



**METRO ATLANTA SEMINARY  
STUDENT HANDBOOK**

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**2026-2027**

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Dear Fellow Servant in the Lord's Work,

We know there are many seminaries in America and around the world. We support and applaud each of these 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 embraced a few simple values, and those same values continue to guide us today.

1. **We believe seminary education should be mentor-based.** Each student should have a mature person in his or her life who meets with them regularly, asks thoughtful questions, and helps them grow in ways that foster personal transformation and equip them to bless others. There is no substitute for time spent with a godly mentor. Mentors at MAS are trained not only to engage with students and coursework, but also to apply the good news of the Gospel to the heart.
2. **We believe classes should be academically rigorous and relevant to today's world.** Our classes are small, interaction is lively, and shared experience enriches the learning environment. Professors do not claim to know it all, and students learn from one another as well. Business professionals and ministry leaders study side by side. Young and old learn from one another. It is a wonderful thing to see.
3. **We believe everyone with a calling to theological education should be able to attend seminary debt-free.** Our fees are low, and scholarships are available when needed. We do not encourage poor scholarship or poor stewardship; rather, we seek to help students work out their theology in practical, everyday life.
4. **We believe theological education should be lived, not merely learned.** MAS students are required to step into real-world settings where they can put their learning into practice. Our practicum serves as a framework for life and ministry transformation. Regardless of your ministry calling (church or marketplace), the practicum includes teaching, caring for people, engaging the world, and serving others in your current ministry situation.

Classes meet one night per week for 32 weeks each year. Our 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.

Whether you are preparing for vocational ministry, seeking to serve Christ more faithfully in your profession, or simply desiring to deepen your walk with Him, we are grateful that God has led you here. We pray that your time at Metro Atlanta Seminary will deepen your love for Christ, strengthen your understanding of His Word, and equip you to serve others with wisdom, humility, and grace.

Gratefully,



Rev. Dr. Randall Schlichting, President



## Mission and Doctrinal Statement

**“The mission of Metro Atlanta Seminary is to educate, equip, and mentor students to know Christ, become gospel-centered servant-leaders, and fulfill the Great Commandment as well as the Great Commission by the power of the Spirit.”**

Our beliefs shape our actions. When we believe that God is good, we live in ways that reflect that truth. At times, however, we fail to believe as we should or live consistently with what we confess. In those moments, we are called to repentance and renewed faith.

Across church history, Christians have summarized and clarified their shared beliefs through confessional statements such as the Apostles’ Creed, the Nicene Creed, the Westminster Confession and Catechisms, and the Heidelberg Catechism. These documents are not equal to Scripture; rather, they serve the church by faithfully reflecting and summarizing its teaching under the authority of God’s Word.

Together, they help articulate key aspects of what we believe and aspire to live out as followers of Christ. As you join the MAS community, we return to a simple but essential question: *What do you believe?* This is a question we ask of both faculty and students alike, as we seek a shared commitment to faithful doctrine and faithful living.

- 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 in the universality and heinousness of sin, in the necessity of being saved by grace, that sonship with God is attained only by regeneration through the Holy Spirit by 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 in respect of sin and of righteousness and of 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 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

As you consider MAS as a place to learn and grow in your preparation for your Christian service, you will discover MAS is a unique place and a special family. Not only is MAS well-known for its ministry-oriented training of men and women, but also for its emphasis on spiritual growth and nurturing. We want students to become more like Christ as they 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. Mentoring is a critical factor to growth and success, so much so you cannot graduate without your mentor agreeing you are ready. And active hands-on participation in your home church in worship, and growth in spiritual disciplines, is considered an essential part of the educational process.

**Walking with Christ while in seminary** – Sadly, some students have been left dry and dusty in their faith by an improperly implemented theological education. We, however, are committed to graduating students from MAS who say it was a rich time for them spiritually, emotionally, and academically. We ask that students think about the following areas in their lives as they enter MAS:

- **Your relationship with God** – Busyness of life will kill your relationship with God, if you are not intentionally investing in it. 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). The fruit of the Spirit 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 (Heb. 4:2); and continually praying to your Father who loves you and delights in you (Zeph. 3:17; 1 Thess. 5:17). So, please draw strength and encouragement from your daily worship, as you pursue your theological studies.
- **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 family as their ministry impact grows. 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. 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 intentional Bible study and meditation. If your spiritual life is not renewed on a daily basis it will soon wither. It is like a stream evaporating in a desert. Attendance in classes on Bible subjects are no substitute for personal worship.



**Mentoring** – Mentoring at MAS is one of our key distinctives. Each student has a mentor who meets with him or her regularly for a time of reflection, sharpening, and asking the probing 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 in ministry. We want you to open your heart, reveal weaknesses where appropriate, and gain strength as a seasoned believer points you to Christ. Mentoring at MAS will be one of the things that will cause you to say seminary was a rich time for your spiritual life.

**Renewal of your Mind** – It is the hope and goal of MAS that students will learn what it means to become more Christ-like in all aspects of their lives. To that end, the goals of MAS are designed to aid each student in using the means of grace to be empowered by the Holy Spirit to walk by the Spirit in a way that reflects the image of Christ to the world by being transformed by the renewing of the mind:

- By **the basis of faith itself**. In particular, an unequivocal stand on biblical inerrancy, with all that that involves in terms of true Christian assurance. This is seen as a powerful stimulus to spiritual growth.
- By **the example of Board members and teaching staff**, all of whom are required to be people of spiritual maturity and understanding, subscribing wholeheartedly to the doctrinal statements and their implications. They sign their agreement to these standards every year.
- By **ascertaining**, as far as is possible through references' forms, **that every intending student has been born again** into the Kingdom of God and is already demonstrating spiritual growth. Their past ministry in their homes, local churches, and other Christian spheres is assessed.
- By **the lectures** in which the Bible is clearly portrayed as the Word of God and taught (so far as may be) with a warm and hortatory spirit.
- By formal or informal **sessions of students** with their mentors. These times of fellowship afford opportunities for pastoral insight, vocational wisdom, and spiritual encouragement.
- By **attendance at local church services**. MAS students should continue to attend their own home churches. This allows opportunities for service and the ability to be evaluated for suitability for ministry by people who know them best.



