal Retreat Guidelines*

A personal retreat can be scheduled for any time during the year. It can be planned in basically three ways:

1. Isolated time alone with God. You plan and implement your own formation retreat. You stay at a retreat center, vacation house, hotel, etc. The place you stay should help you fulfill your retreat goals, rather than be a distraction. You use your time meeting with God, reading Scripture, prayer, and meditation. Your meals are simple or provided by the retreat center. You may choose to fast for a period of time. Length of retreat—30 hours, not including transportation.
2. Time alone with God and in the company of your spouse, who is also seeking the presence of God. You plan and implement your formation retreat with your spouse. This kind of retreat can be conducted in a retreat center or vacation house, hotel, etc. The place you stay should help you fulfill your retreat goals, rather than be a distraction. The key is to have an agreed-upon purpose for the retreat; a schedule for prayer, worship, and silence; and arrangements for meals or periods of fasting. Length of retreat—30 hours, not including transportation.
3. Attending a retreat sponsored by a Christian organization on a formation topic. You choose to attend a retreat that is designed for spiritual formation with or without your spouse. The topic should relate to deepening your spirituality, such as prayer, discipleship, aligning your priorities, Christian meditation, using a labyrinth for prayer, being a friend of God, etc. You may attend with your spouse, a friend, or alone. Retreats where you serve in leadership or have other responsibilities are not eligible for the personal retreat credit. Length of retreat—at least two days (for example, Friday night-Sunday morning or all day Friday-Saturday afternoon).

### *Personal Retreat Policies*

Approval for Your Personal Retreat is a Requirement: At least 2 weeks before the retreat, submit your *Personal Retreat Approval Form* to the GSOC Committee. *Students must have approval for the retreat prior to attending the retreat.* (Note: You may not count a retreat you are leading.)

### *Personal Retreat Report Form*

Submit your *Personal Retreat Report Form* to the GSOC committee *within 4 weeks* of the completion of your retreat. This will include a one- or two-page reflection paper. Your paper will be reviewed by your faculty advisor and returned to you promptly with a pass/fail grade. Retreat requirement will not be fulfilled if the report form has not been submitted within 4 weeks or if the reflection paper lacks thoughtfulness and clarity. Students who fail the personal retreat will need to repeat it or attend a LEAD retreat.

## **Fieldwork**

The purpose of the practicum and internship is to expose students to the field of counseling. The experience will give students an opportunity to work with the types of clients learned about in the classroom. Fieldwork is designed to provide the student with experiences that enhance knowledge and skills while meeting MAC program learning outcomes: diversity, professional identity, ethics, and grace-filled biblical counseling with a commitment to humility.



### *Practicum and Professional Experience*

The purpose of the practicum is to introduce students to professional counseling settings. This is accomplished through students obtaining placement in a counseling center, church, or organization where appropriate supervision is provided. The practicum is an important part of the MAC program. Beginning in the spring term, second year students will begin acquiring hours towards their fieldwork requirement.

The MAC program requires 100 hours of practicum to be completed before moving on to the internship portion of the fieldwork (a minimum of 40 direct and 60 indirect, which also includes 10 supervisory hours). As part of the practicum experience students will attend a seminar class where practicum experience and current counseling issues are discussed. The practicum will include 15 hours of class time, and faculty-involved group experience.

Students need to complete at least 90% (36 hours) of direct counseling by August 31 of their second year in the program in order to be approved to start internship. Practicum consists of observing and participating in counseling activities in a recognized practicum site.

Practicum approval requires the following to be met by students:

- Clearance on criminal and child abuse background checks (updated within the last 3 years)
- Meet or exceed criteria for Practicum Readiness Review
- Positive course assessment from the Helping Relationships and Advanced Counseling Skills professor
- Complete 31 credits of coursework including: Helping Relationships, Human Development, Models of Counseling, and Psychopathology, and pass both CCE Exams
- Overall average of 3.0 in counseling courses and 2.0 in Bible/Theology courses
- Provide liability insurance certificate and updated background checks
- Sign and complete practicum placement form and practicum contract form and upload to ePortfolio

Once the checklist is complete, the fieldwork coordinator will submit the Practicum readiness approval via email to the student. Any request for exceptions to the policy must be submitted in writing to the fieldwork coordinator and the GSOC Committee. Exceptions will be considered on a case-by-case basis.

## **Internship**

The internship presents students with the opportunity to gain knowledge and skill in providing counseling services in a supervised setting. This will allow students to experience how theories of change learned in the classroom come to life during counseling. Students will seek to develop a variety of skills and techniques used to provide humble and wise counsel.

The internship consists of 600 total hours of fieldwork (a minimum of 240 direct and 360 indirect, which includes 30 supervisory hours). While acquiring hours students will be in the Internship 1 and 2 courses. Practicum students will remain in practicum status but can accrue hours until internship approval is given. Due to the timing of certain requirements, an internship cannot officially start until July or later between years two and three.

Internship approval requires the following to be met by students:

- Complete and pass the Practicum course
- Complete 36+ direct practicum hours
- Acceptable evaluations from Practicum course professor and preceptor
- Acceptable supervisor(s) evaluations
- Acceptable GPA: 3.0 or higher for counseling courses; 2.0 or higher for Bible/Theology courses
- Pass CCE Clinical Exams
- Completed and signed Internship Placement form uploaded to ePortfolio
- Completed and signed Internship Contract form uploaded to ePortfolio
- Approval of Fieldwork Coordinator and GSOC Committee

## **Program Completion**

### *Requirements for Graduation*

- Successful completion of at least 60 hours (3.0 or higher average in counseling courses and 2.0 or higher in all other courses; 48 hours for non-licensure track)
- Successful completion of required fieldwork hours (including recommendations from supervisors, fieldwork coordinator, and professional seminar professors; not required for non-licensure track)
- Recommendation of the resident faculty

## **Student Assessments**

### *Student ePortfolio*

The student ePortfolio is created from evaluations from professors, mentors, and peers, plus the student's own self-evaluations. It will also include on-going projects, videos, practicum, and internship evaluations, case presentations, and clinical counseling exams.

### *Student Performance Evaluations*

This assessment is designed to track students' growth in the 4 MAC Program Goals.

- *Self-Evaluations:* Basic self-evaluations consist of personality profiles, areas of gifting, areas of growth noted, clinical and field work, and audio/visual reviews.
- *Peer Evaluations:* Selected peers will complete an evaluation on a student. This allows for a more comprehensive evaluation process. Students will gain the perspective of those they have encountered and interacted with on a regular basis.
- *Course Evaluations:* Each student will evaluate every course in the curriculum and its instructor after completion of that course. This is an important and required part in assessing success and effectiveness of course materials and areas for needed improvement.
- *Faculty Evaluations:* All instructors will complete an evaluation for each student in the class at the completion of the course. Students will receive a summary of course reviews at their Practicum Readiness Review and Final Review unless the instructor deems otherwise.
- *Mentor Evaluations:* By your first retreat you need to have selected and started meeting with a mentor – someone who can guide you spiritually and be a support to you while you are in the program. Your mentor will need to turn in confirmation that you have been meeting for your Practicum Readiness Review and Final Review.
- *Supervisor Evaluations:* During the practicum and internship your supervisor will evaluate your progress and complete an evaluation form.
- *Clinical Counseling Exam – CCE:* At the conclusion of MAC605 Advanced Counseling Skills, students will take the CCE. This is given in order to assess the student’s level of skill and knowledge prior to the start of the internship.
- *Mock and Video Counseling Reviews:* During MAC510, MAC520, MAC605, and MAC610, students will be reviewed on their counseling skills.
- *Case Presentations:* During fieldwork courses (MAC520, MAC600, and MAC610) students will participate in preceptor groups and present two current cases.

## **MAC Academic Policies**

### *MAC Workload*

MAC program courses require additional work outside of class in exchange for less class time. Students should plan for 20-25 hours per week of homework in addition to class time. This

homework will include internet-based work, so please prepare accordingly. Note: all information and material utilized in the MAC program is subject to change at the discretion of the MAC director.

*GPA Policy*

The MAC Program has the following GPA requirements:

1. All counseling courses must average to a 3.0 (B) GPA. No student can start the practicum fieldwork in the second year of the spring semester unless at a 3.0 or higher.
2. Any individual counseling course where a grade is lower than a 2.0 (C or 73.0 or below) will be considered a failing grade and the student will be subject to any or all of the following:
  - Obtaining permission from the student’s advisor to remain in the program
  - Probation, if lasting for more than two consecutive semesters, will be cause for dismissal from the program.
  - Need for remedial work or retaking of the course
  - Delays in starting field work experiences and/or graduation
  - All Bible and Theology courses must average to a 2.0 (C) GPA. These courses include: MAC501, MAC511, MAC521, and MAC595.

*Grading*

| MISSIO SEMINARY GRADING SYSTEM |      |             |          |
|--------------------------------|------|-------------|----------|
| A                              | 4.00 | 93.0 -100   | Superior |
| A-                             | 3.67 | 90.0 – 92.9 |          |
| B+                             | 3.33 | 87.0 – 89.9 |          |
| B                              | 3.00 | 83.0 – 86.9 | Good     |
| B-                             | 2.67 | 80.0 – 82.9 |          |
| C+                             | 2.33 | 77.0 – 79.9 |          |
| C                              | 2.00 | 73.0 – 76.9 | Fair     |
| C-                             | 1.70 | 70.0 – 72.9 |          |
| D+                             | 1.30 | 67.0 – 69.9 | Poor     |
| D                              | 1.00 | 63.0 – 66.9 |          |
| D-                             | .70  | 60.0 – 62.9 |          |
| F                              | 0.00 | 00. - 59.9  | Failing  |

*Grievance/Appeals*

A grievance is a complaint of either an interpersonal nature between two or more people or against the school or program policy. If it is an interpersonal concern the parties involved should follow Missio Seminary’s student grievance policy in accordance with Matthew 18 (see Academic Policies). If it is a grievance related to the policies of Missio Seminary or the MAC program then the student needs to refer to the variance or program dispute instructions below.

For variance issues a student must complete a variance form, which is available on the seminary website. For dispute issues a student must address the concern orally and in written form with the professor (in the case of grades or missed classes), your advisor (in the case of below baseline expectations or missed retreats), or the MAC fieldwork director (in the case of issues with the practicum or internship). After addressing the grievance with the other party involved (e.g., professor, etc.), if the student still feels unheard or disagrees with the other party's decision, the student can appeal to the GSOC Committee. All paperwork and information must be brought to the assistant director for review by the GSOC Committee. A written response will be received within a week after the GSOC Committee meeting. The committee's decision is final.

## **Licensure/Certification Disclaimer**

Missio Seminary has designed its MAC degree program to educate students in professional counseling from a distinctly Christian perspective. Course titles and content have been chosen to address key professional counseling areas of study while still maintaining a biblical and ministry focus. Many of our students have interests in becoming licensed as professional counselors in their own states. Because no graduate program can guarantee licensure or certification upon graduation, we encourage students to consult the appropriate agency to determine whether our program will meet their specific needs.

