

**METRO**  
**ATLANTA**  
**SEMINARY**

**Student**  
**Handbook**

**2021-2022**

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# Contents

Page	
2	Faculty and Staff
3	From the President
4	Doctrinal and Mission Statement
5	Student Spiritual Life at Metro Atlanta Seminary
6	Seminary Regulations
9	Academic Integrity
10	Policy on Discipline
11	Administration
15	Seminary Calendar – 2021-2022
16	Sample of Required Textbooks
17	Signed Agreement



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# From the President

Dear fellow servant in the Lord's work,

We know there are a lot of seminaries in America and across the world. We support and applaud each of those institutions for the work they are doing. At Metro Atlanta Seminary, we make no claim to be better, but we do believe we are distinctive. The founders of the seminary held to a few simple values even as we do now.

1. We believe seminary education should be **mentor-based**. By that we mean each student should have a mature person in his or her life who meets with him or her regularly, asks the good and probing questions and helps each gain what is needed both to be changed and to bless others. There is no substitute for time spent with a godly mentor. Mentors at MAS are trained, not only to connect with students and coursework, but also to take them to the good news of the Gospel through the heart.
2. We believe classes should be academically rigorous and relevant to today's world. By that we mean our classes are small, interaction is lively, and shared knowledge is brought to the table. The professor may not know it all, and students will certainly learn from one another. Businessmen and women mix it up with church workers. Young and old learn from one another. It is a glorious thing to see.
3. We believe everyone should be able to go to seminary, debt free, if they have a calling to do so. By that we mean our fees are minimal and we offer scholarships when needed. We don't enable poor scholarship or stewardship but rather we teach the way of working out your theology in a practical life manner.
4. We believe a plumber learns to plumb by unstopping his first toilet. By that we mean MAS students are required to get out into the field and get their hands dirty, learning as they go. Our **practicum** serves students well as a framework for changing their lives and ministries, not just checking a box. For those called to ministry the practicum includes teaching, being with people, connecting with the world, and serving. For those called to business, it includes learning how to minister in the marketplace. It is hands-on discipleship.

Classes meet one night per week for 32 weeks per year. Professors are down-to-earth, and we often share a good laugh. By the grace of God, we are mentoring students to become Christ-centered leaders for the next generation in ministry and the marketplace. Lastly, our team is amazing. Men and women who know they are loved by God and who live out their calling to help others learn about Him.

Gratefully,

*Randy Schlichting*

# Doctrinal & Mission Statement

**Metro Atlanta Seminary was created to educate and mentor students to become Trinity-centered so they will be leaders in the church, fulfilling the Great Commandment and the Great Commission.**

This is our mission and we believe we have been called by God to work it out.

Our beliefs lead us to our actions. If we believe that God is good, we will act in a way in keeping with that belief: except when we forget, or choose to disbelieve. When we disbelieve, we are called to repent and ask for faith to believe. Throughout the history of the church, leaders have stated in various forms a snapshot of what we believe and aspire to live out the Westminster Confession and Catechisms, the Apostle's Creed, the Nicene Creed and the Heidelberg Confession are a few examples. [Remember: our Standard is the Bible, these are subservient to God's Word.] Those reflect what the church believes in part and they contain key aspects of our doctrinal positions. As you enter into MAS we want to ask you this, "What do *you* believe?" This is not your father's seminary or your father's faith. It is yours to be grasped. So we ask that you read our statement of beliefs and then meditate on the practical working out of them for you as a student, son, daughter, and future leader. If you find yourself in disagreement with them, come and see us and let's talk.

- i. We believe the Bible is the Word of God and revelation of God. We therefore accept the trustworthiness of its historical records as inerrant in its original writings, the authority of its teachings, and the truth of all Christ's utterances contained in it.
- ii. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- iii. We believe in Jesus Christ the only begotten Son of God, who was conceived by the Holy Spirit, born of the Virgin Mary, and is therefore true God and true man.
- iv. We believe our Lord Jesus Christ lived a perfect life and died for our sins according to the Scriptures, voluntarily bearing our guilt and suffering as our substitute.
- v. We believe all who believe in Him are now justified by His blood, and shall be saved from the wrath of God through Him.
- vi. We believe in His corporeal resurrection, His ascension into Heaven, and His present life there as our Priest and Advocate.
- vii. We believe man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God. As consequence of the Fall all human beings are born with a sinful nature.
- viii. We believe therefore in the universality and heinousness of sin, and in the necessity of being saved by grace, and that son ship with God is attained only by regeneration through the Holy Spirit, and faith in Jesus Christ.
- ix. We believe in the personality and the godhead of the Holy Spirit Who came down upon earth on the day of Pentecost, and we believe in His offices to convict the world of sin, righteousness, and judgment, and to indwell believers as their Teacher, Sanctifier, and Comforter.
- x. We believe in the Great Commission which our Lord has given to His Church to disciple the world; this is the great mission of the Church.
- xi. We believe in the Great Commandment which our Lord gave to us to love others even as He has loved us.
- xii. We believe in that blessed hope, the personal return of our Lord and Savior, Jesus Christ.
- xiii. We believe in the bodily resurrection of the just and the unjust; the judgment of the living and of the dead; the everlasting blessedness of the saved; and the everlasting punishment of the lost.
- xiv. We hold to the system of doctrine as contained in the Westminster Confession of Faith and the Larger and Shorter Catechisms.