## Administrative Services and Contacts

### *Administrative Self-Service:*

For any questions, students are first requested to check available resources:

- Course Syllabi – Once registration opens, course syllabi are all generally available in Populi, our Learning Management System. Each syllabus should provide assignment detail, due dates, required textbooks, course schedule, etc. A careful reading of the instructor’s syllabus should answer most of your course-related questions.
- Course Questions – Populi also provides a contact method for the instructor for each course. Individual course questions not answered by the syllabus should be directed first to the professor.
- Transcripts and Degree Audits – Students can retrieve informal transcripts and degree audits from their student record in Populi. Since Populi is our course-of-record for all academic matters, we encourage students to check this on at least an annual basis, especially as you get closer to graduation.
- Academic Calendar – Our Academic Calendar is found on our website. We do our best to provide up-to-date information, so please double-check the latest version of the Academic Calendar on the website, in case of any questions.
- Use of Email – Many of our automated processes and tools use **email as a primary means of communication** with students. Students should check their email often, as it frequently contains important information that will impact scheduling, class times, communication from instructors, administrative details, etc.

### *Administration Contacts:*

For other questions, students can contact the appropriate individual:

**Admissions and Registration:** Melanie McNaughton, [melaniem@metroatlantaseminary.org](mailto:melaniem@metroatlantaseminary.org)

**Executive Director / Finance:** Luke Van Cleave, [lukev@metroatlantaseminary.org](mailto:lukev@metroatlantaseminary.org)

**Academic Dean (Acting):** Luke Van Cleave, [lukev@metroatlantaseminary.org](mailto:lukev@metroatlantaseminary.org)

**Dean of Students and Mentoring:** Bob Carter, [bobc@perimeter.org](mailto:bobc@perimeter.org)

**Dean of Biblical Counseling:** Robbie Sherrill, [robbies@metroatlantaseminary.org](mailto:robbies@metroatlantaseminary.org)

**Director of Doctoral Studies:** Bob Jolly, [boj@metroatlantaseminary.org](mailto:boj@metroatlantaseminary.org)

**Information Technology and Website:** Todd Breyman, [toddb@metroatlantaseminary.org](mailto:toddb@metroatlantaseminary.org)

In conjunction with this *Student Handbook*, all students are expected to have, and be familiar with the contents of, the *Academic Catalog* (available on the seminary website).



## 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 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, we must take great care 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. Students are to dress appropriately, with modesty, in due respect and consideration of others. We are all to take seriously the vocation of MAS and all who train here, including having due respect for those of other cultures or denominational differences from our own. (Rom. 14:13ff)

### Academic Advising

MAS desires that all students should pursue their education in a manner and pace that conforms to their current schedule, lifestyle, and particular circumstances. To that end, we offer a basic level of academic advising.

**Not all courses are offered every year**, therefore, students should start by reviewing their own academic record / degree audit in Populi, then carefully evaluate the Academic Calendar (updated and published annually) to see when their required courses will be offered.

In case of specific questions that cannot be answered with available resources, students may reach out to our Registrar or Academic Dean, and schedule a mutually convenient time for review and assistance.

### Admissions Policy and Process

#### **Admissions Policy**

Persons wishing to enroll at Metro Atlanta Seminary must apply by completing the Application for Admission form. When the required information and Application Fee have been received, the applicant will be notified in a timely manner of their acceptance or denial.

In considering applications, our admissions team reviews the prospective student’s complete Application for Admission, pastoral and other references, personal testimony, and official academic transcripts. If the prospective student meets the required criteria for acceptance, they are admitted into MAS until they complete their program or become inactive. Completed applications should be received by MAS at least three weeks prior to the start of the desired term for entry (see Academic Calendar for specific dates). Applications for a degree program will only be considered when all of documents have been received.

Classes can be taken only by those who have completed the application process (degree or nondegree credit) and have been admitted into the Seminary.

#### **Admissions Process**

1. Apply for admission by using the Application form accessed through the MAS website. Each application form includes:



- a. Submission of a personal testimony that includes evidence of Christian faith in Jesus Christ and aspiration for Christian service.
  - b. Submission of three references, one of whom must be your pastor.
  - c. An up-to-date photograph.
  - d. Prior educational documents (Certificate / BTh students must supply their High School Transcripts or GED; Masters students must supply their transcripts and completed degree certificate / diploma).
2. Submit the Application Fee of \$50 (non-refundable) to the FTS Business Office. No application will be processed without this fee.

## **Auditors**

Auditors are welcome to enroll in MAS courses, provided there is room in the class. For hybrid courses, we respectfully ask that you allow the in-class space to be reserved for those who are regularly enrolled and paying tuition. Those interested in auditing courses should apply to the seminary, using the Audit application.

Students who have passed a course may audit future offerings of that course by simply paying the per-term registration fee. If they are also enrolled in other courses at the time, then there is no separate per-term registration fee.

Alumni of any MAS degree program are permitted to audit previously completed classes by paying the per-term registration fee.

Spouses of students are encouraged to be a part of the student life of MAS. Spouses of tuition-paying students who would like to attend classes as auditors may do so after applying and being accepted to the seminary, and paying the per-term registration fee. All others may audit courses after paying the required auditing fee.

As a courtesy to our enrolled students, please remember auditors are there to listen only and should respect the right of degree seeking students to speak and ask questions.

## **Business Office Services**

All business office interaction should begin with an email to the Executive Director. MAS will then resolve all issues through email, phone calls, video calls, or in-person meetings. Please be reminded that **email is our primary means of communication**.

## **Changes to Curriculum**

If a student has been away / inactive from the seminary for one year, and the curriculum is changed, the student will be subject to the new curriculum, mentoring, and practicum requirements, if changed.

MAS may also from time to time change courses required for graduation by adding or subtracting required courses, or otherwise change the work required to pass a course. Third-year students will remain on their original degree plan. First and second-year students will be required to change to the new plan.



## Class Time and Attendance

Class time is more than a time of academic instruction. It is a time of fellowship in which faculty and students explore the Scriptures together, sharpen one another through discussion, and benefit from the wisdom, experiences, and perspectives of the broader learning community. Therefore, participation in class is an essential component of every course.

Our accelerated 8-week terms require intentional engagement; attendance at all class sessions is expected.

