METRO ATLANTA SEMINARY

Student Handbook

2024-2025

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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,

Dr. Randy Schlichting

Doctrinal & Mission Statement

The mission of Metro Atlanta Seminary is to educate, equip, and mentor students: to know Christ, to grow as gospel-centered servant-leaders, and to fulfil the Great Commandment as well as the Great Commission by the power of the Holy Spirit.

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 in the Westminster Confession and Catechisms, the Apostle's Creed, the Nicene Creed, and the Heidelberg Confession, to name a few. [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 in your life 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 a 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 sonship 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 as He 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 is perhaps MAS' greatest distinctive. Every student will have a mentor and will meet regularly for a time of reflection, sharpening, and asking the hard questions. Most classes require you to 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, and together "grow in grace and in the knowledge of our Lord and Savior Jesus Christ", finding 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. It is up to you as a student to find out what you missed and need to be made up. 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 Assessment

The following commentary on the grading scale is intended to help faculty assess grades for assignments.

| Grade | Scale | GPA | G | rade | Scale | GPA |
|-------|----------|-----|---|------|------------|-----|
| Α | (93-100) | 4.0 | | C+ | (77-79) | 2.3 |
| A- | (90-92) | 3.7 | | C | (73-76) | 2.0 |
| B+ | (87-89) | 3.3 | | C- | (70-72) | 1.7 |
| В | (83-86) | 3.0 | | F | (0-69) | 0 |
| B- | (80-82) | 2.7 |] | INC | Incomplete | |

When do you give an "A?"

Students earn an A if they complete everything in the syllabus <u>plus</u> demonstrate excellent critical thinking skills, superior synthesis of multiple sources in conversation, and clearly articulated their own position on various points related to their topic. See the rubric spelled out in each syllabus.

When do you give a "B?"

Students receive a B if their assignment demonstrates they are able to engage in the broader conversation around the topic, they can synthesize various sources together into organized thoughts, they apply it to real world ministry, and they put together a well-organized paper.

When do you give a "C?"

Students receive a C if they turn in an assignment and it's clear they put effort into it, but unclear that they interacted with the course material critically or thoughtfully. The flow of the assignment is also likely not organized well, reads like a rough draft, or was clearly not proofread.

When do you fail a student?

Students receive a failing grade if they did not turn in an assignment, if it is clear they put little to no effort into it, or if it is plagiarized.

In sum...

Students must <u>earn</u> an "A," <u>do a great job</u> to receive a "B," and <u>faithfully show up</u> to get a "C." Students who demonstrate little effort to engage in class or in assignments should be failed.

Differentiating Assessment: BTh and MDiv

Bachelor (and Certificate of Christian Studies) students are held to the same research, argumentation, and synthesis standard as masters students. Differentiation is appropriate in regard to quality of composition because masters students have, in theory at least, additional experience and education with regard to composition.

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

 \mathbf{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 they reviewed their worksheet for that term as evidenced by uploading it to Populi.

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

Faculty may assign work due after the last class. All grades are required in the system two weeks after the last class. Therefore, work not turned in by that date will be entered as an "F."

GRADUATION – To graduate:

- a. The student must pass all courses.
- b. Complete all the work required in the student's practicum.
- c. The student's mentor has signed off on the student as being emotionally, spiritually, and mentally ready for his or her ministry
- d. 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 <u>signed</u> 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 – A late registration charge of \$25 will be assessed if the student is not registered at least 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 a recommendation to the faculty for dismissal of the student.

LIBRARY

Access to great books and papers are important to students. Thanks to the generosity of Charles Dunahoo and others we can now provide students access to nearly 1,600 books in our own library located next to the classroom that he Perimeter Church Annex. Students can search which books are available at the Charles B Dunahoo Library via Populi. In addition to using the library while attending classes, plans include designating certain Saturday mornings during the school year for access to the library.

In addition to the Charles B Dunahoo Library, students can also source material 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, careful, and proper use of the internet; 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 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 Seminary. MAS also has secured right of access to the library at Reformed Seminary.

Students also have access to many thousands of books online. See pages 20 and following for these lists.

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 offense 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.

A paper that is written by AI is not considered your own original work. It doesn't matter which AI program/software you use. Using any of these to write your papers is considered a form of plagiarism.

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 a 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 offense, and shall take into account whether the student demonstrates repentance from the offense.

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 offense shall be reported to the academic committee with the instructor's recommendation for penalty. The maximum penalty for a first offense is failure for the paper, and placing a letter of reprimand in the student's record. For a subsequent offense (in the same or another course), the student will fail the course. For any subsequent offense 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.

Statement on Artificial Intelligence

Metro Atlanta Seminary is committed to upholding the highest standards of academic integrity and promoting a culture of intellectual honesty, independent thought, and originality. In light of this commitment, the use of artificial intelligence (AI) tools or services in the completion of academic work is strictly prohibited.

The prohibition of AI for academic work includes, but is not limited to:

- 1. Utilizing AI-based writing assistants, language models, or automated paraphrasing tools to generate essays, research papers, or other written assignments.
- 2. Employing AI-based problem-solving tools or algorithms to complete mathematical, scientific, or other technical assignments.
- 3. Using AI-generated content, such as images or videos, in projects or presentations without proper attribution and compliance with copyright laws.
- 4. Engaging AI-driven tutoring services or virtual study aids to complete assignments, quizzes, or exams.
- 5. Collaborating with AI agents or chatbots for the purpose of academic research or discussion without explicit approval from the course instructor or supervisor.

Students found to be in violation of this policy may face disciplinary actions, including but not limited to:

- 1. Receiving a failing grade for the assignment or course.
- 2. Academic probation, suspension, or expulsion from the institution.

Faculty and staff are responsible for monitoring and reporting any suspected violations of this policy as we safeguard the integrity and authenticity of academic work, as well as promote a culture that values and respects the genuine efforts and intellectual contributions of its students.

In cases where the use of AI tools or services is deemed necessary or beneficial for specific academic purposes, prior approval must be obtained from the course instructor, academic advisor, or department head. Any approved use of AI must be properly documented and attributed in accordance with the institution's guidelines on academic citation and copyright.