# Student Spiritual Life at MAS

You have come to MAS to learn and grow in your preparation for your Christian service to the Lord. You will soon discover MAS is a unique place, and you have joined a special family. Not only is MAS renowned for its ministry-oriented training of men and women, but also for its emphasis on spiritual growth and nurturing. We want you to become more like Christ as you study at MAS.

The seminary offers a range of programs, taught by a faculty committed to the historic evangelical and Reformed faith, both as creedal affirmation and as living experience. Furthermore, MAS seeks to shape the whole of its corporate life to educate, nurture, and mentor men and women to become mature leaders in their Christian vocations wherever in the world the Lord might lead.

MAS places a very high premium on the development of Christian character, and to that end, close contact between students, mentors, and faculty is promoted. Active participation in your home church in worship, and growth in spiritual disciplines, is considered an essential part of the educational process. Mentoring is a critical factor to growth and success, so much so you cannot graduate without your mentor being in agreement you are ready.

## **Walking with Christ While in Seminary**

Sadly, some students who have gone to seminary have come out from the experience calling it cemetery. They have been left dry and dusty in their faith. We are committed to having students graduate from MAS who say it was a rich time for them spiritually, emotionally and academically. We ask you to think about the following areas of your life as you study at MAS:

**Your relationship with God** - Busyness of life will dry up your relationship with Him. You are “adding on” to your life by taking on seminary studies. So the question is, “What will you put aside?” It might be entertainment, social time or recreational reading, but it cannot be time with the Lord. The Lord desires you trust and love him with all your heart (Deut. 6:5; Prov. 3:5) and walk humbly before him (Mic. 6:8). In other words, as you run the Christian race, you are to fix your eyes on Jesus and throw off every sin that entangles (Heb. 12:1-2). It is with such an attitude the Spirit is pleased to work in your life and fulfil the Lord's commands. Such spiritual fruit includes love, patience, kindness, and self-control (Gal.5:22). You are encouraged to read the Scriptures with this in mind, always combining the Word with faith (cf., Heb. 4:2); and continually praying to your Father who loves you and delights in you (Zeph.3:17; 1 Thess.5:17). So a daily time with Him is essential and supersedes the reading of any material for class.

**Your relationships with others** - Again, your time at MAS could rob you of relationships with people. We think it is fine for you to see your friends a bit less as you study, but don't neglect your family! We have seen too many in the ministry who have ignored families as they climb to the top. We rather you not. All God commands is summarized by loving others (Gal. 5:14). In the context of MAS, this has special reference to your relationships with other students. We encourage you to look after the interests of your fellow students and in humility consider them more important than yourself (Phil. 2:3-5). Considering the widely differing church and cultural backgrounds of all who come to MAS, your time here will be one of growing to love, accept, and appreciate others different from you. In fact, this diversity is one of MAS's most desired features. Please pray for and seek to cultivate loving relationships with everyone in the student body, and not only with those with whom you have most in common.

**Promotion of Spiritual Growth** - The Christian needs constant spiritual nourishment, something only possible in the context of prayerful and systematic Bible study and meditation. A spiritual life not renewed on a daily basis soon withers. It is like a stream soaking away in a desert. Attendance in classes on Bible subjects are no substitute for personal devotions!

**Mentoring** – Mentoring at MAS is perhaps our greatest distinctive. Each student has a mentor who meets with him/her regularly for a time of reflection, sharpening, and asking the good questions. Most classes require you engage with your mentor for some of the assignments. We want students to rub shoulders with men and women who have hearts and experience. We want you to open up, reveal weaknesses where appropriate, and gain strength as an older person points you to Christ. Mentoring at MAS is the heart of who we are and we believe it will be one of the things that will cause you to say seminary was a rich time for your spiritual life.

**Student Association/Alumni** - As we have mentioned, we believe the MAS experience will mark your life in a spiritually rich way. A large part of that will be through your fellow students. As an enrolled student you are automatically enrolled as a member of the **MAS Student Body**. It is an association of current and former students who gather together to encourage one another, support the work of the school, and support each other in their vocational call.

# Seminary Protocols

Scripture exhorts us, "*all things are to be done properly and in an orderly manner*" (1 Cor. 14:40). MAS' regulations are designed to promote order and effectiveness for the edification and benefit of all.

MAS has a richly diverse student body, as students come from all walks of life. Christians from various denominations are represented at the seminary, which provides a wonderful glimpse of the wider Christian community. However, in such a multi-cultural and ethnic environment, great care has to be taken in behavior towards one another in order to create a healthy and safe environment within which all can work and study. Any forms of racial discrimination or sexual harassment are totally unacceptable, and will be acted upon swiftly.