In the event that a student is unable to attend a class due to illness, family emergency, work conflict, or other significant event, the student must notify the professor **prior to class** whenever reasonably possible and submit a Recording Request Form.

If approved, the student will initially be marked "Absent" in Populi. To receive an "Excused Absence," the student must:

- View the class recording in its entirety; and
- Upload class notes to Populi within seven (7) days of the missed class session.

Once both requirements have been completed, the attendance record will be changed from "Absent" to "Excused Absence."

If notes are not submitted within seven (7) days, the absence will remain unexcused and may negatively affect the student's final grade.

Students who accumulate two (2) or more unexcused absences in a course will automatically fail the course and must retake it in order to receive academic credit.

To encourage regular participation in the classroom community, students may receive no more than one (1) excused absence through the recording process per course during a term, except in extraordinary circumstances approved by the Academic Dean.

If more than 15 minutes of a class is missed, without prior permission, it will be considered an "Absence". Admission to the class at this point is left to the discretion of the professor.

**Special Note for 3-day Intensive Classes:** Due to the extremely short nature of these classes, no absences are allowed. Students should expect to attend all classes without exception, in order to earn academic credit.

## Computer Literacy and Usage

All students should be comfortable and competent with the use of personal computers. Our Learning Management System (Populi) serves as a central point of management for all of our academics. Students should become familiar with uploading assignments, checking for grades, participating with online discussions, and other classroom protocols. In addition, many of our courses require outside research (internet sites, podcasts, etc.), so students should be able to access these with little-to-no supervision or explanation.

Students should also be, or become, proficient with the use of Word Processing software for writing assignments, including familiarity with saving as / exporting assignments to PDF format for all assignment submissions. Unless otherwise specified in the assignment, papers should be Times New Roman, double-spaced, 12-point font. Footnotes should be Times New Roman, single-spaced, 10-point font. All documents should be uploaded to Populi as PDF documents, to maintain fonts, spacing, and



other formatting elements.

Students should also be, or become, familiar with Turabian Citation Style Guide (9th Edition) for all formatting, including footnotes and bibliographies. Use the notes and bibliography style rather than the author-date system. While individual instructors *may* request variations (on an exception basis), the Turabian-style of citation is our seminary's default standard. Please check here for additional guidance on Turabian formatting: <https://www.chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.htm>.

**NOTE:** Writing for counseling programs generally uses the APA-style of citation. **Since our MABC degree is focused on counseling, instructors will generally request the APA style of citation for counseling-related papers.** Students in counseling courses should use APA (7th Edition) citation style (for counseling papers) unless otherwise directed by the instructor. For assistance with APA formatting and citations, students are encouraged to consult the Purdue Online Writing Lab (OWL) APA Guide: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html).

### **Course Registration and Orientation**

Prior to the beginning of each semester, students are required to complete the registration process online through Populi. No person is registered until all tuition and appropriate fees are paid. Specific dates are assigned for registration each term. All students should be registered for classes no less than one week prior to class start. This allows time for textbook purchase, syllabus review, etc.

No student may register after the second week of class. While academic advising is available (see above), students should be aware of their own certificate / degree requirements, and know which courses are offered when, in order to meet any targeted graduation timelines.

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.

### **Course Withdrawal**

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 classes of any regular term. 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 Tuition Refund 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 term. No tuition credit 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, paying the increased tuition charge, and working with the professor to remediate all missed assignments in a reasonable timeframe.



## Expectations for Outside Study

As a basic guideline, we expect a student to do at least two hours of private study (reading, writing, research, etc.) for every hour of classroom time. For example, a 1-hour credit course equates to 1 hour, 10 minutes in class each week, and an additional (targeted) 2 hours, 20 minutes of outside study.

## Extension of Coursework / Assignments

Due dates for all assignments are listed in the course syllabus. Students are expected to manage their schedules responsibly and submit all coursework by the stated deadlines.

Recognizing that unforeseen circumstances occasionally arise, a student may request a one-time, seven (7) day extension for an assignment due to illness, family emergency, work-related conflict, or other substantial circumstance beyond the student's reasonable control.

Extension requests must be submitted directly to the instructor prior to the assignment due date whenever reasonably possible. Approval is at the discretion of the instructor.

Each student may receive no more than one (1) assignment extension per course during a term. This policy applies to all assignments, including papers, exams, reading reports, projects, discussion assignments, and other graded coursework.

Assignments submitted after an approved extension deadline will receive a grade of zero unless additional accommodation has been approved by the Academic Dean due to extraordinary circumstances.

Assignments submitted without an approved extension will be penalized 10% per day for up to five days. After five days, the assignment will receive a grade of zero.

## Grading System

Grade	Scale	GPA		Grade	Scale	GPA
A	(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
B	(83-86)	3.0		F	(0-69)	0
B-	(80-82)	2.7		INC	Incomplete	

### When do students earn an “A?”

Students generally earn an A if they complete everything in the syllabus plus demonstrate excellent critical thinking skills, superior synthesis of multiple sources in conversation, and clearly articulate their own position on various points related to their topic.

### When do students earn 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 applied it to real world ministry, and they put together a well-organized paper.



### **When do students earn a “C?”**

Students receive a C if they turned in an assignment and – while clear they put effort into it – it is 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 does a student fail?**

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.

### **Late Assignments**

Due dates for all assignments are listed in the course syllabus. Students are expected to manage their schedules responsibly and submit all coursework by the stated deadlines. Faculty may assign work due after the last class.

Late assignments submitted without an approved extension will be penalized 10% per day for up to five days. After five days, the assignment will receive a grade of zero.

### **Library Resources**

Access to great books and papers are important to students. Thanks to the generosity of Charles Dunahoo and others we can now provide students with access to nearly 1,600 books in our own library (located next to the classroom at the Perimeter Church Annex). Students can search which books are available at the Charles Dunahoo Library via Populi.

In addition to the Charles 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, while discerning that the material is accurate and notating appropriately.
- d. Talk with faculty who might be willing to lend their own books to students.
- e. Checking with your pastor if he has the books you need and if he is willing to lend them.

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.

### **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.

### **Online Etiquette**

Our classes are offered online, which allows more students to participate and gain the benefit of our educational offerings. However, online classes do call for a higher degree of sensitivity to etiquette and other-centeredness as we interact.