This policy statement will be periodically reviewed and revised to ensure its relevance and effectiveness in addressing emerging technologies and their potential impact on academic integrity.

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.

DISCIPLINARY PROBATION AND DISMISSAL

Any student who violates seminary rules and regulations will be asked to meet with the Dean of Mentoring regarding their conduct.

A student may be placed on disciplinary probation or dismissed from the seminary, for misconduct including, but not limited to, plagiarism, sexual misconduct, use or possession of illicit drugs, acts of violence, threats, bullying, disruption of classes, any forms of confirmed racial discrimination or sexual harassment or disregard of established rules and regulations of MAS. A student may also be placed on disciplinary probation for unexcused absences from a class.

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 calls for such an action. Disciplinary probation and dismissal is determined by the Dean of Academics and Dean of Mentoring in consultation with the Academic Committee. Notification of such action will also be given to the Board and Faculty.

MAS may or may not hold a hearing concerning the action. Correspondence and other documentation may be sufficient for MAS to make a ruling. The Academic Committee makes rulings concerning probation and dismissal.

For disciplinary actions, the student has the right of written appeal to the Dean of Academics within 20 calendar days of the written decision from the Academic Committee. After 20 days the student shall no longer have a right of appeal. All appeals must be made in writing to the Dean of Academics and submitted in hard copy delivered in person or by certified mail. The Dean of Academics will consult with the Dean of Mentoring and the Academic Committee as well as other faculty needed to consider the appeal. Decisions will be made within 30 days of receipt of a written appeal.

Should the Dean of Academics decide the best course is to hold a hearing, the student may choose to be accompanied by another student acting as listener. The student shall not be permitted to have outside legal counsel in a disciplinary proceeding.

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.). The first step is to go directly to the person most directly involved and seek a solution. The second step is to talk with your mentor to seek guidance. 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, you may appeal in writing directly to the MAS Board. Decisions of the Board are final.

Administration

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

APPLICATION PROCEDURE - 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.)
- \$50 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) and the Master of Arts degrees 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 be interviewed and a psychological test may be required prior to a final decision being made regarding acceptance. In their second year of the program, MAS may require a background check.

REGISTRATION & ORIENTATION - MAS utilitzes a software program called Populi. Students register for classes online via their Populi account. 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 – All degree 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, and the prescribed number of mentoring credits along 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 30 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 "Withdrew-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 <u>before</u> 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 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 <u>each year</u>, 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 differs based on the program. For the degree programs it is \$200 per student, for the Diploma \$100 per student and the Certificate \$50 per student payable online via Populi. 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.

| SAMPLE OF REQUIRED TEXTBOOKS | | | | |
|--|---|--|--|--|
| COURSES | TEXTBOOKS | | | |
| For all courses | Logos Bible Software – Academic Level (minimum) | | | |
| All Doctrine courses | Frame, John, Systematic Theology, P&R, 2013 | | | |
| Old Testament Survey New Testament Survey | Hendriksen. William, Survey of the Bible, Eerdmans | | | |
| Hebrew for Bible Study | Learning to Use Greek and Hebrew. Logos Bible Software Van Pelt, M., Biblical Hebrew: A Compact Guide. Zondervan, 2012 | | | |
| Greek for Bible Study | Black, David, Learn to Read New Testament Greek. Broadman, 2009 Young, Richard. Intermediate NT Greek: Linguistic & Exegetical Approach. | | | |
| Hebrew Exegesis 1& 2 | Hill & Walton, 3rd Edition. Survey of OT, Zondervan, 2000 | | | |
| Greek Exegesis 1& 2 | Black, David, Learn to Read New Testament Greek. Broadman, 2009 Gundry, Stan, Survey of the NT. 5th ed., Zondervan, 2012 | | | |
| Doctrine of Scripture | Comfort, Philip Wesley. <i>The Origin of the Bible</i> . Tyndale House Pub, 2003 Westminster Confession of Faith (pdf) Frame, John; Trueman, Carl. <i>The Sufficiency and Necessity of Scripture</i> (pdf) Boston, Thomas. <i>The Utility of the Scriptures as a Rule</i> (pdf) | | | |
| Hermeneutics | 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 | | | |
| Holy Spirit and Salvation | Murray, John, Redemption Accomplished and Applied. Eerdmans Caston, McKay, The Grade Exchange Caston, McKay, Facets Ferguson, Sinclair, The Holy Spirit. | | | |
| 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 | | | |
| Person and Work of Christ | Frame, John, Systematic Theology, 2013 Letham, Robert, The Work of Christ, IVP, 1993. Morris, Leon, The Atonement, IVP, 1983. Murray, John. Redemption, Accomplished and Applied. Eerdmans, 2015. | | | |
| History of Christianity 1 & 2 | Shelley, Bruce L., Early, Joseph Jr., <i>Church History in Plain Language</i> , Thomas Nelson. 2008. 4th Edition Holcomb, Justin S., <i>Know the Councils</i> , Zondervan Academic, 2014 Holcomb, Justin S., <i>Know the Heretics</i> , Zondervan Academic, 2014 | | | |
| Apologetics | MaGrath, Alistair, Mere Apologetics, Baker 2012 Pearcy, Nancy. Finding Truth. McGrath, Alister. Intellectuals Don't Need God. Optional: Schaeffer, Francis, The God Who is There, IVP, 1998 | | | |
| Making and Training Disciples | The Answer – Randy Pope A Meal with Jesus – Tim Chester Minority Rules – Randy Schlichting (Blue Cover) Master Plan of Evangelism - Robert Coleman | | | |
| Sermon Preparation | Chapell, Bryan. Christ-Centered Preaching: Redeeming the Expository Sermon. Baker Academic, 2018. (2nd or 3rd edition) | | | |
| Teaching & Learning | LeFever, M., Learning Styles. DC Cook, 1995 | | | |
| Ethics & Leadership | The Heidelberg Catechism (pdf supplied by the professor) Questions 92-115 The Westminster Confession and Catechisms (pdf supplied by the professor) | | | |

