Continuing Education Handbook
(Revised January 2004)

OFFICE OF CONTINUING EDUCATION
1435 N. Glenstone Avenue
Springfield, Missouri
(417) 268-1044
(800) 467-2487, ext. 1044
E-mail: agts-ext@agseminary.edu

dangerously
authentic...
radically
transformed”
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Contacting AGTS</td>
<td>2</td>
</tr>
<tr>
<td>AGTS Administration</td>
<td>4</td>
</tr>
<tr>
<td>Continuing Education Campuses and Coordinators</td>
<td>5</td>
</tr>
<tr>
<td>General Information</td>
<td>6</td>
</tr>
<tr>
<td>Accreditation</td>
<td>6</td>
</tr>
<tr>
<td>Program Assumptions</td>
<td>6</td>
</tr>
<tr>
<td>Programming Rationale</td>
<td>7</td>
</tr>
<tr>
<td>Programming Method</td>
<td>7</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>9</td>
</tr>
<tr>
<td>Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>Library</td>
<td>9</td>
</tr>
<tr>
<td>Continuing Education Degree Programs</td>
<td>17</td>
</tr>
<tr>
<td>Master of Arts in Christian Ministries</td>
<td>17</td>
</tr>
<tr>
<td>Master of Divinity, In-Service Track</td>
<td>20</td>
</tr>
<tr>
<td>Independent Studies Program</td>
<td>22</td>
</tr>
<tr>
<td>Program Notes</td>
<td>23</td>
</tr>
<tr>
<td>Admissions Information</td>
<td>28</td>
</tr>
<tr>
<td>Non-Degree Participants</td>
<td>29</td>
</tr>
<tr>
<td>Registration</td>
<td>30</td>
</tr>
<tr>
<td>Financial Information</td>
<td>31</td>
</tr>
<tr>
<td>Participant Advisement and Mentoring</td>
<td>34</td>
</tr>
<tr>
<td>Academic Information</td>
<td>35</td>
</tr>
<tr>
<td>Directory of Appendices</td>
<td>39</td>
</tr>
</tbody>
</table>
Introduction

The mission of AGTS is to train men and women to fulfill the mission of the church as taught in Scripture—*Equipping servant leaders with knowledge, skill and passion to revitalize the church and evangelize the world in the power of the Spirit.*

Growing numbers of men and women want to develop their ministry gifts by continuing their education but are unable to enroll in a traditional seminary program. For such persons AGTS has developed a non-traditional program that is convenient, affordable, and academically excellent.

This edition of the Continuing Education Handbook has been prepared especially for persons enrolled in one of the Seminary’s external studies degree programs. It is designed to provide participants information about Seminary policies and services. Published by the Office of Continuing Education, this Handbook serves as the official reference guide for administrators, faculty, and staff involved in the AGTS Continuing Education program.

All persons who take classes through the Continuing Education department are encouraged to read this Handbook and retain a copy for reference. Participants are expected to adhere to all regulations and policies outlined in this handbook.

Participants who have any questions regarding the handbook should first contact the Office of Continuing Education.

Statement of Publication

This publication is a vehicle for information on various academic and administrative policies that affect administrators, faculty, and staff. It is accurate at printing, though not comprehensive, in the policy statements that it includes.

The provisions of this publication are not to be regarded as irrevocable terms of the contract between administrators, faculty, and staff and AGTS. Changes are effected periodically in general regulations and in academic requirements. There are established procedures for making changes—procedures that protect the interest and welfare of individual administrators, faculty and staff, and the Seminary’s integrity.
CONTACTING AGTS

Seminary Address: ............................................. Assemblies of God Theological Seminary
1435 North Glenstone Avenue
Springfield, MO  65802

Main telephone number: ................................................................. 417/268-1000
Toll-free number: .............................................................................. 800/467-2487
Main FAX number: ......................................................................... 417/268-1001
Continuing Education FAX number: .............................................. 417/268-1009
Email: .............first initial/last name @ agseminary.edu.  (E.g., rwalls@agseminary.edu)

Contacting the Continuing Education Office

The director of continuing education, Randy Walls (ext. 1045), the coordinator of
continuing education, Vicki Jacobson (ext. 1044), and the ISP specialist, Monty
Galloway (ext. 1046), are available to assist you with questions about:

- Course Schedules
- Degree Planning
- Due Date Extensions on Course Work
- Participant Services

Contacting the Business Office

The director of business, Dave Willemsen (ext. 1034), the coordinator of business, Jeff
Dorn (ext. 1035) and the department secretary, Charm Holman (ext. 1034), are available
to answer questions about participant accounts, scholarships, and tuition discounts.