## **Note for Students Seeking Licensure**

Missio Seminary has no control over your state's licensing board and in particular what course(s) will or will not be accepted towards licensing. The MAC program has developed this new curriculum towards Pennsylvania's requirements, but does not guarantee their acceptance, especially courses that we accept as transfers for other institutions. Transferred courses that are replacing approved state and MAC courses will show on the transcript as such, for example, Biblical Interpretation transferred in to replace MAC501 Counseling and the Biblical Text 1.

## **Non-MAC Student Policies**

Students not in the MAC program who wish to complete core counseling classes (note: this does not limit Bible and theology counseling courses) are limited to certificate-level courses. These courses include: Helping Relationships, Human Development, Psychopathology, Models of Counseling, Counseling and Physiology, and some summer electives.

Students desiring to take advanced counseling classes as part of the certificate (e.g., the elective course), such as Marriage and Family Therapy, Advanced Marital Therapy, or Child and

Adolescent Counseling, must first successfully complete Helping Relationships (or Pastoral Counseling plus receive the recommendation of the professor). Students may also have to fulfill other prerequisites.

Students desiring to transfer into the MAC program must first complete Helping Relationships (including successful completion of triads, mock counseling, and the video assignments). Those students who completed the Pastoral Counseling course must audit Helping Relationships and successfully complete the above assignments. For more details see Transfer Credits and Independent Studies below.

Students need to be reviewed before they are permitted to transfer fully into the MAC program, but they can be taking courses listed above.

## **Missing Class Policies**

See section 5 for Absence Policies for Cohort Programs.

## **Students below Baseline Expectations**

In God's glorious design, we live in a community of believers. This community exists for God's glory and our growth. From time to time we all need correction, encouragement, training, and rebuke (2 Tim. 4:2). When students exhibit struggles (whether academic, personal, or spiritual) we wish to come alongside to support and help them grow to their God-given potential. Some concerns will require observation, while others may require temporary or permanent hiatus from the program. Students with performance evaluation concerns can expect to meet with their advisor or one of the program directors to identify their problems, challenges, and concerns.

### *Discuss Options*

Temporary withdrawal from the program, counseling for personal concerns, guidance and training for academic challenges/deficiencies, etc.

### *Develop an action plan*

Reevaluate after a period of time not to exceed two semesters in length.

### *Reasons for Not Progressing in the Program*

- Does not meet GPA requirements/failing of course(s)
- Lack of professionalism

- Disregards deadlines (including paperwork, academic work, etc.)
- Leaves fieldwork site without warning (e.g., not discussing and/or receiving approval from GSOC staff)
- Does not correct problems noted in the Practicum Readiness Review or Final Review
- Impaired while a student/intern
- Does not appear to acknowledge or understand the problematic behavior when presented with feedback about it
- Problematic behavior is not a simple skill deficit (training will not resolve it)
- Consistently provides service that is negatively affected by the problem area(s)
- Problematic behavior spans across several areas of professional functioning
- Problem area has potential for ethical or legal consequences if not resolved
- Supervisor and others spend a disproportionate or unusual amount of time addressing the student/counselor/supervisee
- Does not improve with feedback, remedial efforts, or time
- Behavior negatively affects the public image of the institution (counseling agency and seminary)

## **Transfer Credits and Independent Studies**

Transfer credit may be granted to qualified students for appropriate program-related courses completed at other accredited graduate institutions. When requesting transfer credit you must fill out a credit transfer request form and provide official transcripts of prior work. In addition you may be asked to provide course descriptions from a catalog or syllabus. Grades for each course must be 3.0 (B) or higher to be considered. Any grade below a 3.0 will not be suitable for transfer.

Students who have already completed or are in the process of completing another degree program at Missio Seminary (i.e., MDiv, MAM, etc.) may transfer in courses in which a 3.0 (B) or better was attained. If the course grade is below 3.0, then the student will be required to retake those courses within the cohort. In addition, a 3.0 GPA must be obtained and maintained by the start of the practicum (April of the first year). Note: you are required to attend the cohort course until you are given approval for transfer and have been dropped from the course. Forms to request transfer can be found on the E-Campus on the MAC100 course.

Transfer credit is evaluated by the GSOC Committee and the Registrar's Office and credit is given after you have successfully completed one semester (9 credit hours) at Missio Seminary. Students may transfer in up to half the credits of the degree (i.e., 24 credits for the 48-hour degree or 30 credits for the 60-hour degree) based on the following:

- Bible and Theology- up to 6 credits
- Counseling core- up to 9 credits
- Advanced counseling/electives- maximum of 10 credits
- Fieldwork- no transfers/no credit

- 6 of the 26 credits can be from non-accredited schools or courses

Transfer credits from the Christian Counseling and Educational Foundation (CCEF) may be converted to graduate credits pending approval and payment of a tuition differential. Please see the CCEF pages on the seminary website.

Independent study is an option in the MAC program with a maximum of 4 credit hours (and no more than 2 credits for conferences or seminars) and meeting of the following requirements:

- Cumulative grade point average of 3.0 or higher
- Approval by GSOC director/GSOC committee
- Only one independent study per semester
- Follow all the steps for the MAC independent study
- Cannot be used in place of required courses
- No extensions/variances granted

## **Certificate in Advanced Professional Counseling (CAPC)**

The Certificate in Advanced Professional Counseling is a post-master's program for students who completed the seminary's previous 52-hour Master of Arts in Counseling program. Such students who complete the additional 10 credits of the Certificate in Advanced Professional Counseling (CAPC) will acquire at least 60 graduate hours in counseling training. The Certificate in Advanced Professional Counseling is an excellent way for those with a completed graduate degree to develop advanced counseling competencies.

### *Admissions*

Students must have completed the previous 52-hour MAC degree program with a minimum grade point average of 3.0. Students who have not completed the MAC program at Missio Seminary or at another institution should contact the GSOC office for details about taking these courses for transfer into a degree program.

### *Curriculum*

All courses are online except for Group Counseling. All courses are three credits. Total credits: 15

- MAC801, Psychological Assessment
- MAC802, Research & Program Evaluation
- MAC803, Social & Cultural Diversity
- MAC804, Career & Lifestyle Development
- MAC805, Group Counseling



## *Licensure*

The primary license for master's-level counselors in the Commonwealth of Pennsylvania is the Licensed Professional Counselor (LPC) credential (enacted in 1998). To obtain this license, individuals need to complete 60 graduate hours in a counseling related program of study, 3000 hours of postgraduate supervised work, and pass a national counseling exam. Details can be found at: <http://www.pacode.com/secure/data/049/chapter49/chap49toc.html>

The practice and testing requirements for licensure will be the student's responsibility after graduation. While Missio Seminary makes every effort to stay abreast of licensing changes, our primary goal is to train and educate wise, godly counselors for kingdom work. Those seeking licensure in their jurisdiction need to take personal responsibility to ensure that our program meets their needs.

## **Online Courses**

Missio Seminary welcomes online students from outside of Pennsylvania. Different states have various authorization requirements for institutions offering distance education to their residents. Missio Seminary cannot register students in online courses who live in certain states. Please email [academic@missio.edu](mailto:academic@missio.edu) for information about your state of residency.

## **Certificate in Christian Counseling**

The Certificate in Christian Counseling Program is designed for students who desire seminary-level education but who are not pursuing a degree at this time. It is an excellent way for those with a completed undergraduate degree to develop basic counseling competencies. The certificate program provides an opportunity for those in a wide range of ministry services to bring current counseling skills to their ministries that will help people to grow and change.

In addition to those who wish to examine the possibility of a future MA in Counseling degree, others who will benefit from the certificate courses include pastors, church leaders, pregnancy counseling volunteers, crisis hotline personnel, educators, home school directors, those in a social service environment, and anyone with a desire to explore counseling from a Missio Seminary perspective.

To qualify for the certificate, students must complete fifteen (15) credit hours with a minimum grade point average of 3.0. Since the certificate program requires a completed undergraduate degree, students may transfer appropriate completed required courses into a degree program.

## *Admissions*

Students are required to have a completed undergraduate degree from an accredited college or university.

## *Curriculum*

All courses are on Monday nights. Some electives are alternative format (Friday-Saturday) courses offered in the summer. Total credits: 15

- MAC500, Human Development & Change
- MAC510, Helping Relationships
- MAC512, Psychopathology
- Counseling electives (6 credits); options are: Models of Counseling; Counseling and Physiology; summer electives (topics vary)

## **Certificate in Global Trauma Recovery (GTRI)**

The Global Trauma Recovery Institute (GTRI) within the Graduate School of Counseling provides high quality continuing educational resources, skills training, and case consultation for mental health clinicians, ministry leaders, and professionals interested in addressing the needs of psychosocial trauma victims in the United States and around the world. Trauma is the mission field of the 21<sup>st</sup> century. Trauma disrupts life, dissolves relationships, and hinders faith development wherever it is experienced. As an expression of the gospel, missional Christians follow Jesus into the world to care for the least of these suffering the effects of trauma. Students have the choice to take up to 4 credits, 3 of which are offered online. Separate application is required.

## **Continuing Education (CE)**

Missio Seminary offers pre-approved continuing education contact hours for professional counselors (based on PA Code 49.36 (a) (3)). Continuing education is available in both live and online formats. PA Professional Counselors are required to complete 30 contact hours of continuing education every 2 years, including at least 3 hours focused on the area of ethics, 2 hours in Child Abuse Recognition and Reporting, and 1 hour in Suicide Prevention. Holders of the LPC are eligible to audit courses and receive a certificate verifying the contact hours and course titles completed. Note: Other states may have different CE requirements. Check your state's website.

### *On-site*

LPCs seeking CEs must register and pay in advance, provide Missio Seminary with a current license number, attend all sessions (signing in and out), and complete a course survey to be eligible to receive their certificate. Auditors do not need to complete out of class assignments and will not receive a grade for the course. Audited courses would not be eligible for transfer into any program at Missio Seminary since auditors are not matriculated students. See the seminary website for additional information.

### *Online*

Missio Seminary offers online CEs on its website. On February 1, 2013 the GSOC was approved to offer Online Continuing Education by the National Board of Certified Counselors (#4562). This is in addition to our approval to offer live on-site continuing education, which was granted on June 1, 2011.

## **Graduate School of Counseling Course Descriptions**

Courses are offered in the hybrid course format unless stated otherwise in the course description. Course identification numbers that end in “A” are online courses (some of these courses will offer optional face-to-face meetings or class sessions).

Course descriptions are subject to change and not all courses are offered every year. Some courses may be offered on an “on demand” basis only. For more information about a specific course, contact the Graduate School of Counseling office. Course descriptions are organized into two categories: Counseling & Psychology (MAC) and Global Trauma Recovery (GTR).