| | Chapters 16, 19, 20 and 23. Larger Catechism Questions 91-151 Horton, Michael. <i>The Law of Perfect Freedom</i> . Moody |
|-----------------------------|---|
| | Jones, David C. Biblical Ethics. Baker |
| Catechism for All | Greenwald, Randall, Something Worth Living For, Christian Focus Pub., 2020 Williamson, C.I., The Westminster Shorter Catechism, For Study Classes, P&R Pub, 2003 |
| Mentoring Curriculum | |
| and Practicum Curriculum | All required reading will be found in the MAS Curriculum Portfolio |
| | Lutz, T & Unruh, H., Equipping Christians for Kingdom Purpose in their Work, |
| Kingdom Purpose | Hendrickson/Tyndale, 2022 |
| Workshop | Lutz, T., Gospel @ Work Day Program Guide, Supplied by the Professor |
| | Sayers, D. Why Work – provided by professor |
| Eagle at allows | The Bible and the Future, Anthony Hoekema |
| Eschatology | An Introduction to Christian Theology, John Frame (pp. 1075-1097) |
| | The Last Days According to Jesus, R.C. Sproul |
| Survey of the Covenants | Rhodes, Jonty. Covenants Made Simple, P&R, 2014 |
| | |
| DIPLOMA COURSES | |
| | Collins, Gary, Christian Counseling, A Comprehensive Guide, third edition |
| DBC 110: Introduction to | Stanford, Matthew S., Grace for the Afflicted. IVP, 2017 |
| Biblical Counseling/Human | Frame, John M., Systematic Theology. P & R, 2013 |
| Development | Sbanotto, Gingrich, Skills for Effective Counseling. IVP, 2016 |
| | Townsend, Boundaries with Teens. Zondervan, 2006 |
| | Collins, Gary, Christian Counseling, A Comprehensive Guide, third edition |
| | McGee, Robert, The Search for Significance. Thomas Nelson, 2003 |
| DBC 120: Personal Conflict: | Crabb, Larry, The Marriage Builder. Zondervan, 2013 |
| Identity Issues/Family | Backus, Chapian, Telling Yourself the Truth. Bethany House, 2014 |
| Dynamics I | Smalley, Gary, The DNA of Relationships. Tyndale, 2007 Chapman, Gary, Things, I.Wish P. & Known Before I. Cat Married, Northfield, 2010. |
| | Chapman, Gary, <i>Things I Wish I'd Known Before I Got Married.</i> Northfield, 2010 Cloud, Townsend, <i>Boundaries in Marriage.</i> Zondervan, 2002 |
| | Collins, Gary, Christian Counseling, A Comprehensive Guide, third edition |
| | Burns, Jim, Doing Life with Your Adult Children. Zondervan, 2019 |
| DBC 130: Family Dynamics | Backus, Chapian, Telling Yourself the Truth. Bethany House, 2014 |
| II/Prominent Life Issues I | Instone-Brewer, David, Divorce and Remarriage in the Church, IVP, 2003 |
| | Jantz, Gregory, Seven Answers for Anxiety. Aspire, 2016 |
| | Welch, Edward, Looking Up from the Stubborn Darkness. New Growth, 2011 |
| | Collins, Gary, Christian Counseling, A Comprehensive Guide, Third Edition. |
| | Clinton, Hawkins, The Quick Reference Guide to Biblical Counseling. Baker, 2009 |
| DBC 140: Prominent Life | Backus, Chapian, Telling Youself the Truth. Bethany, 2014 |
| Issues II | McGee, Robert, The Search for Significance. Thomas Nelson, 2003 |
| | Jones, Robert, Uprooting Anger: Biblical Help for a Common Problem. P & R, 2005 |
| | Kendall, R.T., Total Forgiveness. Charisma House, 2007 |
| | Collins, Gary, Christian Counseling, A Comprehensive Guide, third edition. |
| | Clinton, Tim, Hawkins, Ron, <i>The Quick Reference Guide to Biblical Counseling</i> . Baker |
| DBC 210: | Books, 2009. Smalley Gory The DNA of Palationshins, Tyndolo 2004 |
| | Smalley, Gary, <i>The DNA of Relationships</i> . Tyndale, 2004 Cloud, Henry, Townsend, John, <i>Boundaries</i> . Zondervan, 2017 |
| | Crabb, Larry, <i>The Marriage Builder</i> . Zondervan, 2013. |
| | Class, Barry, The Marriage Buttaer. Zonaervan, 2013. |

| DBC 220 | Collins, Gary, Christian Counseling, A Comprehensive Guide, third edition. Clinton, Tim, Hawkins, Ron, The Quick Reference Guide to Biblical Counseling. Baker Books, 2009. APA, DSM-5, Diagnostic Criteria. American Psychiatric Publishing, 2013. VanVonderen, Jeff, Good News for the Chemically Dependent and Those Who Love Them. Bethany House, 2004. Clinton, Tim, Scalise, Eric, The Quick Reference Guide to Addictions and Recovery Counseling. Baker Books, 2013. Barnes, Carlin, Wills, Marketa, Understanding Mental Illness. Skyhorse Publishing, 2019. |
|---|---|
| DBC 230 | APA, DSM-5, Diagnostic Criteria. American Psychiatric Association, 2013. Clinton, Tim, Hawkins, Ron, The Quick Reference Guide to Biblical Counseling. Baker Books, 2009. Collins, Gary, Christian Counseling, A Comprehensive Guide, third, edition. Tripp, Paul David, Suffering. Crossway, 2018. |
| DBC40 | PRACTICUM TERM – NO REQUIRED TEXTBOOKS |
| Doctor of Ministry | |
| Recovering a Theology of Vocation | Lutz, T & Unruh, H., Equipping Christians for Kingdom Purpose in their Work, Hendrickson/Tyndale, 2022 Gallup. State of the Global Workplace. Download from Gallup website. 2018 The Barna Group. Christians at Work, Examining the intersection of Calling and Career. Sister Mary Elizabeth Mason. Active Life and Contemplative Life: A Study of the Concepts from Plato to the Present. Marquette University Press Publications. Download from the Marquette website. 1961 |
| Pastoral Care: Nurturing the Pastor's Soul | Wilbourne, Rankin, <i>Union with Christ</i> , David C. Cook, 2018 (285 pages) Covey, Stephen, <i>First Things First</i> , Free Press, 1996 (306 pages) Benner, David, <i>Surrender to Love</i> , IVP, expanded edition 2015 (109 pages) Caston, McKay, <i>I Am Not the Christ</i> (150 pages, available December 2020) |
| Understanding How People Change | Holiness by Grace, Bryan Chapel The Discipline of Grace, Jerry Bridges True Spirituality, Francis Schaeffer The Gospel Mystery of Sanctification, Walter Marshall (A New Version, Put in Modern English by Bruce H. McRae) |
| Cultivating a Culture of Generosity | Jim Sheppard and Chris Willard. Contagious Generosity, Randy Alcorn Money, Possessions, and Eternity, John Cortines and Gregory Baumer. True Riches: What Jesus Really Said About Money and Your Heart. |
| Koinonia: A Theology and Practice of Small Groups | Creating Community, Andy Stanley and Bill Willits The Safest Place on Earth, Larry Crabb |
| Gospel-Based Worship | Christ-Centered Worship (Baker, 2009), Bryan Chapell Ancient-Future Worship (Baker, 2008), Robert Webber |
| Creating a Leadership Pipeline Through Life-on- Life Discipleship | Insourcing: Bringing Discipleship Back To The Local Church, Randy Pope Men of Influence: The Transformational Impact of Godly Mentors, Bill Hendricks |