Contacting the Admissions & Records Office

The director of admissions and records, Dorothea Lotter (ext. 1025), and the staff of the
Admissions and Records Office, Geneva Heiskell, registrar (ext. 1026) and Sarah Clark
(ext. 1025), are available to answer questions about admissions procedures, degree
planning, grades, and transcripts.

Contacting the AGTS Bookstore

Arlene Dilley (ext. 1055) is available in the AGTS Bookstore to answer questions about
textbooks for classes offered at any of the extension sites.
**Contacting the AGTS Library**

The circulation coordinator, Rick Oliver (ext. 1059), and the circulation desk staff (ext. 1058) of the Cordas C. Burnett Library are available to answer all questions related to library resources and services.

**Contacting the AGTS Faculty**

The faculty secretary is Norma Simmons (ext. 1070). You may communicate with all faculty members through her.
AGTS ADMINISTRATION

President (Ext. 1010) ............................................................ Dr. Byron Klaus
Academic Dean (Ext. 1014) .................................................. Dr. Joseph Castleberry
Director of Admissions and Records (Ext. 1025) .............. Mrs. Dorothea Lotter
Director of Business (Ext. 1034) ........................................ Rev. David Willemsen
Director of Continuing Education (Ext. 1046) ................... Rev. Randy Walls
Director of Development (Ext. 1017) ............................... Rev. Paul Martinez
Director of Doctor of Ministry (Ext. 1043) ......................... Dr. Earl Creps
Director of Enrollment Management (Ext. 1031) ............... Rev. Mario Guerreiro
Director of Library Services (Ext. 1058) ............................ Mr. Joseph Marics
Director of Student Life (Ext. 1065) ................................. Dr. Jay Taylor
CONTINUING EDUCATION CAMPUSES
AND COORDINATORS

Branch Campuses:

Assemblies of God Theological Seminary .................................................... Randy Walls
1435 N. Glenstone Ave. 800/467-2487, Ext. 1046
Springfield, MO 65802 417/268-1009 FAX
rwalls@agseminary.edu - E-MAIL

North Central University ............................................................................... JoAnn Smith
The Carlson Institute 800/446-1176 or 612/343-4430
910 Elliott Ave. S 612/343-4435 FAX
Minneapolis, MN 55404 joannsmith@northcentral.edu - E-MAIL

Southeastern College ............................................................................... Wayne Lee
1000 Longfellow Blvd. 836/667-5149
Lakeland, FL 33801 941/667-5200 FAX
whlee@secollege.edu - E-MAIL

*The Assemblies of God Theological Seminary meets the requirements for Florida statute s.246-084 Authorization under the State Board of Independent Colleges and Universities, specifically as a s.246.084(3) Authorization institution.

Valley Forge Christian College ................................................................. Donald Tucker
1401 Charlestown Road 610/ 935-0450
Phoenixville, PA 19460 610/935-9353 FAX
dltucker@vfcc.edu - E-MAIL

Extension Campus:

Northwest College ..................................................................................... Marshall Flowers
PO Box 579 425/822-8266
5520 108th Ave. NE 425/889-7830 FAX
Kirkland, WA 98083 Marshall.Flowers@NCAG.edu - E-MAIL
GENERAL INFORMATION

The Assemblies of God Theological Seminary was established by The General Council of the Assemblies of God to serve the spiritual and educational needs of ministers and church leaders. Opportunities for study at the parent campus of the Assemblies of God Theological Seminary are, however, limited both geographically and vocationally.

As the graduate school of the Assemblies of God, AGTS offers learning opportunities through programs of continuing education at various regional locations. These programs make resources available to a wide range of local ministries. They encourage persons in both vocational and lay ministry to take responsibility for their own growth by utilizing these resources.

The Assemblies of God Theological Seminary particularly seeks to serve needs not otherwise met by the schools and agencies of our fellowship. This handbook delineates the parameters and operational procedures for continuing education programs presently offered through the Assemblies of God Theological Seminary.

ACCREDITATION

The Assemblies of God Theological Seminary is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, and the Association of Theological Schools in the United States and Canada. Both of these institutions are recognized by the United States Department of Education. AGTS is endorsed by the Education Department of the General Council of the Assemblies of God.

The Seminary has authorization to operate the Continuing Education Program in those states and locations as specified by NCA, ATS, and the appropriate state boards of education.

PROGRAM ASSUMPTIONS

1. Persons engaged in ministry and church leadership need and want continued opportunity for self-enrichment through biblical studies, theological reflection, and the development of ministerial and leadership skills.