### **Counseling & Psychology Courses (MAC)**

#### MAC500 Human Development & Change

This course explores how humans grow, learn, and mature across the life-span. Special attention will be given to identifying developmentally specific challenges and how to address them in counseling from a Christian perspective. Each student will engage in a personal exploration project. *Three hours.*

#### MAC501, 511, & 521 Counseling & the Biblical Text I, II, & III

Counselors from the Christian tradition recognize the value and influence of the Scriptures in shaping worldview and clinical practice. These three courses provide a general orientation to the biblical texts and to the various skills and disciplines needed to read, interpret, apply, and

communicate the texts to students' lives and professional work. Students will also engage the questions of postmodernism and contemporary culture as they impact the task of biblical interpretation application. *Two hours each.*

#### MAC510 Helping Relationships

Based on the biblical model of love, the nature of persons, problems and means of change, and informed by clinical research, students in this course will explore and practice the elements, skills, and character qualities needed to build effective helping relationships. *Three hours.*

#### MAC512 Psychopathology

Based on a deep understanding of human suffering, this course will explore the multi-faceted experience of those struggling with common psychological maladies. Effective interventions will be identified and practiced. Students will also critique a variety of taxonomies used to classify pathology. Students will also complete Part B of the Clinical Counseling Exam. *Three hours.*

#### MAC520 Practicum & Professional Experience

Based on prior coursework, students will begin to develop their professional identity and skills. The course expands on students' knowledge of professional ethics and responsibilities. In addition, the course provides a supportive learning environment for students to assess strengths and weaknesses as a counselor. Small group sessions will provide instruction on how to get the most out of the practicum experience, group consultation on counseling cases, and discussion of problems and issues relating to the life and work of the counselor. During the course each student will be completing 100 hours of practicum and professional experience at an approved practicum site. In addition, students will complete 3 hours of DPW/DHS-approved Child Abuse Recognition and Reporting requirements. *Three hours.*

#### MAC525 Ethics & Professional Orientation

This online course is designed to orient students to the counseling profession and the importance of ethics. Students will begin to develop or grow their professional identity and skills through reading assignments, PowerPoint presentations, and viewing initial session videos. This course will also introduce students to ethics, ethical codes, and state law. In addition, counselling associations, advocacy, licensure and certificate requirements and credentialing will be addressed. Students will begin the process to pursue and obtain a fieldwork placement by the start of the Practicum course. Students will also complete Part A of the Clinical Counseling exam. *Three hours.*

#### MAC595 Counseling & Theology

This course addresses the question of what it means to think theologically about counseling in our contemporary setting. Christian counselors should reflect on how to fulfill their calling in

light of the teaching of the Bible, the history of Christian tradition, and the specific opportunities and challenges presented by contemporary culture. *Two hours.*

#### MAC600 & 610 Internship & Professional Seminar I & II

The purpose of these courses is to orient students to the internship experience and to assist and encourage them in their clinical work. They will focus on how to get the most out of internship experiences, counselor identity, group consultation on counseling cases, discussion of problems, and theological and ethical issues related to particular counseling environments. During these courses students will be in the process of completing 600 hours of internship at an approved setting. *Prerequisites: MAC520 and MAC605. Three hours each.*

#### MAC601 Marriage & Family Therapy

This course will focus on the theories and practices of marriage and family counseling. Students will be encouraged to think through the major causes of marriage problems and how to skilfully address these issues in the counseling context. *Three hours.*

#### MAC602 Counseling & Physiology

Building upon the foundation of biblical anthropology and professional counseling methods, this course will develop practical approaches to counseling issues having physiological manifestations, particularly those which affect intellect and mood. In addition, the course will include an introduction to psychopharmacology and will provide criteria for medical and/or psychiatric referral. *Three hours.*

#### MAC605 Advanced Counseling Skills

Building on the helping skills learned in MAC510, this course will apply basic and intermediate counseling skills to behavioral, interpersonal, and affective models of therapy. Students will practice skills in weekly triad settings and produce a video illustrating clinical interventions in a mock counseling setting. *Prerequisite: MAC510. Three hours.*

#### MAC621 Child & Adolescent Counseling

This course will focus on the theory and primarily the practice of child, adolescent, and family counseling. Assessment and expressive therapies and tools unique to these populations will be identified. Distinctive treatment strategies such as play therapy will also be highlighted in the course. Finally, this course will also explore where these ideas fit within a Christian framework. *Three hours.*

#### MAC704 Models of Counseling

Classical and current theories of counseling will be studied and evaluated in light of Scripture,

psychological sophistication, and practical relevance. Classic psychoanalysis, current psychodynamic theories, behaviorism, and humanistic theory will receive major focus. *Three hours.*

#### MAC801 Psychological Assessment

This course gives you theoretical and practical training in clinical assessment as a mental health professional. You will be introduced to the science and art of assessing and reporting client functioning (interviewing, testing, interpretation, and writing). The course will pay particular attention to proper ethical and cultural aspects of assessment. *Three hours.*

#### MAC802 Research Methods & Program Evaluation

The goals of this course are to enable the student to: 1) develop a broad understanding of the nature and value of psychological research, 2) become a discerning consumer of psychological research products, and 3) design and present a research project. *Three hours.*

#### MAC803 Social & Cultural Diversity

This course builds on prior coursework in professional ethics and identity formation by exploring more deeply the importance of multi- and cross-cultural counseling competencies. Students will explore historical and philosophical foundations of professional counseling, examine and critique underlying assumptions, and develop population-specific counseling interventions. The goal for all is to be prepared to work effectively and ethically in a complex and diverse social world. *Three hours.*

#### MAC804 Career & Lifestyle Development

The principles of counseling for career and lifestyle development apply both in secular and in ministry environments. This advanced-level course supports the Pennsylvania state requirement that those interested in pursuing licensure must have studies that provide an understanding of career development and related life factors. The course will address theories and their application in formal and informal settings. *Three hours.*

#### MAC805 Group Counseling

This course is a comprehensive study of the major theories and techniques used in group psychotherapy and in other small group settings. Special focus will be on the dynamics of group process including the formation, stages, and challenges of groups. *Three hours.*

## Global Trauma Recovery Courses (GTR)

### GTR801A Introduction to Global Trauma Recovery

Counselors have nearly instant access to staggering accounts of human suffering around the world. Moved by compassion, many are willing to travel to remote areas in order to provide therapeutic care for those having experienced wars, rapes, abuse, genocide, natural disasters, and many other forms of traumatic experiences. Good intentions notwithstanding, some efforts to heal trauma have harmed more than helped. Utilizing multimedia presentations, guided readings, forum discussions, live case consultation and skill practice, this continuing education course introduces students to trauma in international settings and provides guidance for how Western counselors and caregivers can encourage healing in a culturally sensitive manner.

### GTR802A/B Advanced Global Trauma Recovery Practices: Intensive Course

Building on the introductory trauma course, participants will deepen their understanding of the developmental impact of complex trauma as well as the role of culture and religion in both trauma formation and recovery. Participants will explore particular forms of trauma and responses to shame, as well as their own theology of spiritual warfare. Using case studies and live practice, students will focus on strength-based assessments, cross-cultural communication, trauma interventions for destabilized communities, and practical Scripture engagement.

### GTR803A/B Facilitating Global Trauma Recovery: Immersion Course

Building on both the introductory and advanced courses, this continuing education course prepares participants to *facilitate trauma recovery education* in a cross-cultural setting. Participants will deepen their understanding of the developmental impact of complex trauma as well as the role of culture, religion, and community in both trauma formation and recovery. Participants will explore how to support local trauma recovery practices. Using case studies and live practice, students will focus on cross-cultural communication, trauma interventions for destabilized communities, and practical Scripture engagement. Students completing 803A may apply to complete 803B, a 2-credit immersion experience in an international or domestic setting. Additional tuition fees may apply.

## 12. Master of Theology Program

*Program Director:* R. Todd Mangum, PhD, Professor of Theology

For answers to questions regarding course scheduling, program requirements, graduation requirements, etc., contact the Registrar/Director of Academic Services.

### *Purpose*

The purpose of the Master of Theology (ThM) program is to increase students' understanding of redemptive historical hermeneutics and biblical theology and advance competencies in biblical exegesis, exposition, and theological research and writing, thus to further preparation for pastoral ministry, teaching, doctoral study, or other pursuits.

### *Admissions and Program Length*

The ThM degree program is an advanced, post-graduate degree that builds upon the MDiv degree. Applicants must have earned the MDiv degree with a GPA of 3.0 or higher from an accredited theological seminary or first graduate theological degree providing equivalent theological background, or its educational equivalent. For students whose MDiv/first graduate theological degree is from a non-English speaking school, a minimum TOEFL score of 90 is required. (Students whose TOEFL score ranges from 80 to 89 may take three MA courses before being admitted to the ThM and must achieve a 3.0 GPA or higher.)

Applicants must submit the application and related materials, including an exegetical paper that demonstrates MDiv level proficiency in theology and biblical theological hermeneutics. Applicants should submit a research or exegetical paper from their MDiv program that demonstrates their theological/biblical studies proficiency. Note that all such papers submitted for consideration in the application process must be in English and in a professional, master's level format (e.g., Chicago Manual of Style, Turabian, or MLA).

Applicants must also satisfy the biblical languages prerequisite by one of the following methods:

1. Official transcripts showing at least two semesters of each biblical language, with a minimum grade of "B" for each.  
OR
2. Successful completion of the biblical languages competency exam.

Students who do not satisfy the biblical languages requirement by one of the above methods must complete the appropriate language courses from Missio Seminary's MDiv program with a minimum grade of "B" for each. Students who need to complete the language prerequisite in this manner will be admitted as candidates for the ThM program and may only proceed with the second half of their program after they have satisfied the requirement. Students who have transcribed grades of C or higher may take language classes concurrently with biblical studies



classes (e.g., Greek 1 or 2 with a NT Bible class, Hebrew 1 or 2 with an OT Bible class). Propaedeutic classes may become graduation requirements for students who take all their biblical studies classes in one testament (e.g., students deficient in Hebrew but not Greek may take all of their biblical studies classes in NT but must complete the required Hebrew language classes before graduation).

The program requires 1.5 – 2 years of full-time study or its equivalent. A full-time load is defined as 6 credits per semester.

### *Program Goals*

The goals of the program are to enable students to build upon their Master of Divinity degree by extending their knowledge of biblical theology and redemptive historical hermeneutics, honing their skills in exposition and application, and engaging in sustained research and writing on a focused area of biblical and theological studies.

At the completion of the program, students will be able to:

1. Demonstrate advanced knowledge of biblical theology and redemptive historical hermeneutics.
2. Exegete the Bible in Hebrew and Greek.
3. Use advanced methods and disciplines of critical thinking, research, exposition, and application.
4. Complete a scholarly thesis that explores a theological or biblical issue in their chosen area of focus.
5. Demonstrate advanced preparedness for pastoral ministry, teaching, doctoral study, or other pursuits.

### *Curriculum*

The program consists of regular course work and faculty-directed independent study and research. Over 50% of the courses are ThM level courses taught by full-time faculty. Students engage in advanced language study in biblical Hebrew and Greek as a regular part of their program. Students desiring to add or substitute a modern language may petition to do so if appropriate for their area of focus. The program requires demonstration of competency in Hebrew and Greek and a research-based thesis.