For online students, familiarity with Zoom (our online course presentation tool) is a requirement. Even



with the convenience of online classes, theological education is not merely the transmission of information but also includes the formation of a learning community shaped by meaningful interaction and mutual encouragement. **To that end, all online students are expected to keep their cameras active during live online classes unless prior arrangements have been made with the instructor.**

The use of cameras:

- **Fosters Community:** Seeing one another's faces fosters a sense of presence, belonging, and mutual care. We are not anonymous participants – we are brothers and sisters learning together.
- **Encourages Engagement:** Visual presence helps maintain attentiveness and accountability. Instructors can better gauge understanding, respond to non-verbal cues, and adapt instruction to serve the class more effectively.
- **Promotes Involvement:** Active participation often begins with simply showing up – fully. Keeping cameras on signals readiness to contribute, ask questions, and learn from others.

Of course, occasional exceptions may be necessary due to technical, personal, or environmental circumstances. In such cases, students should notify the instructor in advance and make alternative arrangements as needed.

### **Repeating Coursework**

Courses for which grades of “F” or “WF” have been earned may be repeated for credit, with grades for repeated attempts counting for grade point average purposes. All entries on the transcript remain a part of the student's permanent academic record. All normal tuition and fees apply to all repeated courses.

### **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. Please provide website information from that institution and be sure it includes course descriptions.

### **Visitors**

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

### **Withdrawal from the Institution**

If a student withdraws from MAS, the student must notify the Registrar in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both requirements have been satisfied. Failure to officially withdraw may disqualify the student from reactivation later.



## Mentoring and Practicum

At Metro Atlanta Seminary, our belief is that a well-rounded, holistic theological education consists of knowledge (the “head”), personal transformation (the “heart”), and practical experience (the “hands”). Therefore, every certificate or degree program has a mandatory number of Mentoring and Practicum credits, which are required for graduation.

Students should be progressing each term in all three of their educational elements (academics, mentoring, and practicum). While the seminary reports academic progress each term (via classwork), students are responsible for reporting their Mentoring and Practicum progress every term. Here is a brief overview of the requirements.

### Mentoring

Each student will be assigned (or can submit for review) a mentor during their first term. As the student is involved in a local church or Christian ministry, they work with their mentor to internalize what is being studied, and discuss how the Holy Spirit is effecting heart transformation.

Our Mentoring Program is structured around Philippians 3:10. Each year of a student’s tenure will be focused on one aspect of this verse:

- Year 1 – “I want to know Christ”
- Year 2 – “the power of His resurrection”
- Year 3 – “the fellowship of His sufferings”

The entire student body enrolled in CCS, BTh, MATS, MABS, and MDiv programs (and their mentors) will read an assigned book together over the course of each year, discussing and discovering these three dimensions of this verse during the corresponding year. Monthly reading assignments will form part of the basis of a mentor / mentee discussion. Should a student need to continue their education beyond the three-year mark, this cycle will repeat.

During every term, the student is responsible to:

- Initiate contact with their mentor;
- Schedule monthly meetings with their mentor during the term, targeting a minimum of 2 hours of mentor time each term;
- Submit a Mentor Meeting form, indicating the name of your mentor, which term is covered by the report, the number of meetings held, the total time spent together, the book / author you are reading together, and what you are learning. ***This form – found on the MAS website – is due every term, by the end of the term.***
- Ask / remind their mentor to fill out and submit the Mentor Assessment form – also found on the MAS website, documenting your engagement, reading, total time together, and assigning a grade for your mentoring time together. ***This form is also due every term, by the end of the term.***

Both mentor and mentee forms must be completed by the end of the current term, in order for credit to be assigned. Late forms will be penalized one letter grade for each day they are late. If either form is more than 3 days late, the student will be withdrawn from the course – and no credit for that term will be given.



## Purpose of Mentoring Program

- *A Deepening Knowledge and Love of Christ* – Students will exhibit a growing personal relationship with Jesus Christ, marked by greater delight in Him, dependence upon Him, and desire to know Him more fully through Scripture, prayer, worship, and participation in the life of the Church.
- *Increasing Heart Transformation Through the Gospel* – Students will demonstrate evidence of the Holy Spirit’s transforming work, including growing self-awareness, repentance, faith, humility, and conformity to the character of Christ. They will learn to apply the truths of the gospel not only to their ministry, but also to their own hearts and lives.
- *Spiritual Maturity and Christlike Character* – Students will exhibit increasing maturity as disciples of Jesus, reflected in the fruit of the Spirit, integrity of life, emotional and relational health, teachability, and faithfulness in their personal, family, church, and vocational responsibilities.
- *A Theology of Resurrection Hope and Faithful Perseverance* – Students will progressively learn to live in the power of Christ’s resurrection and to endure suffering with biblical hope. They will develop a growing capacity to trust God amid challenges, embrace dependence upon His grace, and persevere faithfully in seasons of difficulty and ministry hardship.
- *Integration of Theology, Life, and Ministry* – Students will demonstrate an ability to connect theological learning with personal discipleship and practical ministry, increasingly embodying what they believe and serving others with wisdom, humility, and love.

Here is a brief overview of mentoring requirements by degree / program:

Mentoring Credits Required for Graduation	Certificate in Christian Studies	Master of Arts – Theological Studies	Master of Arts – Biblical Studies	Master of Arts – Biblical Counseling	Bachelor of Theology / Master of Divinity
	3	8	8	12	12



## Practicum

The Practicum is given as a guide to help the student engage in the church and the world. The Practicum is designed around various ministry categories, with minimum and maximum hours prescribed for each ministry category.

While a student should be making regular progress against the required hours each term, the total required number of hours does not have to be reached until the student is ready for graduation.

Successful completion of the practicum, and earning the appropriate practicum credits, is a prerequisite for graduation.