With regards to relationships between the sexes, proper Christian conduct is to be maintained.

**CLASS TIME AND ATTENDANCE** - We view class time not merely as a time of academic instruction, but also as a time of fellowship, when faculty and students together explore the Holy Scriptures, learn about God and His Truth, as we together "*grow in grace and in the knowledge of our Lord and Savior Jesus Christ*", and find ways of practically implementing, as soon as possible, what has been learned. To that end, class time is essential and absences must have providential as well as faculty excuse. **Students are required to attend all classes, and to be punctual. We operate on a short 8-week term, and therefore attendance is critical to success in any subject. To that end, no student may miss more than one class. Students who are unable to attend a class, must contact the professor before the class starts to ask for an excused absence. Students must also contact a fellow student to find out what was missed and what needs to be made up. You are encouraged to ask a fellow student to record the class. Or, if possible, "attend" the class via media such as Skype, Zoom, or Facetime. Any incomplete work after one month of the end of classes will fail.**

**VISITORS** - You are welcome to invite visitors to attend a class, but you must ask the professor in advance for permission.

**OUTSIDE CLASS STUDY EXPECTATION** - As a guideline, students are expected to do *at least* two hours of private study for every hour of classroom time.

**CHANGES TO DEGREE REQUIREMENTS** - MAS may from time to time change courses required for graduation by adding or subtracting required courses. MAS may also change the work required to pass a course. To that end, third-year students will remain on the former degree plan. First and second-year students will be required to change to the new plan.

**SPOUSES** - Spouses of students are encouraged to be a part of the student life of MAS. Spouses who would like to attend classes as auditors may do so *at no charge*. However, please remember, auditors are there to listen only and should respect the right of degree seeking students to speak and ask questions.

**DRESS GUIDELINES** - Students are to dress appropriately, with modesty, in due respect and consideration of others. This simply means, we are all to take seriously the vocation of MAS and all who train here, and to have due respect for those of other cultures. (Rom. 14:13ff)

## GRADING SYSTEM

Grading of **Part I of the Curriculum Portfolio** (classwork)

A (90-100) = Excellent work, above what was asked for in the syllabus

B (80-89) = All work was completed as required

C (70-79) = All work was completed, but could have been better

I = Work still needs to be completed or improved before acceptance

F = Work was sub-standard or not turned in

Because **Part II of the MAS Curriculum Portfolio** is so mentor based, evaluation is subjective. Grading is by the completion and evaluation of each task required to fulfil the expected track of the student, and is graded as follows:

**A** (90-100) = work done by the student *exceeds* what was required by the mentor

**B** (80-89) = the student has completed every requirement of the mentor

**C** (70-79) = all work was completed, but could have been better

**I** = the student has not *yet* completed all required work and has been granted extra time to finish

**F** = the student has failed to complete *all* the required work in the time permitted

The criteria for evaluating **Part III of the MAS Curriculum Portfolio** (the practicum) is completed on a term basis with the final grade reflective of average:

**A** (90-100) = hours completed during the term exceeded 25 hours and the student provided all the appropriate documentation on the Practicum Activity Sheets.

**B** (80-89) = the student has demonstrated they did complete practicum hours during the term and provided the appropriate documentation on the Practicum Activity Sheets, however, total hours were less than 25 for the term.

**C** (70-79) = MAS recognizes that there are periods where the student is unable to participate in working on practicum hours. A student will receive a C provided that reviewed their worksheet for that term as evidenced by uploading it to ThinkWave.

The student must complete the 360 hours practicum work in order to graduate.

**Faculty may assign homework due after the last class of the course. All grades are required in the system two weeks after the last class. Any work not turned in by that date will be entered as an "F." Faculty retain the right to alter that grade for 30 days after the last class. No grade may be changed after that date, and if failed, the course must be repeated.**

**GRADUATION** – To graduate a student must complete and pass all courses, complete their practicum, and be approved by his or her mentor.

- a. All required courses are taken and passed.
- b. The student's mentor has signed off on the student to being emotionally, spiritually, and mentally ready for his or her ministry
- c. No student will be permitted to graduate unless all outstanding fees have been paid, nor will a copy of their transcript be given or sent until all financial deficits are settled.

**DROPS/CHANGES** - A term is eight weeks. No course may be dropped or changes made in the student's program after the second night of class without the signed permission of the professor and the academic dean. Failure to follow this procedure will result in that course showing on the student's transcript as "WF."

**LATE REGISTRATION will be charged an additional \$25. Students should be registered no later than one week before the start of classes.**

## **ACADEMIC PROBATION**

A student will be placed on probation if he or she is not making satisfactory progress towards graduation. Probation status is designed to alert the student to this deficiency, and to prescribe a remedy for it. Academic probation will be prescribed for a student who has failed any course. The Academic Dean will meet with the student to discuss the situation and prescribe a remedial course of action. If a deadline for the student's remedial course of action is not met, the Academic Committee will take further action. The most serious action would include the recommendation to the faculty for dismissal of the student.