The ThM program is offered in one of two tracks: course (non-thesis) option and thesis option. All students enter the program as non-thesis option, but may be invited to apply for the thesis option if they excel in all course work, demonstrate outstanding spoken and written English proficiency, have maintained a 3.7 grade point average, and desire to pursue the thesis option.

The non-thesis track curriculum consists of 30 credits. Course titles are:

1. TH800, Advanced Theological Research Practicum
2. TH806, The Christotelic Hermeneutic
3. TH801, Biblical Theology
4. TH807, Communication in Context
5. TH808, Advanced Hermeneutics Seminar (prerequisite: TH800, Research Practicum and TH806, Christotelic Hermeneutic)
6. Choice of five:
  - a. Seminar in OT (Pentateuch, Prophetic, OT Writings book studies)
  - b. Seminar in NT (Gospels, Pauline Epistles, General Epistles book studies)

Sample course sequence:

| Fall Semester   | Spring Semester   |
|---|---|
| <i>Year 1 Students</i> <ul style="list-style-type: none"> <li>• TH800, Advanced Theological Research Practicum</li> <li>• Seminar</li> </ul>                      | <i>Year 1 Students</i> <ul style="list-style-type: none"> <li>• TH806, Hermeneutics/The Christotelic Hermeneutic</li> <li>• Seminar</li> <li>• Seminar</li> </ul> |
| <i>Year 2 Students</i> <ul style="list-style-type: none"> <li>• TH807, Communication in Context</li> <li>• TH801, Biblical Theology</li> <li>• Seminar</li> </ul> | <i>Year 2 Students</i> <ul style="list-style-type: none"> <li>• TH808, Advanced Hermeneutics Seminar</li> <li>• Seminar</li> </ul>                                |

The thesis track curriculum consists of 24 credits. Course titles are:

1. TH800, Advanced Biblical & Theological Research Practicum
2. TH801, Biblical Theology
3. TH806, The Christotelic Hermeneutic
4. TH807, Communication in Context
5. TH808, Advanced Hermeneutics Seminar (prerequisite: TH800, Research Practicum & TH806, Christotelic Hermeneutic)
6. Seminar in OT (Pentateuch, Prophetic, OT Writings book studies)
7. Seminar in NT (Gospels, Pauline Epistles, General Epistles book studies)
8. Thesis (independent studies)

### *Satisfactory Academic Progress*

Course assignments are graded using the grading system in the Academic Catalog. Course syllabi will typically include grading criteria for each assignment. Students must achieve a grade level of B or higher in their ThM courses in order for them to count towards their degree. A student whose GPA drops below 3.0 will be placed on academic probation. Students who remain on academic probation for two consecutive terms will be subject to academic dismissal.

Students will not be permitted to begin their thesis courses with a GPA lower than 3.0.

### *Thesis*

The thesis course is an independent study course and will be run by the advisor and reader. The student may take up to six semesters to complete this course, with continuation fees ensuing after the second semester. The grade for the thesis course will be Pass or Fail.

If a student does not complete the thesis after two consecutive semesters, each semester will carry a continuation fee of \$600 until completion of the final thesis. If the thesis advisor and program director determine that the student will not be able to complete the thesis in a satisfactory manner, the student may change to the non-thesis track or exit the program.

## **Master of Theology Course Descriptions**

### **Core Courses**

#### TH800 Advanced Theological Research Practicum

This course engages the student in critical thinking and advanced research methodologies. The course explains and engages students in good research and the rationales that undergird pursuit of credible, scholarly theses. *Three hours.*

#### TH801 Biblical Theology

This course engages the student in the theology of the Bible. This is different from engaging in a systematic construction of theological conclusions taking its cues from philosophy. Rather, this course engages the student in exploration of how the individual biblical writers formulate their own discrete theologies and how these distinctive theologies may and may not be authentically congealed into a coherent whole. *Three hours.*

#### TH806 (Christotelic) Hermeneutics

In this course students will delve deeply into significant biblical-theological problems involving the use of the Old Testament by the New Testament in the context of a solid background in hermeneutics and the history of Christian Biblical Interpretation. Students will begin thinking about how the Bible generally needs to be read, interpreted and applied in the light of Jesus and the gospel, develop proficiency in researching and understanding the demanding and complex discussions surrounding hermeneutics and a thoughtful approach to the Bible, and seek to practice good research methods and reasoning skills in relationship to hermeneutical self-awareness. *Three hours.*

## TH807 Communication in Context

Missional leaders model, inspire, and invite others to participate in the mission of God. The task of communicating the gospel and the mission of God is integral to this process. This course is designed to focus on communicating in various ways as is appropriate and effective in various contexts, including across various cultural landscapes. The student will also consider and analyze the dynamics involved and needing to be considered in various *means* of communication, as well (e.g., oral proclamation, written communication, dialogical interaction, visual and/or multimedia or artistic media). The role of the preacher/teacher as God's instrument of communication, and the task of communicating the message(s) of God's word, will be carefully considered. You will be prompted to evaluate the process and refine the skills and passion necessary to prepare and present the gospel in ways that are culturally relevant and missionally faithful. *Three hours.*

## TH808 Advanced Hermeneutics Seminar

A subtle temptation exists among Christians is that reading the Bible ought to be very easy, particularly under the umbrella of the doctrine of the perspicuity of Scripture. However, the history of interpretation of the Bible testifies to the fact that that simple assumption is far from the case. In addition to long-standing debates regarding how the Church ought to approach the Bible, recent hermeneutical trends have greatly complicated the lay of the land. This course is designed as a seminar to heighten students' awareness of their own hermeneutical assumptions and practices, particularly in light of recent hermeneutical developments. The course will be very thin on lectures, and rely on seminar discussions around carefully chosen biblical passages and secondary reading. Knowledge of Greek and Hebrew is assumed. *Prerequisites: TH800 and TH806. Three hours.*

## Elective Courses

### OT806 Old Testament Pentateuch Book Study

The story of God's plan for his people and his planet starts dramatically with the creation of the cosmos, the blessing on Abraham's family and the nations, the deliverance from Egypt and the establishment of the covenant. Within this narrative, this course will focus on one (or several) book(s) of the Pentateuch, examining in detail one aspect of God's redemption of his people. As a result, students will gain skills to enable them to not only profitably study the text but also to gain biblical perspective on their role in the story of the God's ongoing mission. *Prerequisite: OT 511. Three hours.*

### OT807 Old Testament Writings Book Study

As an introduction to the Old Testament Writings books this course examines the contents of one or several of these texts with a view to set proper foundations for exegetical analysis (in

translation) and relevance for application within our pluralistic contemporary context. Particular attention is devoted to the unfolding of God's mission in this section of the Old Testament and how it, in turn, impacted the writings of the New Testament. *Prerequisite: OT 511. Three hours.*

#### OT813 Old Testament Prophets Book Study

Prophets were the heroes of the Old Testament. They spoke for God, risking their lives to confront rulers and nations, and all the while anticipating a future Messiah. We read their story in the books of the Former prophets (Joshua-Kings) and their writings in the Major and Minor Prophets. This course will begin by looking at the literature of the prophets generally, but then primarily focus on one prophetic book specifically. Particular attention will be devoted to the unfolding of God's mission within the book and how it, along with other prophetic literature, impacted the writings of the New Testament. Students will thereby be equipped both to understand prophetic texts as well as to apply them into their pluralistic contemporary contexts. *Prerequisite: OT 511. Three hours.*

#### NT806 New Testament Gospels Book Study

If Jesus was the prophesied Messiah, why was he rejected by his own people and abandoned by his own disciples? Why did Jesus speak and act in such mysterious ways? Why did Jesus so often appear to act in tension with the Old Testament? Why are there four gospels that differ significantly from each other? Why do the gospels ignore so much of Jesus' life? As you focus on one of these gospels, you will tackle these and many other vital questions and in the process be confronted by the bewildering majesty of Jesus, challenged to a more radical discipleship, and instructed in how to read and communicate the gospels in missionally relevant ways. *Prerequisite: NT 511. Three hours.*

#### NT807 New Testament Acts/Pauline Book Study

Paul the Apostle clearly understood the significance of what the God of Israel had done in sending Jesus and the Spirit "in the fullness of time." When God chose to reveal his son, Jesus, in Paul to the first-century, Greco-Roman world, he inspired Paul to be both a missional and a theological trailblazer for the Christian movement. Thankfully we possess not only a second hand account of his career (Acts), but we also have a series of letters by him written in some very concrete and specific circumstances. We will be questing after a better understanding of Paul's thought and practice by focusing on Galatians. Indeed, the central purpose of the course is to spark or deepen a love for this most polemical of Paul's letters; but in the process, students will be introduced to some of the major currents of Pauline studies, come to appreciate many of the findings of modern Pauline scholarship as enriching rather than threatening orthodox faith, and be challenged by Paul's own vision of the gospel to more effectively bring that gospel to bear on the 21<sup>st</sup> century church and world. *Prerequisite: NT 511. Three hours.*

## NT808 New Testament General Epistles Book Study

By the early A.D. 60's the Early Church was beginning to experience some of the problems of adolescence. Key members of the original leadership team were passing from the scene; a demographic shift from culturally Jewish to culturally Gentile was accelerating among the Christian communities; social-cultural diversity within the Christian movement was contributing to different and sometimes incompatible understandings of the faith; both Jewish and Roman authorities were beginning to perceive the Christian movement as something that transgressed the boundaries of traditional Judaism in worrisome ways; and a new generation of leaders within the Christian movement was being called to respond to these and other realities in creatively faithful ways. In this course, you will focus on the content of one of the biblical texts addressing this context with the goal of integrating and applying it to the pastoral and missional task facing the church in a 21st-century world. *Prerequisite: NT 511. Three hours.*

## 13. Doctor of Ministry Program

*Director:* Kyuboem Lee, DMin, Assistant Professor of Missiology

Email: [klee@missio.edu](mailto:klee@missio.edu)

*Assistant Director:* Susan Baker, PhD

Email: [sbresearch@aol.com](mailto:sbresearch@aol.com)

### *Purpose*

The purpose of the Doctor of Ministry (DMin) program is to prepare men and women for expertise and increased effectiveness in ministry and missional leadership that develops and sustains faithful Christian communities.

### *Admission*

Admission to the DMin degree program requires a completed MDiv degree or its equivalent from an accredited institution and three years of ministry experience subsequent to the first theological degree. Applicants must complete all elements of the application forms and process and be interviewed by the director of the DMin Program and the assistant director of the DMin program.

### *Pre-Doctoral Coursework*

Students who are interested in the DMin program and who have a graduate theological degree but do not hold the MDiv degree may qualify for the DMin program by completing a pre-doctoral course of study. MDiv equivalency is defined as broad-based work in theology, biblical studies, and the arts of ministry, and that includes a master's degree and significant ministerial leadership. Requirements for pre-doctoral coursework are determined by the Registrar/Director of Academic Services after review of the applicant's transcripts.

Students will generally be required to take the following courses (18 credits) if they do not have a graduate degree in theology, ministry, or Biblical studies:

OT501, Reading the Old Testament Missionally

NT501, Reading the New Testament Missionally

TH525, Hermeneutics

TH521, Theology 1

TH602, Theology 2

TH501, Formation and Mission OR PT600, Leadership Development

Students who have a graduate degree in theology, ministry, or Biblical studies but do not have at least 72 credits of graduate coursework may be required to take additional elective coursework.