| Cross-Tethered Leadership | Leading with a Limp, Dan Allender Gentle and Lowly, Dane Ortlund The Imperfect Pastor, Zach Eswine |
|--|---|
| New Hope: Revitalizing Troubled Organizations | Biblical Church Revitalization: Solutions for Dying & Divided Churches, Brian Croft Relaunch: How to Stage an Organizational Comeback, Mark Rutland Transformational Church, Ed Stetzer and Thom Rainer |
| Relational Health | Peter Scazzero, The Emotionally Healthy Leader Bob Burns, Resilient Ministry John Mark Comer, The Ruthless Elimination of Hurry |

Metro Atlanta Seminary Online Library Resources

These resources provide access to library resources to assist MAS students with their research and writing projects. If students have questions or need assistance with the use of these resources, please contact your professor.

Library & Electronic Research Resources

The Library at MAS offers a collection of resources primarily but not exclusively from the Reformed tradition. The goal of the library is to provide our students with a breadth of biblical, theological, historical, and pastoral resources. The library consists of over 1000 volumes and continues to expand.

Upon acceptance to Metro Atlanta Seminary, students are able to access an electronic catalog of available resources in the Wyeth Wallis Library through Populi. Students also currently have access to two electronic resource databases. The EBSCO eBooks Religion Collection contains approximately 9,300 volumes covering a wide range of religious and philosophical topics. The ATLA Theological eBook Lending Program gives students additional access to a large collection of full-text theological volumes. These e-book databases may be accessed from the "Library" tab in Populi, under "Links." (Single sign-on has been set up so that students may access these databases using their Populi credentials.) MAS is actively pursuing opportunities to expand student access to theological journals, monographs, and other collections in order to make the highest-quality resources available.

Theological Resources

- A full list of <u>Internet Tools for Church Leaders</u>.
- Bible Hub is an online Bible study site, featuring topical, Greek, and Hebrew study tools, plus concordances, commentaries, dictionaries, sermons, and devotionals. Click <u>here</u> to access.
- GlobeTheoLib (GTL) was launched in 2011 by Globethics.net and offers free access to over 200,000 texts, documents, articles and other resources for academic study. Its focus is "intercultural theology and ecumenism, including contextual theologies, world mission and missiology, gender and theology, interreligious dialogue, theological education, and World Christianity." Once registered (registration is free), access is given to not only full text documents, but also journals, reference books and eBooks. Click here to access the GTL and register online.
- Dictionary of Theology: This free access online dictionary is a reference tool provided by the Christian Apologetics & Research Ministry. New entries are regularly added. Click <u>here</u> to access this online website that is freely available for reading of the Bible and also researching Scripture.
- This Online Christian Library of Theological resources is provided through the Christian Online Referral Services Library Project of Northwestern Theological Seminary and Northwestern Christian University. Open access is provided to research tools, reference books, religious resources and periodicals, world newspapers and other access points, many in full text or PDF format.

Click <u>here</u> to access this online website that is freely available for reading of the Bible and also researching Scripture.

• Stanford Encyclopedia of Philosophy: This is an open-access database, maintained by Stanford University, which contains hundreds of articles on philosophical theory, biographies of key philosophers, and topics in philosophy.

Click here to access the Stanford Encyclopedia of Philosophy.

• Christian Classics Ethereal Library: Click <u>here</u> to access this collection of classic Christian writings

- that are in the public domain.
- Christian Periodical Index: This is a list of full text periodicals that are available from Publishers' websites.

Click here to access the Index.

• Christian Standard Subject Index, 1967-1993

This index provides information on articles published in the Christian Standard by author, title, and subject. It was compiled by the staff of the Jessie C. Eury Library of Lincoln Christian College and edited by Nancy J. Olson and covers the years 1967 through 1993. Click <u>here</u> to access the CSSI.

• The Theological Research Exchange Network (TREN) has a collection of 10,000 plus theses and dissertations, and also conference papers, which can be searched and ordered online in one of three formats – downloadable edocs; paper copies; or microfiche.

Click here to access the TREN.

• Bible Training.org has free Bible lectures. Click <u>here</u> to access the Bibletraining.org.

Research and Learning Tools

Commentaries

Bible Study Courses - http://biblestudycourses.org/

Rev. Don Ritsman provides excellent commentaries on many books of the Bible, with an emphasis on practical application.

Christianity.com - https://www.christianity.com/bible/

Click on the commentaries by Matthew Henry (Presbyterian) or John Wesley (Methodist).

Christian Classics Ethereal Library-http://www.ccel.org/

You can find the commentaries of Matthew Henry and John Calvin on this site. Just click on "Research" and write the name in the search box called "Book Title or Author."

Easton's Bible Dictionary - https://www.biblestudytools.com/dictionaries/eastons-bible-dictionary/ Online Bible dictionary.

Frame-Poythress http://www.frame-poythress.org/

This website contains articles and books by these two important contemporary reformed theologians.