Here is a brief overview of practicum requirements by degree:

Ministry Category	Master of Arts – Theological Studies		Master of Arts – Biblical Studies		Bachelor of Theology / Master of Divinity	
	Min Hours	Max Hours	Min Hours	Max Hours	Min Hours	Max Hours
Teaching and Leading	10	20	10	20	55	100
Local Church	3	5	3	5	6	10
Marketplace / Outreach	10	45	10	45	55	95
The Church	-	-	-	-	8	15
Counseling / Training / Chaplaincy	26	112	26	112	26	112
Electives / Other	-	55	-	55	-	105
<b>TOTAL REQUIRED FOR GRADUATION</b>	<b>100</b>		<b>100</b>		<b>300</b>	

## Practicum for the MABC

Due to the unique nature of our MABC Degree, the MABC practicum hours consist of 275 total hours of Field Experience / Supervision / Notation (27.5 credit hours), plus an additional 4 8-week terms of classroom discussion / supervision (4 credit hours), executed throughout Year 3 of the program, for a total of 31.5 credit hours associated with the MABC Practicum.



## **Academic Discipline and Probation**

### **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, up to and including a recommendation to the faculty for dismissal of the student.

### **Disciplinary Procedures**

It is the duty of the Dean of Academics and Dean of Mentoring in consultation with the Academic Committee to implement the rules and regulations as stated. 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.

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 are 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. 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 (programs, procedures, faculty, administration, grades, etc.). The first step is to go directly to the person most directly involved and seek a solution (Matt. 18). 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. Finally, a student may appeal the situation to the Board of Directors. Decisions of the Board of Directors are final.



## Academic Integrity

Metro Atlanta Seminary expects all academic work to be completed with honesty and integrity. Because Christians are called to speak truthfully and act faithfully before God and others (Ephesians 4:25, 28), students must accurately represent the source of their ideas, research, and work.

### Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- **Plagiarism** – Presenting another person's words, ideas, research, or work as your own without proper acknowledgment.
- **Improper Citation** – Failing to document sources appropriately through quotations, citations, footnotes, endnotes, or bibliographies.
- **Unauthorized AI Use** – Using artificial intelligence in a manner that violates the Seminary's Artificial Intelligence Policy (see below).
- **Duplicate Submission** – Submitting substantially the same assignment for credit in more than one course without prior approval from the instructor(s). Work completed for a previous degree program may not be resubmitted for credit unless significant additional work has been completed and approved by the instructor.
- **Facilitation of Academic Dishonesty** – Assisting another student in committing plagiarism or any other form of academic misconduct.
- **Sermon Plagiarism** – Presenting another person's sermon, outline, or substantial sermon content as your own original work.

The Seminary reserves the right to use plagiarism-detection and other academic-integrity tools to evaluate submitted assignments.

### Penalties

Violations of academic integrity will be addressed according to the nature, severity, and intent of the offense.

For minor or unintentional violations, the instructor may counsel the student and require correction or resubmission of the assignment.

For significant or deliberate violations, the instructor shall report the matter to the Academic Committee, which may impose one or more of the following sanctions:

- Failure of the assignment;
- Failure of the course;
- Written reprimand placed in the student's academic file;
- Academic probation;
- Suspension; or
- Expulsion from the Seminary.

Repeated violations will normally result in increasingly severe sanctions.

### Appeals

A student may appeal an academic integrity determination to the Academic Committee. If the student remains dissatisfied with the Committee's decision, a final written appeal may be submitted to the President within thirty (30) calendar days of the decision. Decisions not appealed within thirty (30) days shall be considered final.



## Artificial Intelligence Use

Metro Atlanta Seminary is committed to fostering a culture of academic integrity, intellectual honesty, and the pursuit of wisdom under the Lordship of Christ; *“He who walks blamelessly and does what is right and speaks truth in his heart ... shall never be moved.” Psalm 15:2-5* (English Standard Version).

As emerging technologies, such as artificial intelligence (AI), become more integrated into our daily lives – including higher education – it is important to understand AI is merely a tool. AI should not be considered a classmate, co-author, or peer-reviewed source. As a learner, it is your responsibility to critically analyze information, uphold academic integrity, engage in critical thinking, and validate the research that informs your final work.

### Guiding Principles

We affirm all academic work submitted by students must reflect their own understanding, critical thinking, and personal engagement with the subject matter. AI tools may offer legitimate support in learning and research, but their use must never compromise originality, misrepresent authorship, or undermine the learning process.

Responsible research requires students to acknowledge all materials and tools used throughout the research process. It's important for students to recognize they are not experts in their subject areas; they rely on the expertise of others and must give proper credit to these sources. Additionally, students should acknowledge and cite any research or writing assistance tools they utilize, such as LOGOS, Grammarly, BibleBot, and others.

Relying excessively on AI can hinder the development of necessary analytical and critical reasoning skills that academic research aims to cultivate. Above all, not properly citing the use of AI in your work compromises your integrity and diminishes the value of your learning experience and degree.

### Permissible Use of AI at MAS

Students may utilize AI tools in specific and well-defined ways to support their academic work, including:

- Grammar and language mechanics checkers (e.g., Grammarly, Microsoft Editor)
- Academic search and data collection tools (e.g., JSTOR, Google Scholar, SurveyMonkey)
- Data analysis tools (e.g., MAXQDA, NVivo)
- Assistive technologies (e.g., LOGOS Interlinear, Google Translate)

However, students must acknowledge all uses of AI tools with appropriate citations and disclosure statements. Additionally, these tools should never replace the student's original, critical, and substantive contributions. **It is the students' responsibility to be aware of which tools are permitted for each course.**

### Prohibited Use of AI

Students are prohibited from using AI to complete the following tasks without prior approval from the course instructor or academic advisor:

- Submitting AI-generated text (such as essays, responses, or code) as your original work. These uses include relying on AI to paraphrase or reword significant portions of existing content without engaging meaningfully with the material.
- Using AI to generate ideas for assignments or to complete assignments, quizzes, or exams.



- Requesting AI to provide summaries or comparisons of assigned texts or reading materials.
- Incorporating AI-generated media (including images, videos, or graphs) without proper citation and compliance with copyright standards.
- Collaborating with AI agents or chatbots in place of academic discussion or interaction with peers.

### **Citation and Attribution of AI-Generated Content**

When including AI-generated content in academic work (with prior approval from your instructor), it is essential to fully cite it according to Turabian style guidelines. Since AI tools are not considered traditional authors, your citations must include the following details:

- The name of the AI tool.
- The version or release date (if known).
- The company or organization that developed the tool.
- The prompt or context used to generate the content (when relevant).
- The date of access.

Note: Failure to appropriately cite AI-generated content will be regarded as a violation of this policy.