### *Program Length*

The ordinary time for completion of the Doctor of Ministry (DMin) program, including the applied research project and oral review, is three to four years from the date of the student's first course. The maximum length is six years. The length of study leading to the degree could vary significantly among students. Students are expected to enroll in courses and/or project modules continuously throughout their program, with no more than one semester of absence from taking courses or project modules. All students should take the Advanced Ministry Research and Writing course before anything else. That means all students must begin their programs in the fall semester. The ONLY exception applies to international students who must begin their program in the spring semester due to student visa requirements. They will follow a slightly different program as explained below.

### *Professional Orientation*

The DMin program is a professional program intended for men and women actively engaged in full-time Christian ministry. Unlike a PhD program's academic orientation, the DMin program is oriented to professional competence in the practice of ministry.

### *Core Student Learning Goals*

- Goal 1: Students will examine the primacy of mission in shaping Christian thought and practice.
- Goal 2: Students will develop an advanced understanding of Christian theology in relation to the practice of ministry.
- Goal 3: Students will develop a plan for ongoing personal development in spiritual formation.
- Goal 4: Students will develop the skills and competencies necessary for ongoing interaction of the gospel and culture and to critically engage their own cultural contexts.
- Goal 5: Students will grow in the area of contextually appropriate leadership development.

### *Courses*

- Course descriptions are listed at the end of this section.
- Courses will be offered every year.
- Personalized Project Studies will be done as independent studies. However, they will have one day of residency after the four-day course for that semester.

| <b>COURSES</b>                                | <b>CREDIT HOURS</b> |
|---|---------------------|
| <b>Courses</b>                                | <b>15</b>           |
| DM941 Advanced Ministry Research and Writing  | 3                   |
| DM942 Community Analysis for a Changing World | 3                   |
| DM943 Applied Missional Theology              | 3                   |
| DM944 Missional Leadership Development        | 3                   |
| DM945 Missional Cultural Studies              | 3                   |



### *Personalized Project Studies*

Each student will be required to do two Personalized Project Studies (PPS) in their program. The purpose behind these is to allow the students to investigate areas that are unique to their particular projects. The research methods needed for each PPS are explained and demonstrated in the DMin Handbook.

During the *DM 941 Advanced Ministry Research and Writing* course which develops the students' project proposals, students will work with the DMin director and/or the assistant DMin director to determine what topics they would be studying in their PPS. PPS 1 and PPS 2 will be supervised by the DMin director and/or the assistant DMin director. This process will keep the students on a steady road toward completing their dissertations on time.

- Personalized Project Study descriptions are listed at the end of this section.
- Personalized Project Studies should be taken during the first and second year of the student's program.
- Personalized Project Studies will be done as independent studies. However, they will have one day of residency after the four-day course for that semester.

| <b>PERSONALIZED PROJECT STUDIES</b> | <b>CREDIT HOURS</b> |
|-------------------------------------|---------------------|
| <b>Personalized Project Studies</b> | <b>6</b>            |
| DM951 Personalized Project Study 1  | 3                   |
| DM952 Personalized Project Study 2  | 3                   |

### *Applied Project Modules*

Two project modules are required. The first one is a hybrid course that is partly self-directed and requires the students to monitor their own pace toward completion of the course requirements but also includes a residential component. The second one is self-directed with assistance from the student's advisor. It will culminate in a final, approved dissertation.

| <b>APPLIED PROJECT MODULES</b>      | <b>CREDIT HOURS</b> |
|-------------------------------------|---------------------|
| <b>Personalized Project Studies</b> | <b>4</b>            |
| DM956 Project Update Module         | 3                   |
| DM957 Project Completion*           | 1                   |

\* If students do not complete their dissertations within the stated semester, they must continue registering for this module until their work has been approved, paying for one semester hour for every semester needed for completion.

## Applied Research Project

The DMin project is a professional paper that has an applied or field-based component, hence the name “applied research” project. The research for a DMin project focuses on scholarly and professional literature relevant to the project’s topic and goals. The dissertation (or project report) discusses the biblical, theological, theoretical, and contextual issues related to the project and reflects the student’s mastery of selected viewpoints concerning the issues being discussed. Also included is a write-up of the actual project (or “doing” aspect) along with an evaluation of the project. The dissertation concludes with recommendations to other ministry leaders that result from the research.

### *DMin Project Compared to the PhD*

In contrast, the PhD dissertation is a theoretical study that focuses on specific research questions, hypotheses, and data collection. The research for a PhD project focuses on what is known and not known about the topic and establishes the significance of the study. The PhD dissertation discusses the theory, the research methods, and implications of the findings to further research, rather than practical implications and meanings for ministry settings.

## Three-Year Plan for Completing the Program

|        | Fall Semester    |                        | Spring Semester            |                        |
|--------|------------------|------------------------|----------------------------|------------------------|
| Year 1 | DM 941<br>DM 951 | 3 credits<br>3 credits | DM 942<br>DM 943           | 3 credits<br>3 credits |
| Year 2 | DM 944<br>DM 956 | 3 credits<br>3 credits | DM 945<br>DM 952           | 3 credits<br>3 credits |
| Year 3 | DM 957*          | 1 credit               | Oral review and graduation |                        |

\*If students take longer than one year for completing their projects, they must register and pay for DM 957 for every semester until they are done.

### *Sequence of Courses and Project Modules*

The DMin program is structured in semesters (fall and spring). The curriculum is made up of five required courses, two personalized project studies, and two applied research project modules. All students must begin with DM 941 Advanced Ministry Research. This arrangement helps students choose an appropriate project topic and develop their project learning proposal. International students who have exceptional visa requirements may begin in the spring and will begin with the same arrangement but with a slightly altered plan (see below).

## Three-Year Plan for Completing the Program for International Students with Visa Requirements (starting in spring)

|        | Fall Semester              |                        | Spring Semester  |                        |
|--------|----------------------------|------------------------|------------------|------------------------|
| Year 1 |                            |                        | DM 941<br>DM 943 | 3 credits<br>3 credits |
| Year 2 | DM 944<br>DM 951           | 3 credits<br>3 credits | DM 942<br>DM 945 | 3 credits<br>3 credits |
| Year 3 | DM 952<br>DM 956           | 3 credits<br>3 credits | DM 957*          | 1 credit               |
| Year 4 | Oral review and graduation |                        |                  |                        |

\*If students take longer than one year for completing their projects, they must register and pay for DM 957 for every semester until they are done.

## Educational Assumptions of the Program

### *Self-reliant Learners*

DMin education is best done by self-reliant learners within the context of active ministry. In keeping with this conviction, the program has both on-campus and off-campus components, with great stress placed on the initiative of the student as a self-starter in the learning process.

### *Action-Reflection Approach to Learning*

DMin education is built on the action-reflection approach to learning. In keeping with this, the program de-emphasizes in-sequence classroom learning, characteristic of the methods traditionally associated with the MDiv degree sequence.

### *Contextual Learning*

Learning is best achieved in the student's active context of ministry. In keeping with this, every effort is made to keep studies related throughout the program to the individual needs and ethno-cultural setting of the student.

### *Communal Context of Learning*

Learning is a communal process. In keeping with this, students are required to develop peer support and advisory groups in addition to the regular participation of the DMin faculty in the learning process. The congregation or supporting agency of the student is also asked to commit themselves to the program, at its initiation, as much as feasible. Depending on the nature of

the DMin project, student may also be encouraged to take course work in universities or seminaries to supplement their research.

### *Project Related Educational Assumptions*

Educational assumptions related particularly to the DMin applied research project build on the above educational assumptions with the following additions:

### *Self-Designed Learning Approach*

The applied research project is a self-designed project, with the faculty functioning in a consultative role.

### *Integrative Approach*

The applied research project integrates the student's studies in the DMin courses with a very specific area of study in the student's ministry context. The completion of the DMin applied research dissertation is structured around the project and the studies – theological, biblical, socio-anthropological, personal, and pastoral – that feed specifically into it.

## **Academic Policies**

### *Transfer Credit*

Typically no credits from other institutions may be transferred into this program. For Veterans, transfer of credits will be considered on a case-by-case basis but with no guarantee of acceptance.

### *Independent Studies*

Typically no independent studies are permitted in place of core or track courses.

### *Semester System and Academic Year:*

The DMin program is structured in two semesters—fall and spring semesters. The semesters extend across several months as follows:

- Fall Semester: September 15-January 31
- Spring Semester: February 11 –June 30

### *Registering for Courses and Project Modules*

Students may register for their courses and project modules prior to the semester's start by contacting the Registrar's Office. Course syllabi are available on E-Campus. Students who want to view syllabi for courses or project modules offered in prior years can request them from the Registrar's Office if they are not posted on E-Campus.

### *Submitting Assignments*

When students have completed their pre- and post-residency assignment, they should post them electronically on the E-Campus course site or in the manner indicated in the syllabus. If students encounter difficulty posting assignments, they should email the webmaster ([webmaster@missio.edu](mailto:webmaster@missio.edu)). Students should include their name and student ID# in the body of the email.

### *Deadlines and Extensions for Course Work*

Residency course work is typically due by midnight on the due date. Pre-residency assignment is typically due on the Monday before the residency week (or one full week before the course meets). Post-course work is due by six weeks to two months after the course ends. Specific dates for all assignments are listed in the course syllabus. Students should retain a copy of their work for their files. All course deadlines will be strictly enforced. No extensions will be granted for the completion of course work without a written variance form submitted in a timely manner in the Registrar's Office. Submit as much work as is complete by the due date.

### *Attendance and Missing Classes during Residency Weeks*

Students should make every effort not to miss any residency class sessions. Students are fully responsible to obtain class notes or have someone record a class for them. It is possible, however, because of the nature of various assignments that an instructor would not allow a missed assignment to be made up later. The instructor has the right to refuse to accept late assignments and to lower your grade due to absence or tardiness. Students will not earn credit for any course that they have missed 30% or more of class time.

### *Applied Research Project Learning Proposal*

The applied research project learning proposal is a binding agreement between the student and the seminary for a particular project as proposed by the student and approved by the DMin committee. Students who want to change their proposal after it is approved must submit a variance form requesting the change. Changes are not automatically granted. If a change is granted, students must retake the first project module, and any project modules they had previously taken, and pay the current tuition for the module(s).

### *Satisfactory Academic Progress*

The ordinary time for completion of the program, including the project dissertation and oral review, is three years from the date of the students' first course. Students are expected to enroll in courses and/or project modules continuously throughout their program, with no more than one semester of absence from taking courses or project modules. Students should abide by the leave of absence procedures below if they anticipate not taking courses or project modules for two or more semesters in a row.