General Research Libraries

Directory of Open Access Journals (DOAJ) - http://doaj.org

The largest directory of open access journals. Includes journals in the health sciences and socialsciences.

The Internet Archive - http://www.archive.org/

Not only does the Internet Archive have a vast archive of Web pages, it contains a great deal offree content, including public domain material, like books from Project Gutenberg.

Journal of Arts and Humanities (JAH) - http://www.theartsjournal.org/index.php/site

Peer-reviewed and open access journal in the academic discipline of arts and humanities.

JSTOR - http://about.jstor.org/rr

JSTOR is a repository of academic journals. It has a free option where individuals are given access to all of its holdings, but limits the number of articles one can read. You may be able toget full free online access from your local library, if you have a library card.

Note: Article viewing allowance increased from six to 100 articles per month to support researchers during the COVID-19 crisis.

Public Libraries - Many public libraries provide access to academic databases such as JSTOR to any patrons who have a library card. Ask your librarian for availability.

Online Learning and Presentation Tools

Book Creator – storyboarding <u>Glogster</u> – presentation software <u>Trello</u> – project management <u>Toggl</u> – time tracking tool

GoCongr - content creation tools for digital learning Popplet - collaborative visual mind map

Google Calendar - organizing and planning

Research Tools

- <u>Bible Gateway http://www.biblegateway.com/versions/</u> This free software has manyversions of the Bible and some commentaries.
- <u>Bible Hub</u> BibleHub.com is an online Bible study suite, featuring topical, Greek, and Hebrew study tools, plus concordances, commentaries, dictionaries, sermons, and devotionals. Click here to access.
- <u>Bible Researcher</u> Bible-researcher.com includes articles on topics such as the Greek text of the New Testament, the Hebrew manuscripts of the Old Testament, ancient versions of the Bible, the canon of the Bible, and interpretation of the Bible. Click on the general category of interest, then scroll down through the articles.
- <u>Bible Study Tools</u> -: biblestudytools.com is a free online source of many versions of the Bible, commentaries, encyclopedias, and dictionaries.
- <u>Bible Training.org</u> has free Bible lectures. Click here to access the Bibletraining.org. <u>Christian Classics</u> Ethereal Library CCEL.org has a collection of classic Christian writings that are in the public domain.
- <u>Christian Periodical Index</u> This is a list of full text periodicals that are available frompublishers' websites.
- <u>Christian Standard Subject Index</u>, 1967-1993 This index provides information on
- articles published in the Christian Standard by author, title, and subject. It was compiled by the staff of the Jessie C. Eury Library of Lincoln Christian College and edited by Nancy J. Olson.
- <u>Chronology of the Bible</u> http://aschmann.net/BibleChronology/ For an excellent detailed studyof the chronology of the complete Bible with links to explanatory articles, by Rick Aschmann.
- <u>Creative Commons</u> http://search.creativecommons.org
- <u>Dictionary of Theology</u> This free access online dictionary is a reference tool provided by the Christian Apologetics & Research Ministry. New entries are regularly added for reading of the Bible and also researching Scripture.
- **E-Sword** e-sword.net is a free software that offers many versions of the Bible, commentaries, and other resources
- GlobeTheoLib (GTL) launched in 2011 by Globethics.net offers free access to over 200,000 texts, documents, articles and other resources for academic study. Its focus is "intercultural theology and ecumenism, including contextual theologies, world mission and missiology, gender and theology, interreligious dialogue, theological education, and WorldChristianity." Once registered (registration is free), access is given to not only full text documents, but also journals, reference books and eBooks.

Google Scholar - https://scholar.google.com

- <u>Internet Public Library</u> http://www.ipl.org A curated list of sites on most topics of interest. <u>Internet Tools for Church Leaders</u> The Christian Ministry & Leadership program from partner school City Vision University has compiled and shared a list of *Internet Tools for Church Leaders* (Bibles, Commentaries, Dictionaries, Encyclopedias, Scholarly Journals, Sermons, WordStudies and other resources).
- <u>Kerux</u> kerux.com provides "Online Archives" that are searchable by author or topic. <u>Logos</u> <u>Logos</u> <u>Logos</u> com, a fee-based software, has an enormous library of commentaries, dictionaries, and other resources for pastoral and academic study, including Greek and Hebrewtools. Search engines allow following links to Bible passages and volumes of helpful information.
- Online Christian Library of Theological resources NTSLibrary.com is a library project Northwestern Theological Seminary and Northwestern Christian University provided through the Christian Online Referral Services Library Project. Open access to research tools, reference books, religious resources and periodicals, world newspapers and other access points, many infull text or PDF format.
- <u>Stanford Encyclopedia of Philosophy</u> Plato.Stanford.edu is an open-access database, maintained by Stanford University which contains hundreds of articles on philosophical theory, biographies of key philosophers, and topics in philosophy.
- <u>Theological Research Exchange Network (TREN)</u> The Theological Research Exchange Network (TREN) has a collection of 10,000 plus theses and dissertations, and also conference papers, which can be searched and ordered online in one of three formats downloadable e-docs; paper copies; or microfiche.
- <u>Worldcat</u> worldcat.org from OCLC, is the world's largest database of library catalogs. It is useful for finding out details about books, including where they are available, and can provide you with the proper citation formats for them.

Resources for Learning

LEARNING STYLE ASSESSMENTS

The more you know about how you learn, the more you learn <u>VARK Sensory Learning Styles Assessment</u> <u>Multiple Intelligences Assessment Index of Learning Styles Assessment Explanation of Index of Learning Styles</u>

READING STRATEGIES

Learn practical tips and skills to manage large volumes of reading Speed Reading, Reading Strategies and More

WRITING RESOURCES

APA Style Guide http://www.apastyle.org

OWL - The Purdue Online Writing Lab http://owl.english.purdue.edu/owl/

The Purdue OWL is one of the best resources on academic writing. It contains extensive information on citing sources, grammar, and academic writing style.

Citation Machine http://www.citationmachine.net/

The Citation Machine is a web service that can generate citations for various sources in academic citation formats such as MLA and APA. It is especially useful for automatically generating citations for Web pages.