### **Accountability and Consequences**

Violations of this policy may lead to disciplinary actions, which could include:

- Receiving a failing grade for the assignment or course.
- Academic probation, suspension, or expulsion, in accordance with institutional procedures.

Faculty and staff are responsible for clearly communicating expectations for each course and for reporting any suspected violations. Students are encouraged to seek guidance if they are unsure about the appropriate use of AI **in any context**.

### **Ethical Use and Theological Reflection**

As a Reformed seminary, we believe technology, including AI, should be evaluated through a biblical lens. While it can serve as a tool for human flourishing, it should never replace our unique responsibility as humans to think, reflect, and grow in wisdom and character.

- *“The beginning of wisdom is this: Get wisdom, and whatever you get, get insight.” Proverbs 4:7 (ESV).*
- *“See to it that no one takes you captive by philosophy and empty deceit, according to human tradition, according to the elemental spirits of the world, and not according to Christ.” Colossians 2:8 (ESV).*
- *“and I have filled him with the Spirit of God, with ability and intelligence, with knowledge and all craftsmanship,” Exodus 31:3 (ESV).*

### **Policy Review and Adaptation**

The Academic Committee of Metro Atlanta Seminary will regularly review this statement in light of developments in artificial intelligence and educational practices. We are committed to thoughtfully engaging with new technologies in a way that aligns with our theological convictions and academic mission.



## Financial Information

### Auditors

Auditors are welcome to enroll in MAS courses, provided there is room in the class. For hybrid courses, we respectfully ask that you allow the in-class space to be reserved for those who are regularly enrolled and paying tuition. Those interested in auditing courses should apply to the seminary, using the Audit application.

Students who have passed a course may audit future offerings of that course by simply paying the per-term registration fee. If they are also enrolled in other courses at the time, then there is no separate per-term registration fee.

Alumni of any MAS degree program are permitted to audit previously completed classes by paying the per-term registration fee.

Spouses of students are encouraged to be a part of the student life of MAS. Spouses of tuition-paying students who would like to attend classes as auditors may do so after applying and being accepted to the seminary, and paying the per-term registration fee. All others may audit courses after paying the required auditing fee.

As a courtesy to our enrolled students, please remember auditors are there to listen only and should respect the right of degree seeking students to speak and ask questions.

### Financial Aid

Due to the generosity of individuals committed to MAS – including current students, alumni, and friends of the seminary – some financial aid is available on a limited basis. Financial Aid is awarded for one year and must be applied for and evaluated for renewal each year. Student performance across all three aspects of their education – Academics (minimum GPA), Mentoring (consistency and on-time submittal of forms), and Practicum (steady progress against program-related Practicum hours) – will be evaluated when determining eligibility for scholarship renewal. The Financial Aid Application and Instructions can be found on the “Forms” section of the MAS website.

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

Students are allowed to receive Financial Aid 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 funding received each year may increase or decrease depending on the available funds, ongoing needs, and the number of applicants. An application, therefore, needs to be submitted annually. MAS will assess all applicants and applications quarterly.

Priority is given to full-time students (meaning at least 3 academic credits per term plus Mentoring and Practicum) unless an exemption has been granted. To be eligible for assistance, students must:

1. Be in good standing all three aspects of their education – Academics (minimum GPA), Mentoring (consistency and on-time submittal of forms), and Practicum (steady progress against program-related Practicum hours) – 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.
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.

### Payment of Fees and Refunds

Students are expected to pay all fees for each term by the first night of class. If a payment schedule is needed, terms can be arranged with MAS' Executive Director. All fees must be fully paid before a student can start another term or graduate.

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.

### Tuition and Fees

#### Certificate and BTh / Masters Programs

Application Fee	\$50
Tuition	\$190 per credit hour
Registration Fee	\$25 per registration period
Audit Fee	\$80 per credit hour
Graduation Fee	\$250 (degree) / \$100 (certificate)
Transcript Fee	\$15 each (beyond the initial transcript request)

#### Doctor of Ministry Programs

Application Fee	\$100
Tuition	\$5,000 per year / \$1,250 per term
Cohort / Mentoring Fee	\$1,600 per year / \$400 per term
Graduation Fee	\$250
Reading Fee	\$250
DMin 1 <sup>st</sup> Extension* (60 days)	\$150
DMin 2 <sup>nd</sup> Extension* (60 days)	\$250
DMin 3 <sup>rd</sup> / Final Extension* (8 months)	\$500

\* All extensions for the Cornerstone Dissertation Project must be pre-approved by the Director of Doctoral Studies

### Tuition Refunds

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

- 75% after the first class meeting
- 50% after the second class meeting
- 0% after the third class meeting

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.

### **Spousal Tuition Discount**

MAS grants a 50% discount on tuition to a student's spouse, as long as the original spouse is registered in a regular full-time MAS program. This discount only applies if academic credit is desired. If the spouse simply wants to audit a course, he or she may do so without cost.

### **Transcript Fee**

Transcripts for other institutions are provided electronically. The first transcript requested by a student is at no charge. Subsequent transcript requests are \$15 each. The student must email the seminary with details of where to send the transcript.

### **Graduation Fee**

Fees for graduation differ based on the program. For the degree programs it is \$250 per student, and the Certificate program is \$100 per student. These fees are payable online via Populi and are due at the time of the student's final term registration.

## **General Information**

### **Amendments to Student Handbook**

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.

### **Insurance**

- **General** – MAS does not provide any accident or health insurance for students. It is the student's responsibility to make sure he or she is covered in case of sickness or injury. 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.
- **Indemnity** – Students, by registering, are holding MAS harmless from any liability or any accident.

### **Ordination**

Metro Atlanta Seminary is an independent, confessional seminary rooted in historic Reformed theology and serving students from many church backgrounds and denominations. We affirm the authority of Scripture, historic Reformed theology, and the essential ministry contributions of both men and women in the life and mission of Christ's church.



As a seminary, we seek to educate, equip, and mentor students for faithful gospel ministry while recognizing that questions of ordination, ecclesiastical authority, and ministerial calling properly belong to the local church and its denominational structures and polity. Because we believe Christ has entrusted ordination and ecclesiastical authority to local churches and their broader denominational structures, Metro Atlanta Seminary does not ordain individuals to ministry.