### *Six-Year Statute of Limitation for Program Completion*

Students should be aware that there is a six year statute of limitation on the length of a student's DMin program established by the association of Theological Schools (ATS). Year one begins at the time of the student's first course (semester and year). Students approaching year five of their program should work closely with their advisor to establish a timetable that makes it possible to complete their courses and/or their project dissertation and oral review within the six year limitation for completion of their program. Students who exceed or expect to exceed the six year limitation for program completion should meet with the DMin Director immediately. Failure to meet with the DMin Director results in automatic withdrawal from the program.

### *Leave of Absence*

There are those unavoidable circumstances that occur when work on the courses and project modules must be discontinued for an extended time. A leave of absence may be requested by students when prolonged circumstances prevent them from making satisfactory progress through their programs. Such circumstances are: severe health problems, unexpected family circumstances, unexpected language study requirements, severe financial, personal, or employment difficulties, or military service. This is not an exhaustive list of possibilities, but they represent the kind of difficult circumstances that warrant a leave of absence request.

### *When to Apply for a Leave of Absence*

After students have not taken any courses or project module for one semester and are unable to take courses during the following semester, they must submit a variance form requesting a leave of absence. Variances are not automatically granted. Failure to submit a variance form prior to an absence of two semesters: Students who are absent from the program by not taking courses for two consecutive semesters are considered unexcused and are placed on academic probation. Students missing three or more semesters in a row are automatically withdrawn from the program.

### *Maximum Length of the Leave of Absence*

Ordinarily no more than one such leave is granted during the program and for no longer than one year from the time of the variance request.

### *Provisions of the Leave of Absence*

The seminary suspends the student's progress through the program and any applicable fees. For example, if a student suspends his or her program at the beginning of year three for one year, he or she restarts his or her program at the point where it was suspended (the beginning of year three). Fees for continuing past year 4 would be applicable when he or she reaches the end of year four based on the restart date. While the student's program is suspended, the student no longer has the privileges associated with being a student. The student notifies the Registrar/Director of Academic Services if there is a change of contact information, such as the student's address, preferred email address, or phone number. When the expiration date of the leave of absence is approaching, the student submits a letter of intention to restart the program to the Registrar/Director of Academic Services prior to enrolling in courses or project modules and/or prior to re-contacting his or her project advisor. Failure to abide by the provisions of the leave of absence stated above results in automatic withdrawal of the student from the program.

### *Program Reinstatement for Unexcused Absence*

Students must reapply for admission to the DMin program. Note that not all courses or project modules are guaranteed to be transferable into the student's program at the time of reinstatement. Fees apply.

### *Graduation Requirements*

Students must complete the Application for Graduation provided by the Registrar's Office in order to be considered for graduation. Students must notify the Registrar's Office in February regarding their intention to graduate in June, or in October regarding their intention to graduate in January. Commencement is held once per year in June. To complete the requirements for the degree, a student must: 1) successfully complete and pass the six courses with GPA of 3.0; 2) successfully complete each project module and qualify for advancement to the next module or oral review; 3) successfully complete the applied research project oral review and satisfy any outstanding requirements for the project after the oral review, and 4) satisfy any outstanding financial obligations to the seminary.

DMin students are required to submit two hardcopies of their dissertation to the library for binding at least one week prior to commencement. Students who miss this deadline will not receive their diploma at commencement, but will receive it upon submission of their dissertation copies to the library.

## **Performance Expectations and Policies**

### *Grading*

Students are responsible to be familiar with grading criteria or grading rubrics published in the syllabus and/or posted on the course site. Questions about grading in an individual course should be directed to the instructor. Grading policies in the DMin program varies between the courses and the project modules, as indicated below:

### *Courses*

Course assignments are graded using the grading system noted in the Academic Policies section above. Course syllabi will typically include grading criteria for each assignment. Students must achieve a grade of B (3.0) or higher in their DMin courses in order for them to count towards their degree. Students who fail a course are placed on academic probation and must meet with the DMin Director before registering for additional courses or project modules. Students who fail two courses are released from the program.

### *Project Modules*

Students must earn a minimum of B (3.0) on the final assignment in each of the project modules to progress to the next project module or oral review. Course syllabi will typically include grading criteria for each assignment.

Students who do not achieve a grade of B (3.0) or higher in their first project module will be placed on academic probation and are not permitted to enroll in courses or the next project module until the probation has been lifted. Students will be notified of their probationary status and are required to meet with the DMin Director. Reinstatement to the program is not guaranteed.

Students are reinstated to the program only if they can demonstrate proficiency in writing, research, and project planning as required in the first project module. Typically students will be required to take a course in writing or work with a tutor in order to improve their skills. Reinstated students are required to retake the first project module.

Students who fail to achieve a B (3.0) on the final assignment after retaking the module are released from the project portion of the program and may request to continue with courses under the Certificate of Applied Pastoral Studies (CAPS) program. Letters of request are submitted to the Registrar/Director of Academic Services.



### *Incomplete Grades and Extensions (Variance Requests)*

If a student is unable to complete an assignment by the due date posted in the syllabus, a variance request must be completed and submitted to the Registrar's Office. Variances are not automatically granted and are considered on a case by case basis. Variance forms are posted on E-Campus.

### *Standards for Written Work*

Written work must be written in clear, Standard English and must be free of all grammatical, syntactical, spelling, and typographical errors. Students should use gender-specific language and avoid use of language with reference to human beings that expresses an inherent predominance of one sex over the other.

### *Proofreading and Editing*

Proofreading and editing are not the responsibility of faculty, project advisors, or project readers. If one of these readers of a student's work discovers numerous or persistent errors in the reading of ten pages at random, he or she will cease reading the manuscript and return it to the student without comment or indicating where the errors appeared. The student should correct the errors or submit it to a qualified editor (see editorial assistance below). The responsibility for presenting correct copy belongs to the student and to no one else.

### *Editorial Assistance*

Students may want to obtain, at their own expense, an editor to insure that coursework and project dissertation meet the formatting and editorial requirements of the program. If this is done, proper credit must be given to the editor(s) in the final version of the paper or project dissertation. The program does not maintain a list of approved editors. If, after the completion of the first two project modules, the student's advisor determines that the student's work does not meet the formatting and editorial requirements of the program, the advisor may require a student to submit to outside editorial assistance.

### *Registering for Courses and Project Modules*

Students are encouraged to register for their courses and project modules at least six weeks prior to the residency week. Register for your courses by following the instructions communicated by the Registrar's Office over email. The business office will contact students with billing information.

### *Locations for Courses and Project Modules*

All course residencies are typically conducted at the main campus in Philadelphia, Pennsylvania. Students will be notified in advance if a residency course or a portion of the course is scheduled

to be held off-campus. Contact the DMin department for questions about lodging and restaurants.

## **Administration and Supervision**

Students in the DMin program carry out their program with the advice, guidance, consultation, support, and/or evaluation of the following people or groups:

### *DMin Director*

The DMin director directs and maintains the integrity of the program and the tracks at a level above the minimum standard set by ATS. The director is available for consultation with students regarding their program. The DMin director with the Academic Administration Committee adjudicates variance requests and other issues.

### *DMin Assistant Director*

The DMin assistant director works with the director in maintaining accurate records on students, advisors, and faculty teaching in the DMin program. The assistant director also assists with teaching courses and modules as well as being the advisor to some students. The assistant director is available for consultation with students regarding their program.

### *Missio Seminary Faculty*

Students should feel free to consult and make use of Missio Seminary faculty members in connection with the appropriate parts of their studies. Background studies and/or chapters in the project dissertation may be prepared with the advice of such faculty. Students can receive information regarding bibliographical data, suggestions for exegetical and theological research, or supplementary historical studies from faculty in these research areas. The preparation of the project learning proposal, the annotated bibliography, and the research tutorial in the first project module afford an excellent opportunity for seeking such help.

### *Registrar/Director of Academic Services*

Students may contact the Registrar/Director of Academic Services for unofficial transcripts and questions about program requirements and policies. Variance forms for course extension, leave of absence, and reinstatement requests are submitted to the Registrar/Director of Academic Services. Forms are available on E-Campus.

### *Library Staff*

The seminary's full library resources are available to DMin students, including library staff who

can help students by phone and email, or by appointment for more lengthy assistance. Students should make themselves familiar with the library's online resources and the process for requesting that materials be shipped to them from the seminary's library, as well as find out whether they have a partner theological library nearby. Students should also take time to look at past bound DMin projects in the library.

## **Doctor of Ministry, Personalized Project Study, and Project Module Course Descriptions**

### DM941 Advanced Ministry Research and Writing

This course is designed primarily to provide students with orientation to the program. They will learn what they need to move forward and have a successful program experience as well as receive assistance in crafting a project proposal that will fulfill the student's desire for their ministries but are also doable and appropriate for the DMin program. It will incorporate presenters in such areas as library usage and E-Campus. Finally, it will provide experiential learning of a number of research skills necessary to complete their projects. *Three hours.*

### DM942 Community Analysis for a Changing World

Globalization has spread throughout the world at a speed no one could have imagined a few years ago. Almost all corners of the globe have been affected by this phenomenon. We have previously thought of how cities have felt the impact of globalization, but now there are very few types of community that have not been affected. All ministries have a context, and students cannot be effectively missional if they do not have a full understanding of their globalizing context. This course will utilize insights from a number of social science and mission fields in order to develop a framework within which we can all become more effective in the mission to which God has called us. *Three hours.*

### DM943 Applied Missional Theology

This course presupposes that the student already possesses a foundational knowledge of missional theology (MDiv equivalent), and is designed to take that knowledge deeper both in theory and in practice. All theology is practical and all practice is theological; therefore, students not only learn the body of knowledge that is missional theology at an advanced level, but they will also learn to apply that theology in practice by reading scripture contextually, theologizing locally, strategizing missionally and cultivating intentional incarnational practices in their contexts for the sake of increased effectiveness in ministry. *Three hours.*

### DM944 Missional Leadership Development

This course will deepen the student's self-understanding of their personal story and sense of calling, as well as formulate a plan for leadership development addressing spiritual formation

issues in leadership, ministry team building in intercultural contexts, and the work of global ministry leadership. Issues pertaining to the long-term maintenance of a healthy life and ministry balance will be addressed, with a view towards present day missional challenges before the global church. *Three hours.*

#### DM945 Missional Cultural Studies

This course explores the different perspectives that have a bearing on the task of interpreting culture and approaching it with engaging Christian ministry and the message of the gospel. Students examine their assumptions and predispositions in order to develop the necessary understandings and skills to be missional leaders in their context. Ethnographic work will be explored. The global world is complex, therefore missional leaders need a contextual theology and a contextual praxis. Finally, this course will provide an overview of how to approach other religions that co-exist in our globalized world. *Three hours.*

### **Personalized Project Study Descriptions**

#### DM951 Personalized Project Study 1

This personalized study will be taught residentially the day after DM 941 and is intended to produce a history providing a background to the problem approved in the proposal. Examples could be History of Church Planting in the U.S, History of New Immigrants, etc. *Three hours.*

#### DM952 Personalized Project Study 2

This module will be taught as an independent study/update facilitated by the DMin Director. It will be a “deep dive” into a particular area of study that is unique to their project. Examples could be studying incarceration recidivism, trauma counseling, church planting, etc. It should result in a paper of 20-30 pages. *Three hours.*

### **Project Module Descriptions**

#### DM956 Project Update

This module will be taught in a combination of residence (one day) and online instruction. The primary goal of this module is to have students more fully describe their approach to research chapter by chapter and to have them design all research instruments (e.g., questionnaires, types of library research with suggested books, interview questions, focus group design, etc.) needed to complete the project along with in-field pre-testing of these instruments. Students will also be required to develop chapter outlines including what question that chapter is to answer, what they will need to answer that question, and how they plan to get the information

needed. In addition, readings will be required as we go further into research writing. *Three hours.*

#### DM957 Project Completion

The purpose of this module is to provide a final, approved (by advisor) draft of the student's dissertation to the committee who will be conducting the oral exams. Taught by the advisor with input from the reader, an original draft will be reviewed, required revisions will be made, and the final draft will be submitted by the end of the semester. If students do not complete their dissertations within the stated semester, they must continue registering for this module until their work has been approved. This means they will be paying for one-hour registration every semester needed for completion. *One hour.*

## **14. Non-Degree Certificates**

Note: Graduate School of Counseling's non-degree certificates are listed in section 12.