2. Persons engaged in ministry and church leadership should be able to participate in a high level of academic and professional development without leaving their places of ministry and/or other employment.
3. Persons engaged in ministry and church leadership are motivated to participate in learning activities that contribute to individual competencies, provide for independent study, and offer dialogue with peers.

**PROGRAMMING RATIONALE**

1. Continuing education programs of the Assemblies of God Theological Seminary are designed to meet the educational needs of men and women already engaged in ministry. The program serves men and women who:

   1.1 Seek a graduate education but cannot attend a campus daily because of work, commuting difficulties, or other physical limitations.

   1.2 Desire to develop their ministry gifts but do not seek degrees.

   1.3 Desire advanced studies but may not qualify for admission into a degree program.

2. Continuing education credits may be applied to other AGTS resident degree programs in keeping with admissions policies. (See the AGTS catalog for more information.)

3. The **Master of Arts in Christian Ministries** degree may be earned by attending continuing education courses at the main, branch, or extension campuses. Through a combination of extension courses and resident courses flexibly scheduled in one-week modules or summer sessions, individuals may also earn the **In-service Master of Divinity**.

**PROGRAMMING METHOD**

The design and delivery of the continuing education programs of the Assemblies of God Theological Seminary essentially are to enhance persons already in ministry. This relates to programming in the following ways:

1. All work leading to a Master of Arts in Christian Ministries or Master of Divinity degree may be completed through a combination of independent studies, continuing education courses, and flexibly scheduled resident courses, depending upon the participant's interests, goals, and course availability.

2. Course design and classroom process assumes a wide variety of competencies resulting from life experience.
3. Course design and classroom process facilitates interaction with peers and collegial learning experiences to a larger extent than in undergraduate, and even in most resident graduate instruction.

4. Modes of Delivery:

4.1 **Extension site courses** offer two semester hours of credit delivered in a one-week session (18-20 hours of class time) combined with pre-session and post-session assignments. These courses satisfy requirements in the continuing education degree programs.

4.2 **Resident module courses** offer three semester hours of credit delivered in a one-week session (40 hours of class time) at the AGTS campus in Springfield, Missouri with pre-session and post-session work. These courses satisfy residency and general requirements in the continuing education degree programs.

4.3 **Branch campus courses** offer three semester hours of credit delivered in several non-traditional methods, e.g. evenings, weekends, one-week sessions, (40 hours of class time) with pre-session and post-session work. These courses satisfy requirements in the continuing education degree programs.

4.4 **Independent Studies Program (ISP)** provides the opportunity to study selected subjects through lectures on audiocassette tapes accompanied by guided readings and assignments. Up to one-third of the required hours in an AGTS continuing education degree may be earned through ISP. (See Appendix E for a listing of available ISP courses.)

4.5 **Directed research projects** are available to those who want to pursue individualized study with resident faculty.

4.6 **Conferences and seminars** are regularly offered by the Seminary, and may be taken for academic credit.

4.7 **Network partnerships** provide opportunities for specialized study in selected fields. Academic credit may be arranged for these seminars through the Office of Continuing Education.

5. In order to maintain academic integrity, AGTS closely adheres to guidelines developed in consultation with the North Central Association of Colleges and Schools and the Association of Theological Schools. Therefore, the following areas of concern dictate the location and frequency of course offerings: 1) educational atmosphere, 2) qualified persons to serve as adjunct faculty, 3)
library holdings, and, 4) scheduling of AGTS resident faculty and adjunct faculty from the host institution and its community.

6. The scheduling and programming of the extension sites of AGTS are arranged by the director of continuing education director in consultation with the academic dean, the Continuing Education Committee, and the host institution. Sessions are scheduled to best accommodate the needs of participants, local faculties, and facilities.

7. The continuing education programs of the Assemblies of God Theological Seminary are owned and controlled by AGTS as the parent institution and function within its accreditation.

8. Program quality is assured by a careful blend of AGTS resident faculty along with a well-qualified adjunct faculty of ministry professionals and faculty members from host institutions.

**ACADEMIC INTEGRITY**

The quality of the continuing education program is the responsibility of the academic dean of the Assemblies of God Theological Seminary. The AGTS director of continuing education, under the oversight of the vice president, is responsible for format, design, implementation, and administration of continuing education study programs. *All questions relating to the content or delivery of any continuing education course should be addressed to the director of continuing education at AGTS, 1/800-467-2487, ext. 1046.*

**CURRICULUM**

Graduate education courses offered through the Continuing Education Department for credit shall be those courses or modifications of those courses listed in the current catalog of the Assemblies of God Theological Seminary. Exceptions or modifications to the stated curriculum are acceptable when reviewed and authorized by the AGTS academic dean.