## **LIBRARY**

Access to great books and papers are important to students. MAS has chosen to own no buildings, which enables us to keep tuitions low. Having no building means we do not have a library. But that does not mean the student does not have access to great books. They can be sourced in the following ways:

- a. The use of public and private libraries.
- b. The development of your own libraries, especially within Logos Bible Software.
- c. Making good use of the internet, being careful to properly use, notate, and discern that material is accurate.
- d. Talk with faculty who might be willing to lend their own books to students.
- e. Checking with your own pastor and see if he has the books you need and if he is willing to lend them.
- f. You also have access to two massive libraries at the Chandler Library at Emory and Columbia Seminar. MAS also has secured right of access to the library at Reformed Seminary.

# Academic Integrity

Every faculty member will set assignments for each class along with their due dates. Penalties for lateness will also be spelled out in the syllabus and adhered to strictly. Exceptions will only be made in the case of serious illness (medical certificate required), and on compassionate grounds (illness/death of a close family member).

## VIOLATIONS OF ACADEMIC INTEGRITY

**PLAGIARISM: The offence of plagiarism is committed when an individual represents the work or ideas of someone else as his or her own work.** Plagiarism constitutes theft and deception, both serious violations of God's unchanging moral law as reflected in the Ten Commandments given to Israel on Mount Sinai, and repeated in the New Testament as commandments for disciples of Jesus Christ to observe:

Eph. 4:25 - *Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.*

Eph. 4:28 - *He who has been stealing must steal no longer.*

Reflecting the character of Jesus Christ is not optional for the Christian, but is rather something we must all require of one another, and Christians must prefer to receive a failing grade for a course rather than to sin against God and their brethren by committing plagiarism. To fail after trying one's best is not a sin and does not defile the conscience or jeopardize God's blessing; plagiarism does. Those who have been raised to believe failing a course involves "losing face" and is thus worse than cheating must put off such unbiblical thinking and put on the mind of Christ and His righteousness. Plagiarism is theft!

In an academic setting, plagiarism is the theft of an unearned grade on an assignment, thus contributing to an unearned grade for a course, and ultimately an unearned degree or diploma. The degree or diploma is thus obtained by fraud. As written assignments may be graded in part by comparison with assignments of other students, the thief, by handing in a "superlative" assignment which is in reality the work of another, also offends against his fellow students, potentially reducing the grades they have earned in integrity by hard work.

The student must avoid the sin of plagiarism by acknowledging sources used by the use of quotation marks, and then citing the rightful author in footnotes/endnotes and bibliographies as appropriate. Student papers may be put through a program like "Turnitin" to see if there are parts plagiarized.

Students are also advised that facilitation of plagiarism by another student (for example, by providing another student with your assignment to copy) is a violation of the code of honor.

**Duplicate Submission:** Duplicate submission occurs when substantially the same essay, presentation, sermon, or other assignment is submitted for credit in more than one course, unless permitted in the syllabus. For example, a sermon written for one course may not be later submitted in substantially the same form in another course. In addition, work already submitted towards the earning of previous degree may not be submitted for a course at MAS without the evidence of substantial work having been done to the original work.

**Other People's Sermons:** Today we are given the privileges of finding many great helps on the internet. However, claiming anyone else's work, in this case sermons, and using them as if they were your own creation, is another form of plagiarism. This will not be tolerated at MAS.

**Penalties for violations of academic integrity:** Penalties for violations of academic integrity listed above shall be in keeping with the seriousness of the offence, and shall take into account whether the student demonstrates repentance from the offence.

**Plagiarism:** If plagiarism is judged to be minimal and accidental, with no deliberate intention on the part of the student to represent someone else's work as his own, but rather is due to carelessness, faculty shall counsel the student and may require the paper to be rewritten in acceptable form. If plagiarism is judged by the lecturer to be systematic and represents a deliberate attempt to represent someone else's work as his own, and the student is unable to refute the evidence against him or her, the offence shall be reported to the academic committee with the instructor's recommendation for penalty. The maximum penalty for a first offence is

failure for the paper, and placing a letter of reprimand in the student's record. For a subsequent offence (in the same or another course), the student will fail the course. For any subsequent offence the maximum penalty will be enforced as expulsion from the seminary.

**The Student's Right of Appeal:** The academic committee shall provide the student with an opportunity for a hearing to appeal the above charges. If the findings of the academic committee are not found to be agreeable to the student, the student has the right of appeal to the MAS Board within 30 calendar days of a decision. After 30 days the student shall no longer have a right of appeal. All appeals must be made in writing to the President and submitted in hard copy delivered in person or by certified mail.

## Policy on Discipline

### DISCIPLINARY PROCEDURES

It is the duty of the Deans of Academics, Administration, and Mentoring to implement the rules and regulations as laid down. Faculty may take appropriate action where necessary, but at all times shall act justly, pastorally, and consistently with the goal of biblical restoration.