### **Certificate in Biblical Studies**

The Certificate in Biblical Studies Program was designed for students who desire seminary-level education but who are not pursuing a degree. This program is an excellent way for those with a completed undergraduate degree to strengthen their biblical foundation for Christian life and ministry. The certificate program meets the requirements of many mission boards for candidates who have not had formal Bible education and of Christian schools for teachers needing continuing education. The program also provides an opportunity for spouses of students in degree programs to pursue biblical studies without pursuing a full degree.

To earn the certificate, students must complete eighteen credit hours with a minimum grade point average of 2.0. Since the certificate program requires a completed undergraduate degree, students may transfer appropriate completed certificated courses into a degree program.

#### *Admissions*

Students are required to have a completed undergraduate degree from an accredited college or university.

#### *Curriculum*

All courses are three credits and offered at various times during the year. Total credits: 18

- OT501, Reading the Old Testament Missionally
- NT501, Reading the New Testament Missionally
- TH525, Hermeneutics
- Electives (9 credits)

### **Certificate in Missional Theology**

The Certificate in Missional Theology was created to be a tool to assist missional Christians who desire to enhance their awareness of how they are a part of the mission of God to bring righteousness, justice, and peace to those they serve. Courses are taught for application to ministry.

The certificate offers each student the opportunity to interact and dialog with both faculty and fellow students in the program, enhancing both intellectual and vocational growth. Students

completing this certificate may transfer credits into an on-campus degree program. Courses are offered on campus. Some courses may occasionally be available online.

### *Admissions*

Students are required to have a completed undergraduate degree from an accredited college or university.

### *Curriculum*

All courses are three credits and offered at various times during the year. Total credits: 18

- OT501, Reading the Old Testament Missionally
- NT501, Reading the New Testament Missionally
- TH521, Theology 1
- TH525, Hermeneutics
- TH531, World Christian History 1
- Elective

## 15. Advanced Cultural Studies

*Director:* Chang Hoon Oh, EdD, Associate Professor of Intercultural Studies

Email: [coh@missio.edu](mailto:coh@missio.edu)

Advanced Cultural Studies (ACS) is designed to provide training for graduate level students in need of focused academic training in the English language, cultural awareness, and theological terminology in addition to regular program courses at Missio Seminary. Courses focus on theological English, American culture, and spiritual formation.

### *Admission*

Students in ACS must meet certain requirements on the TOEFL test and/or in the admissions interview and application process completed with the ACS director.

Category A: Students with a completed undergraduate degree from an accredited college or university who need an I-20.

Category B: Students who have completed two or more years of college or university (60 credits or more) and who do not need an I-20.

### *Placement*

The required TOEFL iBT score minimum requirement is 60.

- 60-69: two terms are required.
- 70-79: one term is required.
- 80 and above: selected courses may be recommended.

### *Curriculum*

All courses are three credits and are offered at various times during the year. Course offerings are subject to change. Sample course titles:

- Introduction to American Culture
- Introduction to American History
- Theological Terminology
- Topics in Christian Counseling
- Critical Reading and Writing Skills

### *Student Learning Outcomes*

Goal 1: Demonstrate competency in using comprehensive English skills for academic success in their graduate-level study.



- Goal 2: Demonstrate competency in theological terminology, missional theology, biblical literacy, and research skills.
- Goal 3: Demonstrate the ability to show cultural competence, multicultural awareness, interpersonal communication, and conflict management in diverse communities.
- Goal 4: Demonstrate capacity to maintain spiritual, intellectual, and emotional health by managing their daily life, studies, and social activities in a Christian environment.

## **Advanced Cultural Studies Course Descriptions**

### ACS101 Intro to American Culture

This course is designed to help you increase your speaking, listening, and interpersonal skills while exploring the culture of The United States. *Three hours.*

### ACS103 English Writing Skills

Academic Writing course is a foundations course in pre-seminary writing. It will focus on the writing of concise and effective sentences, paragraphs, and short essays. This course will provide the student with a foundation in the English writing skills necessary to succeed in subsequent English and seminary courses. *Three hours.*

### ACS104 Intro to American History

An overview of America's history (from the pre-Colombian period through to the present), covering important historical events, personages and themes – as well as some of the broader cultural phenomena and issues (both historical and contemporary) that characterize the United States of America. *Three hours.*

### ACS105 Theological Terminology

The purpose of this course is to assist ACS students in comprehending theological terms frequently used in a seminary setting. The student will demonstrate an ability to communicate his/her understanding effectively in written and verbal English. *Three hours.*

### ACS108 English Grammar in Use

In this course you will develop your knowledge of the form, meaning, and use of English grammar structures in order to enhance your written and spoken performances in academic settings. *Three hours.*

### ACS201 Academic Communication

This course is designed to help you increase your speaking, listening, and interpersonal skills within the academic setting. *Three hours.*

### ACS202 Critical Reading & Writing Skills

This course is designed to teach students how to apply, modify, and adapt their reading skills to accommodate the unique features and requirements of various academic disciplines as well as seminary courses. This course in particular will also focus on constructing solid arguments for critical book /chapter review and response skills. This course will provide the student with a foundation in the English reading and writing skills necessary to succeed in subsequent English and seminary courses. *Three hours.*

### ACS204 Intro to Philosophy and Christian Worldview

A hybrid course that seeks to 1) explore and examine some of the fundamental questions raised in philosophy (How does one know? What is reality? What is goodness?), considering their historical development in the Western (and hopefully, Eastern) tradition, and 2) develop a more fully-orbed Christian worldview, enabling us to respond to (and pursue!) the philosophical quest from a Christian perspective. This course is designed to help us develop our thinking as Christians to be able to better respond apologetically to a world that is increasingly post-Christian. *Three hours.*

### ACS205 Topics in Christian Education

This course is designed to equip students to teach the Bible effectively in a variety of Christian Education settings. This course will focus on how to design and implement developmentally appropriate lessons and courses that lead learners toward deeper understanding and personal application of the Bible. This course will provide students with a solid understanding of the theoretical foundations of effective Bible education as well as with an assortment of practical tools and materials to assist in their implementation. *Three hours.*

### ACS207 Missional Formation and Application

The purpose of this course is to provide ACS students with the opportunity to grow in their understanding of cross-cultural ministry. Students will look at non-native cultural and will reflect on ways the church can be missional. Students will be challenged to engage with different cultures through reading, classroom interaction, as well as experiences outside of the classroom. *Three hours.*

### ACS208 Intro to American Church Culture

The purpose of this course is to provide ACS students with the opportunity to grow in their understanding of the history and the influence of European Culture on the church in America. Students will look at the American Church and will reflect on ways the church can be missional. Students will engage with non-European American Church models. Students will be challenged to engage with different church cultures through reading, classroom interaction and lectures; as well as experiences outside of the classroom. *Three hours.*

### ACS303 Theological Writing

This course is designed to assist Advanced Cultural Studies students in developing skills in written communication and scholarly research for theological and biblical studies. The disciplines of theological thinking, reading, and of course writing will be stressed. *Three hours.*

### ACS304 Story of Old and New Testaments

The purpose of this course is to provide ACS students with the opportunity to engage scripture and the Biblical narrative in English. Students must interact (both as a listener and a speaker) in an English speaking arena while developing their English proficiency. It is our desire that students develop the English communication skills necessary to successfully pursue the degree of their choosing at Misso Seminary. *Three hours.*

### ACS307 Christian Counseling

The purpose of this course is to familiarize students with the skills, topics, values, goals, and models of Christian Counseling as they are practiced in American culture. Throughout the course, students will be applying counseling and communication skills. Students will gain knowledge of various counseling topics, common counseling issues, basic and advanced helping skills, and will participate in practicing these skills in the classroom setting. *Three hours.*

### ACS311 Missional Hermeneutics

The purpose of this course is to help ACS students broaden their philosophical and theological understandings so that they can read the Bible from a missional perspective and do Biblical Theology in a hermeneutical way. This course is provided in Korean to help students easily understand hermeneutic concepts, and classes are conducted online instruction through Zoom sessions. All learning activities, and weekly assignments will be completed and submitted via the seminary's e-Campus. *Three hours.*

## 16. Diploma in Biblical and Missional Theology

### *Purpose*

The Missio Seminary diploma program is designed to provide serious study of the Bible as the Word of God to cohorts of mature, conscientious adult learners. The program introduces students to generously orthodox, missional theology and acclimates these students into healthy habits of reading, research, and writing so as to enable them to succeed in further accredited degree-level pursuits should they aspire to do so. The program also hones practical leadership and common ministry skills such will serve students in their leadership positions whether or not they pursue further study.

\* NOTE: Missio is only accredited to offer graduate level courses so courses in this program are not regionally or ATS accredited and federal financial aid is not available.

### *Admission, Program Length, and Schedule*

The Diploma Program is designed for persons not recently in school or those needing re-orientation to an academic environment through a transition program fostering confidence and promoting achievement based on hard work. The diploma program is designed to meet people where they are at academically. And equip them to grow in the grace and knowledge of our Lord Jesus Christ. Students are required to fill out a non-degree student application. More details can be obtained from the Admissions Department ([admissions@missio.edu](mailto:admissions@missio.edu)).

The typical class is offered four Thursday nights plus one Saturday a month. There are 25, two credit classes in this Diploma Program and it can be completed in two years if all classes are taken in sequence.

### *Program Learning Goals*

- Goal 1: Students will grow in their knowledge of the Bible and in their ability to humbly interpret & apply it in light of history, culture, genre, and the trajectory of its plotline.
- Goal 2: Students will understand what constitutes generous orthodoxy and foster attitudes and practices of kinship and missional cooperation with fellow believers across denominational, racial, ethnic, and class lines.
- Goal 3: Students will cultivate missional leadership skills characterized by the fruit of the Spirit, and love for God and others.
- Goal 4: Students will cultivate Christlikeness of character and wisdom and skill in interpersonal relationships, conflict management, and living in community.
- Goal 5: Students will grow in their academic abilities, increasing their capacity for higher level reading, research, and writing.