**LIBRARY**

The effective use of the Library is vital to the successful pursuit of graduate study. Because of the nature and objectives of the Assemblies of God Theological Seminary, the Library includes materials representing a variety of viewpoints.
Library Facilities

The Cordas C. Burnett Library is the major information resource center of AGTS. Located in the beautiful new home of AGTS, the Michael & Frances Cardone, Sr. Building, this two-level facility provides students with a pleasant, quiet atmosphere and a wealth of resources for the pursuit of serious graduate study. While the library has approximately a 130,000-volume capacity, its holdings currently consist of bound volumes, microforms, audio-visuals, and about 500 current periodical subscriptions. This includes an extensive Biblical and Pentecostal studies collection and an ever-growing collection of marital and family therapy resources.

The Library has made significant strides in the direction of fully automating its services. Recently, the library implemented the Voyager fully integrated library automated system complete with online catalog, circulation control, acquisitions, and serial control. The online catalog provides the ability to search all of the library’s holdings electronically. Since 1978, the Library has contracted for access to OCLC (Online Computer Library Center), a major worldwide computer-based cataloging bibliographic utility, currently through the Missouri Library Network Corporation (MLNC). The Library offers computer assisted interlibrary loan services through OCLC. In addition, nine personal computers are now available for student use. All six computers in the computer lab are equipped with access to the Internet, the Religion Index, the Religious and Theological Abstracts, Bible Windows, Thesaurus Linguae Graecae, the Family Studies Database, ERIC, and the Human Relations Area Files (HRAF). The online catalog can be accessed via the AGTS website (http://www.agts.edu/) by clicking on the AGTS Library Online link and then clicking on the local catalog.

These resources enable AGTS students to deal effectively and efficiently with their information needs. As students grow in their experience and skill, becoming more advanced in the pursuit of their information needs, the Library can offer access to ever wider resources to meet those needs through its use of an extensive bibliography collection (OCLC) that provides access to other library resources through Interlibrary Loan.

Furthermore, by virtue of participation in the Southwest Missouri Academic Library Cooperative and the A/G Academic Library Consortium, AGTS faculty, students, and staff may borrow materials from the libraries of Baptist Bible College, Central Bible College, College of the Ozarks, Cox College of Nursing, Crowder College, Drury College, Evangel University, Ozarks Technical Community College, Messenger College, Missouri Southern State College, Ozark Christian College, Southwest Baptist University, Southwest Missouri State University,
Springfield Art Museum, and the University of Missouri at Rolla. These cooperative efforts make well over a million volumes available to AGTS students, faculty, and staff.

In addition, the close proximity of the A/G Archives provides a wealth of information on the history of the Pentecostal Movement.

**Card Catalog**

The card catalog shows what materials are in the Library collection and where the materials can be found. The card catalog consists of two sections — an author-title section and a subject section. A specific book may be located by finding the author’s name or the book’s title in the author-title catalog. Books on a subject may be located by consulting the subject catalog.

The online catalog shows what materials are in the Library collection as well. The online catalog allows for an electronic search by author, title, subject, call number, key words, and phrases, etc. The online catalog increases search capabilities and reduces search time, which is conducive for effective and efficient research.

**Call Number**

The call number of a book is in the upper left-hand corner of the catalog card and indicates the location of the book in the Library. If the call number begins with the letters “REF,” the book is in the reference collection. Other special abbreviations are used in the first line of the call number: “CAS” for cassette, “M-Fiche” for Microfiche, and “M-Film” for microfilm. Items with “CAS,” “M-Fiche,” “Thesis,” or “M-Film” in the call number may be obtained at the circulation desk.

**Subject Headings**

The Cordas C. Burnett Library uses Library of Congress subject headings. A list of valid Library of Congress subjects is contained in *Library of Congress Subject Headings*, the large, red volumes on the card catalog. Only headings listed in boldface print in the subject headings list are valid headings. Proper names are seldom listed in the subject headings book, but proper names are valid subject headings.
Availability of Library Services

1. **Extension Sites.** The host extension site will make its library facilities available to continuing education participants in order to assist in the achievement and maintenance of scholarly research for each extension education course offered on that site. Book loans will also be available during the pre-session and post-session phases of each course. The library of each extension site should apprise participants regarding the checkout procedure applicable to off-campus participants.