A student may be placed on disciplinary probation for misconduct (including theft, plagiarism, cheating, sexual misconduct, use or possession of illicit drugs, acts of violence, disruption of institutional activities, etc.), disregard of established rules and regulations of MAS, and for excessive unexcused absences from regular MAS activities.

Students who violate seminary standards may be asked to meet with the Dean of Mentoring regarding their conduct. Such students may be given a warning about continuing the activity, be placed under disciplinary probation, or be dismissed from the seminary. When a student is placed on disciplinary probation, the student will receive written notification of the action and the decision will be noted in the student's file.

MAS reserves the right to dismiss any student when, in its judgment, the general welfare of the community seems to require such an action. Disciplinary probation and dismissal is handled by the Board in consultation with the Deans. A student may choose to be accompanied by another student acting as listener during any disciplinary proceedings. The student shall not be permitted to have outside legal counsel in a disciplinary proceeding.

The student has the right of appeal to the MAS Board within 30 calendar days of a decision. After 30 days the student shall no longer have a right of appeal. All appeals must be made in writing to the President and submitted in hard copy delivered in person or by certified mail.

### STUDENT COMPLAINTS AND GRIEVANCES

Students have the right and privilege of voicing complaints and grievances about any facet of MAS (program, procedures, faculty, administration, grades, etc.). This should first be done with the student's mentor. If satisfaction is not met at this level, it should be brought to one of the Deans. If satisfaction is not met at this level, appeal may be made directly to the MAS Board.

# Administration

**ADMINISTRATION** – MAS has only one full-time administrative staff member. Should you have academic questions, contact Dennis Bennett. Should you have a question about mentoring or practicum, contact Joe White or Bob Carter. Questions about a class you are in may be asked of the professor.

**APPLICATION PROCEEDURE** - In addition to the academic qualifications for the intended program of study, applicants are assessed before entry to establish they are Christians who are maturing spiritually. They should be in good standing with their local church, and in a reasonable state of health.

## Required Documents

- ❑ Application – this will determine
  1. genuineness of conversion and commitment to the Lord Jesus
  2. present involvement in Christian service
  3. a sense of vocation in future service for the Lord
- ❑ Three References who can verify the potential student’s readiness for study and service
- ❑ Photograph
- ❑ Copy of high school diploma or GED (B.Th. candidate only)
- ❑ Transcripts from any tertiary institutions. (A minimum of a bachelor’s degree is required to pursue the M.Div.) (If you wish to transfer credit into MAS see below.)
- ❑ \$100 application fee (Must accompany application or paid on the website.)

## REQUIREMENTS FOR ENTRY INTO A DEGREE PROGRAM

- a. **Entrance to the Bachelor in Theology** (BTh) requires the following:
  - 1) high school diploma or equivalent
  - 2) The Seminary has a mature entry policy, i.e., a student may be granted mature age exemption if the applicant is 25 or older.
  - 3) Acceptance of the student is based upon the information submitted in the application and three references.
- b. **Entrance to the Master of Divinity** (MDiv) is as follows:
  - 1) The minimum requirement is a completed bachelor’s degree substantiated by the submission of a transcript.
  - 2) Acceptance of the student is based upon the information submitted in the application and three references.

## REQUIREMENTS FOR ENTRY INTO A CERTIFICATE OR DIPLOMA PROGRAM

- a. **Entrance to the Certificate in Christian Studies** (CCS) is as follows:
  - 1) Minimum requirement is a high school diploma or equivalent
  - 2) Acceptance of the student is based upon the information submitted in the application and three references.
- b. **Entrance to the Diploma in Biblical Counseling** (DBC)
  - 1) Minimum requirement is a high school diploma or equivalent
  - 2) Acceptance will be based on information submitted in the application and from the three references as well as the following items. The applicant will also provide a reference and recommendation from their pastor. Candidates will also be interviewed prior to being accepted. In their second year of the program, students will provide a background check.

**REGISTRATION & ORIENTATION** - Students must register for classes online at [www.metroatlantaseminary.org](http://www.metroatlantaseminary.org). As we anticipate the arrival of all new and returning students, MAS arranges a schedule of orientation activities at the beginning of each academic year. We strive to provide an atmosphere of Christian unity and fellowship as the faculty, staff, and returning students help to familiarize new students with the program, and various ministry opportunities.

**CHANGES TO CURRICULUM** – If a student has been away from the seminary for one year, and the curriculum changes during that time, the student will be subject to the new curriculum.

**TRANSFER OF CREDIT** - MAS will accept transfer of credit from many accredited schools. A maximum of ten credit hours may be transferred into the program. Courses and credits must correlate closely with the courses MAS offers including practicum and mentoring. Provide website information from that institution. Be sure it includes course descriptions.

**CREDIT FOR PRIOR LEARNING** - When a student can demonstrate prior learning in a particular subject area, he or she may be exempted from that course by the Academic Committee. In its place will be a course equal to the amount of credit granted by the prior learning as agreed upon by the student and Academic Dean.