Online Theological Journals

- Abstracta: Linguagem, Mente e Ação (English, Portuguese): http://www.abstracta.pro.br/
- A.D. 2000: http://www.ad2000.com.au/
- Adoremus Bulletin: http://www.adoremus.org/0905TOC.html
- Advancing Women in Leadership Online

Journal: http://advancingwomen.com/awl/awl-wordpress/

- Adventist Today: http://www.atoday.org/article.php?id=668
- Affirmation & Critique: http://www.affcrit.com/
- African Arts (some recent years): http://www.findarticles.com/p/articles/mim0438
- African Studies Quarterly: http://www.africa.ufl.edu/asq
- Aggiornamento: http://www.udallas.edu/irps/agg/
- Allgemeine Zeitung des Judenthums: http://www.compactmemory.de/
- Alliance Life: <u>www.alliancelife.org/archives.php</u>
- Al-Tawhid: A Quarterly Journal of Islamic Thought & Culture: http://www.al-islam.org/al-tawhid/
- Altneuland: http://www.compactmemory.de/
- American Historical Review: http://www.historycooperative.org/ahrindex.html
- American Indian Quarterly: http://www.questia.com/library/jp-american-indian-quarterly&OFFID=se1jp&gclid=CI2ax 3e3KsCFR M6gwodT zkmTw
- American Jewish Archives Journal: http://americanjewisharchives.org/journal/
- American Journal of Archaeology: http://www.ajaonline.org/
- American Journal of Biblical Theology: http://www.biblicaltheology.com/
- The American Missionary (1878-

1901): http://cdl.library.cornell.edu/moa/browse.journals/amis.html

- American Monastic Newsletter: http://www.osb.org/aba/news/index.html
- American Theological Inquiry: http://www.atijournal.org/
- Anglican Journal: http://www.anglicanjournal.com/
- Anglican Mission in the Americas: http://www.theamia.org/resources/download-docs/
- Anglican Theological Review: http://www.findarticles.com/p/articles/miga3818
- Animus: A Philosophical Journal for our Time: http://www.swgc.mun.ca/animus/
- Annali del Dipartimento di Filosofia dell'Università di Firenze (Italian, English): http://www.fupress.com/index.asp
- Annual of Urdu Studies: http://www.urdustudies.com/
- Anpere: Anthropological Perspectives on Religion: http://www.anpere.net/
- Answers in Genesis: http://www.answersingenesis.org/get-answers/daily-articles
- Antiquity (Abstracts free; pay for articles): http://antiquity.ac.uk/index.html
- Antithesis: http://www.reformed.org/webfiles/antithesis/index.html
- Aposta. Revista de ciencias sociales (Spanish): http://www.apostadigital.com/
- Arab Studies Quarterly: http://www.findarticles.com/p/articles/mi m2501 (some recent years)
- Arachnion: http://www.cisi.unito.it/arachne/arachne.html
- Ariel: Israel Review of Arts and letters:
 http://www.mfa.gov.il/MFA/MFAArchive/2000-2009/2003/5/ARIEL%20-%20The%20Israel%20Review%20of%20Arts%20and%20Letters

- ARL (Association of Research Libraries), CNI, and SPARC: http://www.arl.org
- Ars Disputandi: Online journal fo r Philosophy of Religion (English, Swedish, Danish, Norwegian): http://www.arsdisputandi.org/
- Asian Arts: http://www.asianart.com/
- Asian Folklore Studies: http://www.questia.com/browselibrary/journalIssues.jsp?r=5002065857
- Asian Journal of Pentecostal Studies: http://www.apts.edu/ajps/
- ASOR Newsletter (some issues): http://www.asor.org/pubs/news/index.html
- Asterion (French): http://asterion.revues.org/
- @thispoint: http://www.atthispoint.net/
- Les ateliers de l'éthique (English, French) See also Les

Ateliers...: http://www.creum.umontreal.ca/spip.php?rubrique64

- Australasian Journal of Logic: http://www.philosophy.unimelb.edu.au/ajl/index.html
- Australian Biblical Review: http://www.fbs.org.au/abrreviews.html
- Australian E-Journal of Theology: http://dlibrary.acu.edu.au/research/theology/ejournal
- Axis Mundi: http://www.arts.ualberta.ca/axismundi/
- AzureOnline: http://www.azure.org.il/
- (English, Hebrew) Baptist History & Heritage: http://www.findarticles.com/p/articles/mim0NXG
- Bible and Interpretation: http://www.bibleinterp.com
- Bible Translation Resources United Bible Societies: http://www.ubs-translations.org
- Biblica Online: http://www.bsw.org/project/biblica/
- Biblical Studies on the Web: http://www.bsw.org/index?l=10
- Biblical Reflections on Modern Medicine (1994- 2000): http://www.bmei.org/brmm/index.php
- Biblical Theology Bulletin: http://btb.sagepub.com/
- BMC International Health and Human

Rights: http://www.biomedcentral.com/bmcinthealthhumrights/

- BMC Medical Ethics: http://www.biomedcentral.com/bmcmedethics/
- Books & Culture: A Christian Review: http://www.booksandculture.com/
- Boston Catholic Journal: http://www.boston-catholic-journal.com/
- MHS School of Mission and Theology: http://www.mhs.no/article-533.shtml
- British Archaeology: http://www.britarch.ac.uk/ba/ba.html
- Bryn Mawr Classical Review: http://ccat.sas.upenn.edu/bmcr/
- BSW Journal (Biblical Studies on the Web): http://www.bsw.org/?l=10
- Buddhazine: BuddhaNet's Online Magazine: http://www.buddhanet.net/budzine.htm
- Bulletin d'Analyse Phénoménologique (French): http://popups.ulg.ac.be/bap.htm
- Bulletin for Old Testament Studies in Africa: http://www.mhs.no/article 204.shtml
- Bulletin of the Boston Theological Institute: http://www.bostontheological.org/publications/
- Bulletin of the Nanzan Institute for Religion and Culture: http://nirc.nanzan-u.ac.jp/welcome.htm
- The Burning Bush (Theological Journal of the Far Eastern BibleCollege): http://www.febc.edu.sg/burningbush.htm
- Campus Life: http://www.christianitytoday.com/teens
- Canadian Jewish News: http://www.cinews.com/
- Canadian Journal of Native Studies (1981-1996):