## Diploma Program Course Descriptions

### Academic Skills:

DPA 110, Introduction to Higher Education Research, Biblical & Theological Reading & Writing

This is the first of several courses in the diploma curriculum designed to (re-)acclimate the student to the demands and expectations of higher education – especially as pertains to more serious biblical and theological study. This course gives the student practical, working tips on how to be successful in the endeavor of higher academic learning and course completion. The student is given tools that help them frame out assignments over the course of a term, to read with greater speed but higher levels of comprehension; and, of course, develop their research and writing skills, too. *2 credits*

DPA 111, Academic Skills Lab

This is the second of courses in the curriculum designed to give the student skill and practice in forming sound approaches and habits of rigorous academic work in pursuit of credible higher educational endeavors. *2 credits*

### Biblical Studies (General):

DPB 100, The Biblical Plotline

The Bible gives us eternal truths, but packaged in the historical narrative of God’s relationship with His people. This course introduces the student to the plotline of that story, from Creation to the consummation, from old Adam to new Adam, from old covenant to New Covenant, with implications for understanding how the Bible’s books fit into that plotline and convey the story of redemption from Genesis to Revelation. *2 credits*

DPB 101, Biblical Genres

“Genre” is a term borrowed from the field of literature and composition that refers to the “style” in which a piece of literature is composed. Different types of literature have different expectations and structures of composition, such that one who would read and interpret these different types of literature must be alert to these differences lest the interpreter be baffled or misled in terms of the author’s intention. E.g., one must know the difference between a poem and a legal contract to interpret either properly. The Bible is composed of 66 different books, falling within at least five different types of genre. This course introduces the student to the implications of this, with attentiveness to what difference these genres make to reading and interpreting God’s Word with competence. *2 credits*

### DPB 102, Introduction to Biblical Cultures

The eternal truths of the Bible are not only broached within a historical narrative and composed in different literary genres, the cultures in which these narrative occur and through which these truths about God's character and purposes are conveyed are often foreign to us. This course introduces the student to Ancient Near Eastern and Greco-Roman cultures, with an eye toward helping the student discern and navigate contextual differences in general. *2 credits*

### DPB 103, Intro to Hermeneutics

The "art of interpretation" is part method, part wise judgment. This course introduces the student to principles of sound interpretation, including (but not limited to) the interpretation of Scripture, with the goal of being able to discern the truths of God's Word in a way that takes into account issues of context and bias, perspective and "unchanging truth." *2 credits*

### **Old Testament:**

#### DPO 210, Intro to the Torah & the History of Israel

The first block of literature presented to the reader of God's Word is what the Jewish people called "Torah" – the Hebrew word for the guidelines Yahweh God gave for directing His people how to live. The Torah forms the first portion of the history of God's Old Testament people, Israel, seed of Abraham, God's original covenant community. This course engages the Torah and this biblical history of the nation of Israel as God's Word, applicable still today to us as God's people, so long as this portion of God's Word is read and applied with proper attentiveness to its context in an unfolding story of redemption that culminates in Christ. *2 credits*

#### DPO 211, Intro to Old Testament Theology

Having now gotten a feel for the biblical storyline and for what is involved in the task of theology, this course takes the student into the Old Testament Scriptures with the intent of identifying themes and patterns in what is revealed about the character, ways, and purposes of God. *2 credits*

#### DPO 212, Intro to the Kings & Prophets of Israel

The biblical portions that cover the kings and prophets actually forms the majority of inspired Scripture. This segment of the biblical story contains complex plotlines regularly centered on the often-contentious relationship between the prophets of God and the so-called leaders of God's people. This course take the student through this portion of God's Word, which is often neglected in preaching and teaching, with a view to learning how God has worked – and works? – in complex situations where the empowered are oppressive, where the vulnerable are suffering, and where standing up for truth and righteousness takes great courage and tenacious trust in God. *2 credits*

## **New Testament:**

### DPN 220, Intro to the Gospels

The New Testament opens with the birth, life, death, and resurrection of Jesus Christ. This course introduces the student to both the history of what all four gospels narrate alike and also to what is distinctive about each of the four gospels, with thoughtful consideration of implications for understanding: historically, theologically, and practically. *2 credits*

### DPN 221, Intro to New Testament Theology

What exactly the New Testament, as a whole, teaches has been a source of discussion and debate among prayerful, studied Christians for over 2,000 years. How does Paul's theology relate to the theology of Jesus and the gospels? How does the theology of Romans and the theology of James cohere? Is there evidence of the theology of the New Testament developing, evolving, maturing, from the earlier epistles to the later epistles – and, if so, what are we to make of the theological “trajectory” we find? These are the kinds of questions taken up and pursued in this course. *2 credits*

### DPN 222, Intro to the New Testament Epistles

The epistles – pastoral letters, actually – form the bulk of the New Testament. This course introduces the student to the context, occasion, content, theology, and pastoral message of these Spirit-inspired letters. *2 credits*

## **Theology:**

### DPT 200, Intro to Systematic Theology

While biblical revelation presents eternal truths that remain filled with high and holy mysteries, one blessing God has bestowed through history is “doctors of the church” who have endeavored to encapsulate and systematize the truths of biblical revelation in accessible form. This course introduces the student to this work and to what is involved in formulating credible, responsible systematic theology that properly takes into account scriptural revelation, philosophical questions, and the historical understanding of orthodox readers and teachers of divine truth. *2 credits*

### DPT 300, The Life, Ministry, & Theology of Christ

The mission of God culminates in God becoming human and coming to earth to model, preach, and teach the gospel of the Kingdom – this along with His securing satisfactory atonement that underwrites God's forgiveness of human sin. This is the core of the biblical message and mission, and is the heart of the life, ministry, and theology of Jesus Christ – which forms the subject matter of this course. *2 credits*

### DPT 301, Intro to Missional Theology

This course introduces the students to the missional character of God, and the difference that missional character makes to understanding Scripture, theology, and pursuit of Kingdom goals in ministry and life. *2 credits*

#### **Practical Theology:**

### DPP 120, Exegeting My Context

Not only is the Bible written within a historical and cultural context that needs to be interpreted with care to be rightly understood, we – you and I – approach the study of God’s Word from a context. Just like inspired prophets and biblical writers convey different counsel or applications of truth depending on the context, so likewise our own context needs to be understood and interpreted with skill and care if we are to understand properly the people we are trying to reach or among whom we are trying to minister. This course seeks to give the student skill and tools for doing so. *2 credits*

### DPP 121, Transformational Leadership

Much biblical teaching is devoted to warnings about people in leadership or aspiring to leadership being in it for the wrong reasons – seeking power, perks, honor or acclaim. Biblical leadership is grounded in supernaturally transformed character that sparks, not just inspiring vision, but transformation in others, eventuating in a transformed community. This course takes the student through the principles and practices of God’s design for leadership. *2 credits*

### DPP 121, The Story of the Church

The Bible contains the inspired narrative of the history of God’s people up to about 100 A.D. However, the story of the Church does not end there. That story continues to the present day! This course takes the student through that story, giving special attention to how the Spirit has worked in and among God’s people through history up to the recent past, such that we might discern what the Spirit could be up to among us, His people, even today. *2 credits*

### DPP 122, Introductory Homiletics

Public speaking can be intimidating, but is a core skill needed for virtually any leadership position. This course introduces the student to basic skills and practices of public speaking, and gives the student a “safe place” to learn and practice their public speaking skills. *2 credits*

### DPP 320, Conflict Resolution Skills for Ministry Leaders

Most ministries that fail do not fail just because of some deficiency in training or skill set. Ministry failure almost always is the result of inter-personal conflict that is not effectively addressed. And,



even if conflict does not take down the minister themselves, interpersonal conflict is invariably a factor needing effective leadership to work it out in most any ministry, any organization, or any community of faith. This course takes the student through the skills needed for the difficult and uncomfortable, but badly needed, skills of conflict resolution. *2 credits*

#### DPP 321, Application of Social Media in the Church Environment

Many older Christians today are bothered by the influence of social media and by how ever-present is its reach. Many younger Christians have grown up with social media and its influences and may simply be drawn to its lures without proper alertness to its distractions or the need for precautions against its dangers. This course gives the student tools for capitalizing on the benefits of social media for ministry – for worship, for discipleship, for outreach, while also giving tools for minimizing social media’s negative tendencies. *2 credits*

#### DPP 322, Church Organizational Administration

Church leadership involves in no small part *organizational* leadership: not just having vision or casting vision, but actually overseeing implementation of policies, procedures, and practices that may very well determine (humanly speaking) whether or not the vision moves from inspiration and aspiration to actual implementation and action. This course takes the student through some of the nitty-gritty of managing resources (including budgets, money), managing people, supervising and delegating, and establishing a good, functional organizational ethos and environment in which people are not only inspired and encouraged, but equipped with the resources needed to succeed in fulfilling the mission of God, individually and corporately. *2 credits*

#### DPP 323, Transforming the Church from Attractional to Missional

Too many churches function as though the goal is to attract people to the events and service of the church, which can degenerate into functioning much like performance industries that profit by drawing people to purchase tickets for entertaining presentations or to purchase enjoyment of religious services. This course takes the student through biblical principles that correct this entire mentality, to move from accommodating religious consumerism to engaging people incarnationally, from being a church seeking merely to attract attenders to being actually on the mission of God in Christ. *2 credits*

#### DPP 324, Evangelism in a Post-Christian Culture

How exactly are we to share our faith in a culture in which it is considered offensive to voice one’s personal religious views to other people, much less try to persuade them to a set of religious convictions that they do not share and to which may be to them utterly foreign? The challenges of evangelizing – literally, “sharing the good news” of Jesus Christ – are formidable in our day, for sure. However, there are ways to go about it that may be not only not-so-offensive, but effective

and maybe even more comfortable (for all concerned). This course takes the student through principles and considerations that aim for just that. *2 credits*

#### DPP 325, Biblical Discipleship

Biblical discipleship goes beyond teaching, beyond preaching, beyond fellowship, and beyond church programming. Biblical discipleship seeks to pass on the habits of mind, heart, and action, in life-on-life relationship, that eventuates in a life devoted to following Jesus. This course introduces the student to the principles that will help orient his or her ministry toward disciple-making disciples. *2 credits*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DISCLOSURE**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Missio Seminary receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Missio Seminary to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Missio Seminary decides not to amend the record as requested, Missio Seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Missio Seminary discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Missio Seminary discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A seminary official typically includes a person employed by Missio Seminary in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Missio Seminary who performs an institutional service of function for which the seminary would otherwise use its own employees and who is under the direct control of the seminary with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another seminary official in performing his or her tasks. A seminary official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Missio Seminary.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Missio Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202

5. The following directory information is contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.
- Name
  - Addresses (local and permanent)
  - Telephone numbers (local and permanent)
  - E-mail addresses
  - Dates of attendance
  - Major
  - Degrees and awards received
  - Participation in officially recognized sports and activities

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to seminary officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Missio Seminary whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the seminary, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the seminary has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))