**NON-DISCRIMINATION POLICY** - Metro Atlanta Seminary does not discriminate on the grounds of race, color, national and ethnic origin, natural born gender, disability, or age.

**PRACTICUM AND MENTORING COMPLETION** – BTh and MDiv students are required to be involved in a local church or Christian ministry each academic year working with their mentor as they practice what they are learning. The practicum is given as a minimum guide to help students engage in the church and the world. Successful completion of the practicum, with approval of the mentor is a prerequisite for graduation.

A practicum is not required for students enrolled in the Certificate of Christian Studies. For those students in the Diploma in Biblical Counseling program the practicum consists of 40 hours of clinical training. However, both the CCS and the DBC have a mentoring component.

#### **POLICY FOR ADDING OR WITHDRAWING FROM A CLASS**

Students need to be aware the seminary's financial commitment to the faculty is based upon class size. It is therefore extremely important for students to understand the withdrawal policy. If a student finds it necessary to withdraw from a class, he/she must submit a withdrawal request to the instructor and Academic Dean. A course may be dropped without penalty through the first two weeks of any regular semester. If the student simply discontinues attending class after the first class or anytime thereafter without submitting a withdrawal request, the student will be liable for the entire tuition charge for the class and will receive a “Withdraw-Failing” (WF) grade for the course. Upon submission of the request, the student will be responsible for tuition in accordance with the policy stated below, and the transcript will show the student’s withdrawal (W).

A course may be changed from Credit to Audit at any time through the end of the second week of the semester. No credit of tuition or refund will be made in the event of such a change. An audit student may change from audit to credit by submitting an approving statement signed by the professor of the course and paying the increased tuition.

A student may be added to a course only after the first night of class.

**PAYMENT OF FEES AND REFUNDS** - Students are expected to pay their fees in full at the time of registration for each course.

In cases where a student anticipates difficulty in being able to pay for a course, the correct procedure is to discuss the matter with the Executive Director before fees are due. Students may be permitted to have a balance on account with the approval of the Executive Director.

If a student withdraws from a course, the refund of tuition shall be:

- a. 75% after the first week of class has been completed.
- b. 50% after the second week of class has been completed
- c. No refund will be given after the third week of classes

Students will not be allowed to continue in the program should their previous term's account not be settled by the beginning of each new term. In case of an unforeseen crisis, **written** application can be made to the Executive Director who will review each case and determine whether the student will be allowed to continue.

**SCHOLARSHIPS** – Thanks to generous people, MAS makes financial assistance available in the form of scholarships to needy students.

Scholarships are awarded to students on the basis of demonstrated financial need. Scholarships will normally not exceed a maximum amount of 50 percent of the student's tuition costs. These funds are normally not meant to cover all educational costs, but merely to supplement the student's own resources. These scholarships are normally for tuition only, and are credited directly to the student's account. Any unused scholarship moneys will revert to MAS at the end of the academic year. Students are responsible for all additional costs.

Students are allowed to receive scholarships for the length of time it takes to complete a program, but a **renewed application must be made each year**. Application must be received and approved at least one week prior to the commencement of the term the scholarship is needed. The amount of scholarship received each year may increase or decrease depending on the available funds, ongoing needs, and the number of scholarship applicants. A scholarship application, therefore, needs to be done annually, whilst MAS will assess all applicants and applications quarterly.

**To be eligible for scholarship, students must:**

Priority is given to full-time students (meaning at least 3 academic credits per term plus practicum and mentoring) unless an exemption has been granted.

1. Be in good academic standing, and maintain such a standing. Students placed on academic probation may forfeit their scholarship awards.
2. Complete the *Financial Aid Application* form **each year**, as scholarship awards are not automatically renewed. This can be found on the website.
3. Be able to clearly articulate their ministry goals in an attached letter.
4. A recommendation from their mentor must be received if the scholarship is to be renewed.

**We ask all MAS students to consider making an annual gift to the scholarship fund to help those who are in need.**

**Spouse tuition exemption** - is granted to married couples while one is registered in a regular full-time MAS program. This exemption is 50 percent of tuition costs if academic credit is desired. If the spouse simply wants to audit a course, he or she may do so without cost.

**ACCIDENT AND HEALTH INSURANCE** - MAS does not provide any accident or health insurance for students. MAS is not liable for injuries sustained by students in their activity as students, even though such injuries occur on the premises or in class-related work. MAS does not undertake to be the insurer of its students and its liability under law must be based on fault. Accordingly, students are advised to be certain they are covered by personal accident and health insurance.

## **OTHER FEES**

**TRANSCRIPT** – The first transcript requested by the student is free. Transcripts after that are \$15 each including postage. The student must email the Dean of Academics with details of where to send the transcript.

**GRADUATION** fee is \$200 per student payable on line at the MAS website. This is payable at the time of the student's final registration.

**INDEMNIFICATION** – Students, by registering, are agreeing to hold MAS harmless from any liability or any accident.

**GENERAL** - Any amendments in the Student Handbook shall be circulated to Board members at the Spring Board Meeting. This will enable the Board to comment, and suggest changes, before it is distributed to the subsequent year's students. Any major change to the Student Handbook during the year shall likewise be brought to the Board's attention at their next meeting.