2. **Main Library.** Continuing education participants may borrow books and acquire photocopies of journal articles from the Cordas C. Burnett Library of AGTS, Springfield, Missouri. Available materials will normally be shipped within 24 hours of receipt of the request.

3. **Local Library Services.** Often needed materials are available through local libraries or local interlibrary loan programs. For their own convenience, participants should check the local availability of materials.

**AGTS Library Continuing Education Loan Service**

1. **AGTS Library.** Materials may be requested from the AGTS Library directly via mail, fax, email, or phone.
   - Written requests should be submitted on the Continuing Education Material Request Form (See Appendix A) and sent to: Cordas C. Burnett Library, Assemblies of God Theological Seminary, 1435 N. Glenstone Avenue, Springfield, MO 65802.
   - FAX requests may be transmitted to the library via the fax number (417) 268-1009.
   - Email request may be addressed to the public relations coordinator, (agtslibrary@agseminary.edu).
   - Telephone requests may be initiated by calling 1-800-467-AGTS, extension 1059. Mail or fax requests are the preferred modes of transmitting requests. Phone requests are more subject to transmission errors.

2. **Interlibrary Loans.** Materials may be requested from the AGTS library by utilizing the interlibrary loan services of a local library. Continuing education participants may go to a library near their home and ask the library to initiate an interlibrary loan request for materials from the AGTS library. Requests sent through interlibrary loans must clearly indicate that the borrower is an AGTS continuing education participant.

**AGTS Continuing Education Loan Policies**
1. **Materials Available to Continuing Education Participants:**

1.1. All books in the circulating collection are available for loan to AGTS continuing education participants provided they have not been placed on reserve for courses. **However, no one may have more than five books on one subject checked out at a time without special permission from the librarian.** The subject of a book is determined by a combination of call number and actual subject content. The final decision as to what constitutes one subject shall be left to the attendant at the circulation desk.

1.2. Reference books, periodicals, microfilms, audio-visuals, and certain dissertations and theses are available for use in the AGTS library only.

1.3. Photocopies of articles in journals and magazines may be purchased from the AGTS library at a cost of 15 cents per page. Participants will be invoiced for photocopies. Invoices for photocopies that have not been paid within two weeks after being mailed out will be sent to the business office to be charged to the participant's account.

2. **Book Loan Period.** The loan period for AGTS Library materials is as follows:

   - Books from circulating collection ...........................................30 days
   - Audio Cassettes (Cannot be shipped) ...................................... 3 days
   - Video Cassettes (Cannot be shipped) ...................................... 3 days

3. **Book Renewal.** Books may be renewed for one additional 30-day period if not already requested by another student. To renew books, the continuing education participant must contact the public services coordinator at the AGTS library by phone (1-800-467-2487, ext. 1059). When the call is placed to renew books, the call number, title, and author of each book must be specified properly to renew the book. At that time, the participant will be informed if another student is waiting to use the book(s).

4. **Recall of Books.** Books on loan to AGTS continuing education participants are subject to immediate recall if needed for reserve at the AGTS library. Also, at any time after one loan period, if other students need the books, they are subject to immediate recall. Recalled books will be considered overdue if they are not returned within two weeks from the date notification is sent or transmitted by phone.
5. **Overdue Books.** Books will be considered overdue if they are not received back at the AGTS library by the due date or postmarked no later than the due date. Fines in the amount of 25 cents per day will be assessed starting the first day the library is open after the due date. A maximum of three overdue notices will be sent to remind participants of the overdue books. The third notice will inform the participant that if the books are not returned within two weeks, they will be declared lost. If the books are returned late without payment of fines, a statement will be sent to notify the participant of the amount due. If the outstanding balance is not paid within two weeks after the statement has been sent, the balance will be transferred to the Business Office to be charged to the participant's account.

6. **Lost Books.** Books that are lost should be reported immediately. Fines will not be charged beyond the date when the book was reported lost. If the book is not found by the end of the semester in which it was checked out, the borrower will be charged the value of the book, the fines that have accrued, and a $10 processing fee. If books have been declared lost by the Library (See above, 5. Overdue Books), a statement outlining the books(s) replacement costs will be sent to the participant. If either the book(s) have not been returned, or the book(s) replacement costs have not been paid within two weeks after the statement has been sent, a notice will be sent to the Business Office instructing them to charge the participant's account for the value of lost book(s), the fines that have accrued, and a $10 processing fee.

7. **Local Participants.** AGTS continuing education participants in the locale of the AGTS Library may check out books directly from the AGTS library. Direct loans are governed by local loan policies.