All degree programs are open to qualified students as we prepare servant-leaders for lives of faithful service in Christ's church and kingdom.

### **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.



## Directory of Online 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 Charles Dunahoo 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 Charles Dunahoo Library through Populi.

### Theological Resources

- A full list of [Internet Tools for Church Leaders](#). Bible Hub is an online Bible study site, featuring topical, Greek, and Hebrew study tools, plus concordances, commentaries, dictionaries, sermons, and devotionals. Click [here](#) 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 [here](#) 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 [here](#) 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 [here](#) 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 [here](#) 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.
- BibleTraining.org has free Bible lectures. Click [here](#) to access 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 social sciences.
- The Internet Archive – <http://www.archive.org/> – Not only does the Internet Archive have a vast archive of Web pages, but it also contains a great deal of free 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 to get 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 [Glogster](#) – presentation software [Trello](#) – project management [Toggl](#) – time tracking tool
- [GoConqr](#) – content creation tools for digital learning [Popplet](#) – collaborative visual mind map
- [Google Calendar](#) – organizing and planning



## Research Tools

- Bible Gateway – <http://www.biblegateway.com/versions/> This free software has many versions of the Bible and some commentaries.
- Bible Hub – 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.
- Bible Researcher – 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.
- Bible Study Tools – biblestudytools.com is a free online source of many versions of the Bible, commentaries, encyclopedias, and dictionaries.
- BibleTraining.org – has free Bible lectures. Click here to access the Bibletraining.org.
- Christian Classics Ethereal Library – CCEL.org has a collection of classic Christian writings that is in the public domain.
- Christian Periodical Index - This is a list of full text periodicals that are available from publishers' websites.
- 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.
- Chronology of the Bible – <http://aschmann.net/BibleChronology/> For an excellent detailed study of the chronology of the complete Bible with links to explanatory articles, by Rick Aschmann.
- Creative Commons – <http://search.creativecommons.org>
- Dictionary of Theology – 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 World Christianity.” 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>
- Internet Public Library – <http://www.ipl.org> A curated list of sites on most topics of interest.
- Internet Tools for Church Leaders – 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, Word Studies and other resources).
- Kerux – kerux.com provides "Online Archives" that are searchable by author or topic.
- Logos – Logos.com, a fee-based software, has an enormous library of commentaries, dictionaries, and other resources for pastoral and academic study, including Greek and Hebrew tools. 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 in full text or PDF format.
- [Stanford Encyclopedia of Philosophy](#) – 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.
- [Theological Research Exchange Network \(TREN\)](#) – 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.
- [Worldcat](#) – 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 [VARK Sensory Learning Styles Assessment](#)

[Multiple Intelligences Assessment](#) [Index of Learning Styles Assessment](#) [Explanation of Index of Learning Styles](#)

### 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.



# 2026-2027 Academic Year

## MAS Term 1 Schedule

Term	Term Dates	Day	Mode	Time	Course Name	Faculty
Term 1	Aug 10-Oct 5, 2026	Mon	Hybrid	5:30-7:50	Old Testament Survey	Dr. Tom Lutz
Term 1	Aug 10-Oct 5, 2026	Mon	Hybrid	8:00-9:10	Doctrine of Scripture	Dr. Paul Cable
Term 1	Aug 10-Oct 5, 2026	Tue	Hybrid	5:30-7:50	Greek for Bible Study	Dr. Mike Rasmussen
Term 1	Aug 10-Oct 5, 2026	Tue	Hybrid	8:00-9:10	Apologetics *	Mr. Jim Surface Mr. Herschel Hatcher
Term 1	Aug 10-Oct 5, 2026	Wed	Hybrid	4:30-6:50	Preparation and Delivery of Gospel Messages	Dr. Bryan Chapell
Term 1	Aug 10-Oct 5, 2026	Thu	Hybrid	5:30-7:50	Foundations of Counseling (MABC Only)	Mr. Herschel Hatcher

### Term 1 Notes:

- Monday classes do not meet on Labor Day, 9/7/26, and end on Monday, 10/5/2026.
- All other weekday classes meet each week, and end on Thursday, 10/1/2026.

\* Classes marked with a \* are Elective classes, and the student can opt for the class offered (or substitute another from a different term).

## MAS Term 2 Schedule

Term	Term Dates	Day	Mode	Time	Course Name	Faculty
Term 2	Oct 13-Dec 14, 2026	Mon	Hybrid	5:30-7:50	New Testament Survey	Dr. Tom Lutz
Term 2	Oct 13-Dec 14, 2026	Mon	Hybrid	8:00-9:10	Hermeneutics	Dr. Paul Cable
Term 2	Oct 13-Dec 14, 2026	Tue	Hybrid	5:30-7:50	New Testament Exegesis I	Dr. Mike Rasmussen
Term 2	Oct 13-Dec 14, 2026	Tue	Hybrid	8:00-9:10	Ecclesiology	Dr. Bob Carter
Term 2	Oct 13-Dec 14, 2026	Wed	Hybrid	5:30-6:40	The Call to Church Planting (Church Planting I) **	Dr. Robert Kim
Term 2	Oct 13-Dec 14, 2026	Thu	Hybrid	5:30-7:50	Human Growth and Development (MABC Only)	Ms. Wonmin Kim
Term 2	Oct 13-Dec 14, 2026	Thu	Zoom Only	5:30-6:40	Engaging Cultures with a Biblical Worldview *	Mr. Andres Arraez
Term 2	Oct 13-Dec 14, 2026	Thu	Zoom Only	7:00-8:10	NT Literature I - Romans	Dr. Steve Williamson

### Term 2 Notes:

- Monday classes begin on Monday, 10/19/2026 and end on Monday, 12/14/2026.
- All other weekday classes begin on Tuesday, 10/13/2026, meet each week (except for week of 11/23/2026), and end on Thursday, 12/10/2026.
- No classes meet the week of 11/23/2026 in celebration of Thanksgiving.

\* Classes marked with a \* are Elective classes, and the student can opt for the class offered (or substitute another from a different term).

\*\* Church Planting Courses are OPTIONAL, but do count towards the Certificate in Church Planting.