**PRIVACY ISSUES** – Due to current privacy concerns, students have the right to review their educational records. They have the right to request changes to those records if they can prove they are currently in error. Information about a student's records will not be released to third parties without the express written consent of the student (including transcripts and financial records). However, MAS reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of MAS, including tax reporting, compliance with federal and state laws and court orders, and financial complications or audits. MAS will request such third parties maintain the confidentiality of student records.

**ORDINATION** - MAS does not ordain anyone to the ministry. MAS believes this is the sole responsibility of the church.

# ACADEMIC YEAR 2021-2022

5/27/2021

## Certificate, Diploma, BTh, and MDiv Programs

August 3 - Faculty and Student Registration for ALL Faculty and Students

<u>Mondays</u>	<u>Tuesdays</u>	<u>Thursdays</u>
<p style="text-align: center;"><b>First Term – Summer 2021</b> <u>Aug 9—Sept 27, 2021</u></p> <p><b>First Year Students (in person)</b> OT Survey (2) <b>Lutz</b> 5:30-7:50 Doc. of Scripture (1) <b>Means</b> 8:00-9:10</p>	<p style="text-align: center;"><b>First Term – Summer 2021</b> <u>Aug 10—Sept 28, 2021</u></p> <p><b>First Year Students (only on Zoom)</b> OT Survey (2) <b>Lutz</b> 5:30-7:50 (Only on Zoom) Doc. of Scripture (1) <b>Means</b> 8:00-9:10 (Zoom)</p> <p><b>Resident Students (in person)</b> Teaching &amp; Learning (1) <b>Bennett</b> 3:00-5:20</p> <p><b>Second &amp; Third Year Students</b> Survey of the Covenants (1) <b>Click</b> 5:30-6:40 Hebrew for Bible Study (2) <b>Rasmussen</b> 6:50-9:10</p>	<p style="text-align: center;"><b>First Term – Summer 2021</b> <u>Aug 12—Sept 30, 2021</u></p> <p><b>Second Year Diploma Students</b> Counseling Interpersonal Issues (1) <b>Sherrill</b> 5:30-6:40 <small>God, Man, Sin (2) <b>Bennett</b> 6:50-9:10</small></p>
<p style="text-align: center;"><b>Second Term - Fall 2021</b> <u>Oct 11—Dec 6</u></p> <p><b>First Year Students (in person)</b> NT Survey (2) <b>Lutz</b> 5:30-7:50 Hermeneutics (1) <b>Means</b> 8:00-9:10</p>	<p style="text-align: center;"><b>Second Term - Fall 2021</b> <u>Oct 12—Dec 7</u></p> <p><b>First Year Students (only on Zoom)</b> NT Survey (2) <b>Lutz</b> 5:30-7:50 Hermeneutics (1) <b>Means</b> 8:00-9:10</p> <p><b>Resident Students (in person)</b> Survey of Church History I (1) <b>Carter</b> 3:00-4:10</p> <p><b>Second &amp; Third Year Students (in person)</b> Eschatology (1) <b>Caston</b> 5:30-6:40 OT Exegesis (2) <b>Rasmussen</b> 6:50-9:10</p>	<p style="text-align: center;"><b>Second Term - Fall 2021</b> <u>Oct 14—Dec 9</u></p> <p><b>Second Year Diploma Students</b> Mental Disorder and Additions (2) <b>Sherrill</b> 5:30-7:50 Person of Christ (1) <b>Bennett</b> 8:00-9:10</p>
<p style="text-align: center;"><b>Third Term – Winter 2022</b> <u>Jan 3—Feb 21</u></p> <p><b>First Year Students (in person)</b> Making Disciples (1) <b>Schlichting</b> 5:30-6:40 God, Man, &amp; Sin (2) <b>Bennett</b> 6:50-9:10</p>	<p style="text-align: center;"><b>Third Term – Winter 2022</b> <u>Jan 4—Feb 22</u></p> <p><b>First Year Students (only on Zoom)</b> Making Disciples (1) <b>Schlichting</b> 5:30-6:40 God, Man, &amp; Sin (2) <b>Bennett</b> 6:50-9:10</p> <p><b>Resident Students (in person)</b> Survey of Church History II (2) <b>Carter</b> 3:00-5:20</p> <p><b>Second &amp; Third Year Students (in person)</b> Making Disciples (1) <b>Schlichting</b> 5:30-6:40 Holy Spirit &amp; Salvation (2) <b>Caston</b> 6:50-9:10</p>	<p style="text-align: center;"><b>Third Term – Winter 2022</b> <u>Jan 6—Feb 24</u></p> <p><b>Second Year Diploma Students</b> Misc. Life Conflicts/ Practical Approaches (1) <b>Sherrill</b> 5:30-7:50 Work of Christ (1) <b>Dunahoo</b> 8:00-9:10</p>
<p style="text-align: center;"><b>Fourth Term – Spring 2022</b> <u>Mar 7—May 2</u></p> <p><b>First Year Students (in person)</b> Person &amp; Work of Christ (2) 5:30-7:50 <b>Bennett/Dunahoo</b> Preaching <b>OR</b> Teaching (1) 8:00-9:10 <b>Means/Dunahoo</b></p>	<p style="text-align: center;"><b>Fourth Term – Spring 2022</b> <u>Mar 8—May 3</u></p> <p><b>First Year Students (only on Zoom)</b> Person &amp; Work of Christ (2) 5:30-7:50 <b>Bennett/Dunahoo</b> Preaching (1) <b>Means</b> 8:00-9:10</p> <p><b>Resident Students (in person)</b> New Testament Survey (2) <b>Lutz</b> 3:00-5:20</p> <p><b>Second &amp; Third Year Students (in person)</b> OT Books Exegesis (2) <b>Rasmussen</b> 5:30-7:50 Ethics &amp; Leadership (1) <b>Caston</b> 8:00-9:10</p>	<p style="text-align: center;"><b>Fourth Term – Spring 2022</b> <u>Mar 10—May 5</u></p> <p><b>Second Year Diploma Students</b> Holy Spirit/Salvation (2) <b>Caston</b> 5:30-7:50 Practicum/Supervision/ Review &amp; &amp; Testing (1) <b>Sherrill</b> 8:00-9:10</p>