**Interlibrary Loan**

Research materials that are not available locally may be obtained through interlibrary loan. Interlibrary loan request forms may be obtained from an attendant at the circulation desk. Most materials requested through interlibrary loan arrive within one to two weeks. Interlibrary loan materials are subject to any restrictions imposed by the lending library.

Charges imposed by lending libraries will be passed on to the borrower. These charges include charges for postage, insurance, photocopies, and handling. In addition to the charges imposed by lending libraries, AGTS charges a $1 processing fee per interlibrary loan request.

**OCLC**
The Library maintains access to the OCLC (Online Computer Library Center) bibliographic utility. Therefore, the Library has access to over 35 million bibliographic records in the OCLC. Participants desiring an OCLC search should contact the Public Services Coordinator who can then arrange to have the OCLC system searched for no charge.

Library Equipment

**Computers for Student Use**

The Cordas C. Burnett Library has nine computers to aid students in their studies. Three computers are designated for the online catalog. The remaining six computers are located in the computer room and all offer a wide variety of resources, such as internet access, links to databases for journal searches and word processing. Prior to using the computers in the computer room, participants must sign up at the circulation desk.

**Cassette Duplicator**

The 1985-86 Student Council has purchased a cassette tape duplicator for the Library. The following restrictions apply to its use: 1) the machine is to be operated only by Library personnel; 2) copyright laws must not be violated (i.e., cassettes bearing a copyright notice/symbol © or ® should not be copied); 3) the machine cannot be used for any commercial purpose.

If participants provide a blank tape for the copy, the copy service is free. If the Library provides the blank tape, labels, and plastic box, the service is $1.00. If the Library provides only the blank tape and labels, the service is 85 cents. Students must type or prepare their own labels.

**Microform Readers**

The microform reading and computer room is equipped with three microfiche readers and two microfilm readers. The Library also has a microform reader/printer that will produce photocopies from microfilm or microfiche. This microform reader/printer is available for continuing education participant use. The charge for photocopies of microforms is 10 cents per copy.

**Photocopies**

Two coin operated copy machines are located on the first floor of the Library. The copy machines can also be used to produce transparencies. Photocopies are 5 cents each. Transparencies are 75 cents each.
Research Materials

PERIODICALS
The periodical holdings file located on the index table contains alphabetically arranged records of the titles and volumes of periodicals owned by the Library. The file also indicates whether back files are paperbound or on microform.
Current issues of periodicals are shelved on the periodical racks. Bound periodicals are shelved alphabetically by title in the reference collection. Unbound volumes of periodicals are kept in the periodicals room and may be obtained from Library personnel. Back files of many of the periodicals are on microfilm or microfiche. Periodicals on microfiche are kept at the circulation desk. Periodicals on microfilm are kept in the file cabinets inside the microform reading and computer room.

CASSETTES
Cassettes are listed in the card catalog by speaker, title, and subject. Cassettes should be requested by call number at the circulation desk.

HUMAN RELATIONS AREA FILES
A corporation consisting of 24 major universities that seek to promote research on humanity and its cultures and to make available primary materials produces the Human Relations Area Files (HRAF). Though designed to serve anthropologists and other behavioral scientists, HRAF is a valuable source of information for missionaries. New fiche are added annually. Nature and Use of the HRAF Files, an explanatory manual, is available in the Library.

Theses
Unpublished theses are kept at the Circulation Desk and have a call-number beginning with “THESIS.” Theses may only be used in the Library.

Library Hours
Monday, Tuesday, Thursday, Friday .........................8:00 am - 10:00 pm
Wednesday ...............................................................8:00 am - 5:00 pm
Saturday .................................................................9:00 am - 5:00 pm
Sunday ........................................................................CLOSED
CONTINUING EDUCATION DEGREE PROGRAMS

1. **The Master of Arts in Christian Ministries Degree** is a 48-60 hour program, depending upon whether the individual has an appropriate religion major (see AGTS catalog). Up to one-third of the required hours may be earned through the Independent Studies Program.