http://www.brandonu.ca/Library/CINS/Online Issues/online issues.htm

- The Canadian Journal of Orthodox Christianity: http://www.cjoc.ca/
- Canadian Society of Biblical Studies Bulletin: http://www.ccsr.ca/csbs/Bulletin.html
- Women of Grace: http://www.womenofgrace.com/en-us/default.aspx
- Catholic League: http://www.catholicleague.org/
- Catholic Culture Library (anthology): http://www.catholicculture.org/index.cfm
- Catholic New Times (some recent years): http://www.findarticles.com/p/articles/mim0MKY
- Catholic Southwest: A Journal of History and Culture: http://www.onr.com/user/cat/csw/index.html
- The Catholic World 1865-1901: https://quod.lib.umich.edu/m/moajrnl/browse.journals/cath.html?sid=77dffc0ceca7d5d3d7 6fa6a0 c3ae1185
- Catoblepas: Revista crítica del present (Spanish): http://www.nodulo.org/ec/
- Centro Pro Unione Bulletin: http://www.prounione.urbe.it/att-act/e-bulletin-fr.html
- CTS Journal: http://www.chafer.edu/index.php?option=com_content&view=article&id=29&Itemid=41
- Chinese Theological Review: http://www.christianityinchina.org/Common/Admin/showFP auto.jsp?Pid=7&Version=1&Charset =big5
- Charisma and Christian Life: http://www.charismamag.com/
- Christian Business Faculty Association Newsletter: http://www.cbfa.org/html/cbfa newsletter.html
- Christian Computing Magazine: http://cdpublishers.wix.com/ccmag
- The Christian Courier: http://www.christiancourier.com/
- Christian Ethics Today: http://www.christianethicstoday.com/wp/
- Christian History: http://www.christianitytoday.com/ch
- Church History: Studies in Christianity and Culture: http://www.churchhistory.org/
- Christian Mystics: http://www.christianmystics.com/
- Christian News Online: http://christiannewsonline.com/
- Christian Parenting Today: http://www.kyria.com/topics/marriagefamily/parenting/
- Christian Post: http://www.christianpost.com/
- Christian Research Journal: http://www.equip.org/journal/
- Christian Social Action: http://www.umc-gbcs.org/csamagazine/index.php
- Christian Veterinary Journal: http://www.christianvetmission.org/
- Christianity Today: http://www.christianitytoday.com/ctmag/
- Church & Society in Asia Today: http://www.ttc.edu.sg/csca/CS/CS.htm#Anchor-200-33035
- Church & State (some recent years): http://www.findarticles.com/p/articles/miga3944
- Church History: Studies in: http://www.churchhistory.org/church-history-journal/
- Churchman (some articles): www.churchsociety.org/churchman/index.htm
- Cinta de Moebio: revista electrónica de epistemología de ciencias sociales(Spanish): http://www.facso.uchile.cl/
- Focus on the Family: www.focusonthefamily.com/
- Colloquia Maruliana (Croatian, English, French, German, Italian, Latin, Spanish): http://hrcak.srce.hr/index.php?show=casopis&id_casopis=43
- Commentary Magazine: http://www.commentarymagazine.com/
- Common Ground Journal: http://www.commongroundjournal.org/
- Commonwealth (some recent years): http://www.findarticles.com/p/articles/mim1252

• Communique: An Online Literary and Arts

Journal: http://www.communiquejournal.org/archives.html

- CLCWeb: Comparative Literature and Culture Journal: http://clcwebjournal.lib.purdue.edu/
- Compass: A Jesuit Journal: http://gvanv.com/compass/comphome.html
- Concordia Journal: http://www.csl.edu/resources/publications/concordia-journal/
- Concordia Theological Quarterly: http://www.ctsfw.edu/ctq/
- Concrescence: The Australasian Journal for Process Thought: http://concrescence.org/
- Conflict and Health: http://www.conflictandhealth.com/
- Contemporary Aesthetics: http://www.contempaesthetics.org/
- Contra Mundum A Reformed, Calvinistic journal: http://www.contra-mundum.org/
- Conservative Online: http://www.conservativeonline.org/journals.html
- Cosmos and History: The Journal of Natural and Social Philosophy: http://www.cosmosandhistory.org/index.php/journal
- Covenant Theological Seminary Resources: http://www.resourcesforlifeonline.com
- Creator (Music): <u>www.creatormagazine.com/</u>
- CRSQ: Creation Research Society Quarterly: http://www.creationresearch.org/crsq/articles-chron.htm
- Credenda Agenda: http://www.credenda.org/back issues.php
- Crisis Magazine: http://www.crisismagazine.com/
- Cross Currents: The Journal of the Association for Religion and Intellectual Life:http://www.aril.org/ http://www.findarticles.com/p/articles/mi_m2096
- Crossings: Electronic Journal of Art and Technology: http://crossings.tcd.ie/
- Cultura: International Journal of Philosophy of Culture and Axiology (English, French, Italian, German): http://www.international-journal-of-axiology.net/
- Cultural Analysis: http://socrates.berkelev.edu/~caforum/
- Currents in Theology and Mission (some recent years): http://www.findarticles.com/p/articles/mim0MDO
- Currículo sem Fronteiras (Curriculum without Borders (Portuguese): http://www.curriculosemfronteiras.org/
- Cyberjournal for Pentecostal Charismatic Research: http://www.pctii.org/cyberj/
- Daena: International Journal of Good Conscience (Spanish): http://www.daenajournal.org/
- Decision Magazine: http://www.billvgraham.org/dmag_current.asp
- Denver Journal An Online Review of Current Biblical and TheologicalStudies: http://www.denverseminary.edu/dj/index.php
- Denver Seminary Magazine: http://www.denverseminary.edu/magazine/
- Der Jude: http://www.compactmemory.de/
- Detroit Baptist Seminary Journal: http://www.dbts.edu/journals/index.asp#table
- Diametros: An Online Journal of Philosophy (Polish, English): http://www.diametros.iphils.uj.edu.pl/?l=1
- Die Freistatt: http://www.compactmemory.de/
- Die Welt: http://www.compactmemory.de/
- DIOTIME (French): http://www.educ-revues.fr/diotime/
- Direction: A Mennonite Brethren Forum: http://www.directionjournal.org/
- Discipleship Journal: <u>www.navpress.com/DJ</u>