Classes are held at Perimeter Church, 9500 Medlock Bridge Road, Duluth, GA 3009

# SAMPLE OF REQUIRED TEXTBOOKS

COURSES	TEXTBOOKS
For <b>all</b> courses	Logos Bible Software – Academic Level (minimum)
<b>All</b> Doctrine courses	Frame, John, <i>Systematic Theology</i> , 2013
Old Testament Survey New Testament Survey	Hendriksen, William, <i>Survey of the Bible</i> , Eerdmans.
Greek & Hebrew	<i>Learning to Use Greek and Hebrew</i> . Logos Bible Software Mounce, William, <i>Biblical Greek: A Compact Guide</i> . Zondervan, 2011 Van Pelt, M., <i>Biblical Hebrew: A Compact Guide</i> . Zondervan, 2012
Hebrew Exegesis	Hill & Walton, 3 <sup>rd</sup> Edition. <i>Survey of OT</i> , Zondervan, 2000
Exegesis of NT Postcards	Gundry, Stan, <i>Survey of the NT</i> . 5 <sup>th</sup> ed., Zondervan, 2012
Exegesis of Titus	Gundry, Stan, <i>Survey of the NT</i> . 5 <sup>th</sup> ed., Zondervan, 2012 Mounce, Wm., <i>Complete Expository Dict.</i> Zondervan, 2006 Bennett & Poole, <i>Titus: Passing on the Truth</i> . CDM, 2014.
Doctrine of Scripture	McDowell, Josh, <i>The New Evidence that Demands a Verdict</i> . Packer, J.I., <i>Fundamentalism and the Word of God</i> . Stott, John, <i>Understanding the Bible</i> .
Hermeneutics	Arthur, Kay, <i>How to Study Your Bible</i> . Eugene, OR: Harvest House, 2013. Doriani, Daniel M., <i>Getting the Message</i> . Phillipsburg, NJ: P & R Pub., 1996. Sproul, R. C., <i>Knowing Scripture</i> . Downers Grove: IVP Books, 2016.
God, Man, and Sin	Jim van Zyl, <i>God, Man, and Sin</i> . Bible Institute of SA, 2019 Frame, John, <i>Systematic Theology</i> , 2013
History of Christianity	Shelley, Bruce L., Early, Joseph Jr., <i>Church History in Plain Language</i> , Thomas Nelson. 2008. 4 <sup>th</sup> Edition
Evangelism/Apologetics	MaGrath, Alistair, <i>Intellectuals Don't Need God</i> , Zondervan, 1993. <i>Optional</i> : Schaeffer, Francis, <i>The God Who is There</i> , IVP, 1998.
Making and Training Disciples	Chester, Tim, <i>A Meal with Jesus</i> , 2011 Pope, Randy, <i>The Answer</i> Schlichting, Randy, <i>Minority Rules</i>
Teaching & Learning	LeFever, M., <i>Learning Styles</i> . DC Cook, 1995
Mentoring Curriculum and Practicum Curriculum	All required reading will be found in the <i>MAS 3-Fold Curriculum Guide</i>

M E T R O  
A T L A N T A  
S E M I N A R Y

*I acknowledge I have read the MAS Student Handbook for the year 2021-2022. Further, I agree to abide by the guidelines and rules contained in this handbook.*

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**New students should read this Student Handbook upon enrollment. We also want you to walk through it with your mentor at your first mentor meeting especially if you have any questions.**

**Please bring a signed copy with you (this page only) of this acknowledgement to Orientation or turn it into your instructor the first night of class.**