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### MASTER OF ARTS IN CHRISTIAN MINISTRIES

*Continuing Education Degree Program Requirements*

<table>
<thead>
<tr>
<th>MINISTRY DEVELOPMENT SEMINAR (3 hours)</th>
<th>PTH 545 Ministry Development Seminar</th>
<th>3</th>
</tr>
</thead>
</table>

**CORE COURSES (18 hours)**

Select 18 hours from the following four areas.²

**Biblical & Theological Studies (6 hours)**

*One of the following Biblical/Theological studies courses:*

- **BIB 532** Hermeneutics
- **BTH 529** Foundations of Biblical Theology
- **BTH 530** Old Testament Theology
- **BTH 532** New Testament Theology
- Or other approved course

*One of the following Pentecostal studies courses:*

- **BTH 533** Holy Spirit in the New Testament Church
- **BTH 534** The Baptism in the Holy Spirit
- **BTH 538** Holy Spirit in the Old Testament
- **BTH 631** Theology of Charismata
- **BTH 632** Biblical Theology of Signs and Wonders
- **HIS 528** Pentecostal and Charismatic Movements
- **HIS 532** History and Polity of the Assemblies of God
- **HIS 546** Initial Evidence and Spirit Baptism
- Or other approved course

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**Intercultural Ministries (3 hours)**

*One of the following:*

- **MCC 630** Intercultural Patterns of Communication
- **MCS 529** Foundations for Cross-Cultural Ministry
- **MHT 529** Theology of Mission
- **MHT 631** Contextualization
- Or other approved course

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**Pastoral Counseling (3 hours)**

*One of the following:*

- **PCP 545** Crisis Counseling
- **PCP 547** Interpersonal Processes and Growth
- **PCP 548** Counseling Essentials
- **PCP 651** Marital and Family Therapy
- Or other approved course

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1 Must be taken before completing 15 hours.
2 Prescribed hours shown total 15 hours. One additional course must be taken from any of the four core areas to complete the 18 hours.
**Ministry (3 Hours)**

*One of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>PTH 525</td>
<td>Leading and Developing Lay Ministries</td>
</tr>
<tr>
<td>PTH 528</td>
<td>Vision-Centered Leadership and Management</td>
</tr>
<tr>
<td>PTH 535</td>
<td>Pastoral Ministry</td>
</tr>
<tr>
<td>PTH 625</td>
<td>Effective Leadership</td>
</tr>
<tr>
<td>PTH 632</td>
<td>Worship in the Church</td>
</tr>
</tbody>
</table>

Or other approved course ....................................................................................................... 3

**CONTEXTUAL EDUCATION (3 hours)**

PTH 546 .............................................................................................................................. 3

**PROFESSIONAL MINISTRY CONCENTRATION (15 hours)**

The participant will select 15 hours from the various academic departments. Integration of courses from several disciplines is recommended.

**ELECTIVES (6 hours)**

General Electives............................................................................................................. 6

**INTEGRATIVE PROJECT (3 hours)**

PTH 547 Integrative Project .......................................................................................... 3

**FOUNDATION COURSES (12 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BNT 530</td>
<td>New Testament Introduction</td>
</tr>
<tr>
<td>BOT 530</td>
<td>Old Testament Introduction</td>
</tr>
<tr>
<td>THE 531</td>
<td>Systematic Theology I</td>
</tr>
<tr>
<td>THE 532</td>
<td>Systematic Theology II</td>
</tr>
</tbody>
</table>

Hours 48

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3 Must be taken within the last 15 hours of degree program.

4 Participants with an undergraduate religion major may petition to waive foundation courses.
Master of Arts in Christian Ministries (Continued)

Program Component Descriptions

1. MINISTRY DEVELOPMENT SEMINAR. The ministry development seminar is a five-day learning experience for the participants in the M.A. in Christian Ministries degree program designed to integrate the spiritual, psychological, and professional dimensions of their lives and ministries. (Must be taken before the completion of 15 hours in the degree program.)

2. FOUNDATIONAL COURSES. Introductory graduate-level courses intended to assure basic biblical and theological competence. These may be taken by directed research or at an extension site. Participants with an appropriate religion major may petition to have these courses waived.

3. CORE COURSES. Those courses required of all degree-seeking persons and not subject to course reduction.

4. CONCENTRATION. The elective hours a participant chooses to take in order to specialize or generalize a program of study from the various academic disciplines.

5. CONTEXTUAL EDUCATION. A supervised field-based practical learning experience in the M.A. in Christian Ministries degree program which provides opportunity for reflection on the theology and practice of ministry within a variety of settings. (See Appendix I). (Prereq: Ministry Development Seminar (PTH 545), 15 hours of Foundation and Core courses, 6 hours in area of concentration.)

6. INTEGRATIVE PROJECT. An individualized learning experience under the supervision of an assigned AGTS advisor in which the participant completes the research and writing of the final integration paper for the M.A. in Christian Ministries degree program. (See Appendix J). (Must be taken within the last 15 hours of the degree program.)
2. **The Master of Divinity, In-Service Track Degree** is a 72-90 hour degree program, dependent upon the individual's previous academic work. One-third of the required hours must be taken at the main campus (this requirement may be satisfied by attending modular classes, summer sessions, or full-length semesters). Up to one-third of the required hours may be earned through the Independent Studies Program. Admission to the MDiv. In-Service Track requires applicants: 1) to be at least 30 years of age; 2) to be currently involved in vocational ministry (i.e. senior pastors, staff members, missionaries, evangelists, denominational service, etc.); 3) to satisfy standard admissions requirements. The equivalent of one year of residency is required.