## MAS Term 3 Schedule

Term	Term Dates	Day	Mode	Time	Course Name	Faculty
Term 3	Jan 4-Mar 1, 2027	Mon	Hybrid	5:30-6:40	Making Disciples	Dr. Randy Schlichting
Term 3	Jan 4-Mar 1, 2027	Mon	Hybrid	6:50-9:10	God, Man, and Sin	Mr. Luke Van Cleave
Term 3	Jan 4-Mar 1, 2027	Tue	Hybrid	5:30-7:50	New Testament Exegesis II	Dr. Mike Rasmussen
Term 3	Jan 4-Mar 1, 2027	Tue	Hybrid	8:00-9:10	Church History I	Dr. Bob Carter
Term 3	Jan 4-Mar 1, 2027	Wed	Hybrid	5:30-6:40	Christ-Centered Preaching Practicum I **	Dr. Bryan Chapell
Term 3	Jan 4-Mar 1, 2027	Thu	Hybrid	5:30-7:50	Intro to Counseling - Theories / Practice (MABC Only)	Dr. Bob Carter
Term 3	Jan 4-Mar 1, 2027	Thu	Zoom Only	5:30-6:40	NT Literature II - Galatians	Dr. McKay Caston
Term 3	Jan 4-Mar 1, 2027	Thu	Zoom Only	7:00-8:10	Early Christian Women *	Dr. Brian Gronewoller

### Term 3 Notes:

- Monday classes do not meet on Martin Luther King, Jr. Day, 1/18/2027, and end on Monday, 3/1/2027.
- All other weekday classes meet each week, and end on Thursday, 2/25/2027.

\* Classes marked with a \* are Elective classes, and the student can opt for the class offered (or substitute another from a different term).

\*\* The Christ-Centered Preaching Practicum is limited to those students who are in the specific concentration and are pursuing licensure and ordination in the PCA (or similar) denominations.

## MAS Term 4 Schedule

Term	Term Dates	Day	Mode	Time	Course Name	Faculty
Term 4	Mar 9-May 13, 2027	Mon	Hybrid	5:30-7:50	Person and Work of Christ	Dr. Bob Jolly
Term 4	Mar 9-May 13, 2027	Mon	Hybrid	8:00-9:10	Teaching and Learning	Dr. Paul Cable
Term 4	Mar 9-May 13, 2027	Tue	Hybrid	5:30-6:40	Theology of John	Dr. John Theoharis
Term 4	Mar 9-May 13, 2027	Tue	Hybrid	6:50-9:10	Church History II	Dr. Bob Carter
Term 4	Mar 9-May 13, 2027	Wed	Hybrid	5:30-6:40	The Church God Builds (Church Planting II) **	Dr. Robert Kim
Term 4	Mar 9-May 13, 2027	Thu	Hybrid	5:30-7:50	Counseling Techniques (MABC Only)	Dr. Robbie Sherrill Dr. Randy Schlichting
Term 4	Mar 9-May 13, 2027	Thu	Zoom Only	5:30-6:40	Biblical Theology	Dr. McKay Caston

### Term 4 Notes:

- Monday classes begin on Monday, 3/15/2027 and end on Monday, 5/10/2027.
- Tuesday / Wednesday classes meet each week (except for week of 4/5/2027), and end on Wednesday, 5/5/2027.
- No Thursday classes will meet on Maundy Thursday, 3/25/2027, and all end on Thursday, 5/13/2027.
- No classes meet the week of 4/5/2027 due to Spring Break.

\*\*Church Planting Courses are OPTIONAL, but do count towards the Certificate in Church Planting.



## 2026-2027 Key Dates

### July 2026

Jul 1	Term 1 Registration Opens
Jul 20	New Student Application Deadline (Term 1)

### August 2026

Aug 3	Term 1 Registration Deadline
Aug 4	MAS Orientation - ALL STUDENTS
Aug 10	First Day of Term 1 Classes

### September 2026

Sep 7	Labor Day - No Monday Classes
Sep 29	New Student Application Deadline (Term 2)

### October 2026

Oct 1	Final Day of Term 1 (Tue-Thu Classes)
Oct 5	Final Day of Term 1 (Mon Classes)
Oct 5	Term 1 Mentoring Forms Due
Oct 5	Term 1 Practicum Reports Due
Oct 6	Term 2 Registration Deadline
Oct 13	First Day of Term 2 Classes (Tue-Thu Classes)
Oct 19	First Day of Term 2 Classes (Mon Classes)

### November 2026

Nov 23-27	Thanksgiving Holiday - No Classes
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### December 2026

Dec 10	Final Day of Term 2 (Tue-Thu Classes)
Dec 14	Final Day of Term 2 (Mon Classes)
Dec 14	Term 2 Mentoring Forms Due
Dec 14	Term 2 Practicum Reports Due
Dec 14	New Student Application Deadline (Term 3)
Dec 28	Term 3 Registration Deadline

### January 2027

Jan 4	First Day of Term 3 Classes
Jan 18	MLK Holiday - No Monday Classes

### February 2027

Feb 15	New Student Application Deadline (Term 4)
Feb 25	Final Day of Term 3 (Tue-Thu Classes)

### March 2027

Mar 1	Final Day of Term 3 (Mon Classes)
Mar 1	Term 3 Mentoring Forms Due
Mar 1	Term 3 Practicum Reports Due
Mar 2	Term 4 Registration Deadline
Mar 9	First Day of Term 4 Classes (Tue-Thu Classes)
Mar 15	First Day of Term 4 Classes (Mon Classes)
Mar 25	Maundy Thursday - No Thursday Classes

### April 2027

Apr 5-9	Spring Break - No Classes
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### May 2027

May 11	Final Day of Term 4 (Tue Classes)
May 13	Final Day of Term 4 (Thu Classes)
May 16	Graduation Luncheon
May 17	Final Day of Term 4 (Mon Classes)
May 17	Term 4 Mentoring Forms Due
May 17	Term 4 Practicum Reports Due
May 19	Graduation

### June 2027

Jun 13	MAS Open House
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## Student Acknowledgement

**New students** 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.

**Returning students** are also required to read this Student Handbook each year. Please follow the same procedures above.

**ALL STUDENTS** must access the “Handbook Acknowledgement” Course in their first term Populi record, answer the questions in the brief quiz, and submit the quiz in order to validate their reading and acceptance of the information in this Handbook.