- DISKUS: Journal of British Association for the Study of Religions: http://www.basr.ac.uk/diskus/
- Disputatio (English, Portugese): http://disputatio.com/
- E-Journal Philosophie der Psychologie (German, English): http://www.jp.philo.at/
- E-topia (Portugese): http://ler.letras.up.pt/site/default.aspx?qry=id05id164%sum=sim
- East Asian Pastoral Review: http://eapi.admu.edu.ph/content/east-asian-pastoral-review
- East-West Church & Ministry Report: http://www.eastwestreport.org/
- Ecumenical News International: http://www.eni.ch/
- Ecumenical Review: http://www.findarticles.com/p/articles/mim2065/
- Electronic Journal of Analytic Philosophy: http://ejap.louisiana.edu/archives.html
- Electronic Journal of Business Ethics and Organization Studies: http://ejbo.jyu.fi/
- Electronic Journal of Folklore: http://www.folklore.ee/folklore/
- Electronic Magazine of Multicultural Education: http://www.eastern.edu/publications/emme/
- Encounter: http://www.findarticles.com/p/articles/miga4044
- Encounter: Journal for Pentecostal Ministry: http://www.agts.edu/encounter/index.htm
- Encounters Mission Journal: http://www.redcliffe.org/SpecialistCentres/EncountersMissionJournal
- EnlightenNext Magazine: http://www.enlightennext.org/magazine/current/
- Enrahonar: Quaderns de Filosofia (Spanish, English, French, Catalan): http://ddd.uab.cat/record/17
- Environmental Archaeology: http://www.envarch.net/publications/envarch/index.html
- Eras Journal: http://arts.monash.edu.au/publications/eras/edition-12-issue-2/index.php
- Esoterica: http://www.esoteric.msu.edu/Contents.html
- Espaces Temps.net (French, English, Spanish, German, Italian): http://www.espacestemps.net/
- eSpirita (See also Spirita): http://www.spirita.de/

ACADEMIC YEAR 2024-2025

Certificate, Diploma, MAB, MATS, MDiv Programs

July 30 - Faculty and Student Orientation for ALL faculty and students

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First Year Students

Summer 2024 Aug.5-Sept 30

OT Survey (2) 5:30-7:50 Lutz
Doc. of Scripture (1) 8:00-9:10 Schlichting

Fall 2024 Oct 14-Dec 9

NT Survey (2) 5:30-7:50 Lutz Hermeneutics (1) 8:00-9:10 Schlichting

Winter 2025 Jan 6-Mar 3

Making Disciples (1) 5:30-6:50 Schlichting God, Man, Sin (2) 6:50-9:10 Van Cleave

Spring 2025 Mar 17-May 12

Person/Work of Christ (2) 5:30-7:50 Preaching (1) 8:00-9:10 Caston

Post Session - Saturdays May 17, 31, June 1

Teaching & Learning Workshop (1) 9:00-12:00am White

Residents - Survey of Covenants

TUESDAYS

Second/Third Year Students

Aug 6 - Sept 24

Doc. of Scripture (1) 2:00-3:15 Caston Greek for Bible Study (2) 5:30-7:50 Rasmussen Apologetics (1) 8:00-9:10 Dunahoo/Hatcher

Oct 8-Dec 3

Greek Exegesis I (2) 5:30-7:50 Rasmussen Ecclesiology (1) 8:00-9:10 Carter

Jan 7-Feb 25

Greek Exegesis II (2) 5:30-7:50 Rasmussen Church History I (1) 8:00-9:10 Carter

Mar 11-May 6

Theology of John (1) 5:30-6:50 Caston Church History II (2) 6:50-9:10 Carter

THURSDAYS

Counseling Students

Aug 8 - Sept 26

Intro to Biblical Counseling (2) 5:30-7:50 Sherrill Doc. of Scripture (1) 8:00-9:10 Paul Cable Residents - Doc. of Scripture (1) Schlichting

Oct 10-Dec 5

Personal Conflict Issues 1 (2) 5:30-7:50 Sherrill Hermeneutics (1) 8:00-9:10 George Vaughan

Second/Third Year Students Zoom Only
Romans (1) 7:00-8:15 Jimmy Agen
Residents - Making Disciples (1) Schlichting

Jan 9-Feb 27

Family Dynamics II (1) 5:30-6:40 Sherrill OT Survey (2) 6:50-9:10

Second/Third Year Students Zoom Only Ephesians & 1 Peter (1) 7:00-8:15 Vaughan/Arraez Residents - OT Survey Part 1 - Lutz

Mar 13-May 15

NT Survey (2) 5:30-7:50 Prominent Life Issues (1) 8:00-9:10 Sherrill

Second/Third Year Students Zoom Only Biblical Theology (1) 7:00-8:15 Gilmoure Residents - OT Survey Part 2 - Lutz

| SCHOOL | CALENDAR |
|--------------------|---------------------------------------|
| July 30 - | Orientation |
| Aug 5 - | Classes begin |
| Sept 5 - | Labor Day (no Monday classes) |
| Nov 25-28 | Thanksgiving week - no classes |
| Dec 16-Jan 6 | Mid-Year break |
| Jan 6 - | Winter Term begins |
| Jan 20 - | MLK Holiday |
| April 7 - April 11 | Spring Break |
| April 17 - | Maundy Thursday (no Thursday classes) |
| May 21 or 28? | MAS Graduation |

METRO ATLANTA SEMINARY

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

<u>Returning students</u> are also required to read this Student Handbook each year. Please follow the same procedures above.

Please go to the link below, answer a few questions and then acknowledge receipt and agreement with the guidelines and rules contained in the Student Handbook.

https://forms.gle/73LyVxDL1UGfC6KP8

OR

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

I acknowledge I have read the MAS Student Handbook for the year 2024-2025. Further, I agree to abide by the guidelines and rules contained in this handbook.

| Student Name: | | |
|--------------------|------|------|
| Student Signature: | | |
| Date: | - | |

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