<table>
<thead>
<tr>
<th>Master of Divinity Degree, In-Service Track</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education Degree Program Requirements</td>
</tr>
</tbody>
</table>

**BIBLICAL STUDIES/THEOLOGY (18 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 532</td>
<td>Hermeneutics</td>
<td>2</td>
</tr>
<tr>
<td>BOT 530</td>
<td>Old Testament Introduction</td>
<td>3</td>
</tr>
<tr>
<td>BNT 530</td>
<td>New Testament Introduction</td>
<td>3</td>
</tr>
</tbody>
</table>

*One of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTH 529</td>
<td>Foundations of Biblical Theology</td>
<td>2</td>
</tr>
<tr>
<td>BTH 530</td>
<td>Old Testament Theology</td>
<td></td>
</tr>
<tr>
<td>BTH 532</td>
<td>New Testament Theology</td>
<td>2</td>
</tr>
<tr>
<td>Bible Electives (BOT, BNT, BTH, BIB)</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

**BIBLICAL LANGUAGES (6 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGR 500 or 600 level Greek or BHE 500 or 600 level Hebrew</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**SYSTEMATIC THEOLOGY/ETHICS (9 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 531</td>
<td>Systematic Theology I</td>
<td>3</td>
</tr>
<tr>
<td>THE 532</td>
<td>Systematic Theology II</td>
<td>3</td>
</tr>
<tr>
<td>PHI 633</td>
<td>Ethical Issues in Contemporary Society</td>
<td>3</td>
</tr>
</tbody>
</table>

**HISTORY (8 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 532</td>
<td>History and Polity of the Assemblies of God</td>
<td>2</td>
</tr>
<tr>
<td>HIS 541</td>
<td>Christian Tradition I</td>
<td>3</td>
</tr>
<tr>
<td>HIS 542</td>
<td>Christian Tradition II</td>
<td>3</td>
</tr>
</tbody>
</table>

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1 If BIB 532 was taken at the undergraduate level, a BTH elective may be substituted.
2 Greek and/or Hebrew courses also available by independent study or directed research. Contact the AGTS Continuing Education Office.
3 Required of Assemblies of God participants only. HIS 528 may be substituted for those who have taken this course at the undergraduate level.
INTERCULTURAL MINISTRIES (4 hours)
MCS 529 Foundations for Cross-Cultural Ministry......................... 2
MHT 529 Theology of Mission.......................................................... 2

PRACTICAL THEOLOGY (25 hours)
PTH 544 The Spiritual Formation of the Minister............................ 3
PCP 532 Contemporary Family Issues.............................................. 3
PCP Counseling Elective.................................................................. 2
Practicum/Field Ministry*4
One of the Following: CE 548, CE 639, MSS 641,
PCP 639, PCP 640; PTH 638, PTH 639, PTH 646 3
Homiletics Electives (HOM) ............................................................. 4
Christian Education Elective (CE).................................................... 2
Practical Theology Electives (PTH).................................................. 8

GENERAL ELECTIVES (20 hours) ..................................................... 20

Hours 90

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4Course substitution may be requested based upon experience. Participants in the 90-hour M.Div. may be eligible for reduction in hours required for the degree based upon specific undergraduate courses. (See M.Div. Reduction.)

*Course requires prerequisite. See course description.

Note: Military Chaplain candidates are advised to pursue resident M.Div.
INDEPENDENT STUDIES PROGRAM

The Independent Studies Program (ISP) provides the opportunity to study selected subjects at a distance without attending classes. Participants have the option of choosing an Independent Studies course, or pursuing a Directed Research project with a resident faculty member. Participants taking an Independent Studies course use a set of required textbooks, a lecture series on cassette tapes, a study guide, and a set of specific course assignments, including examinations and the preparation of course papers. AGTS utilizes independent study curricula produced by the Institute of Theological Studies (ITS) and others. The faculty of AGTS however, approves each course, and course evaluation and grading are under their supervision. When successfully completed, an Independent Studies course carries graduate-level credit. According to ATS guidelines, up to one-third of the hours in any degree program may be earned through ISP.

1. **ISP Enrollment.** ISP is intended primarily for individuals enrolled in AGTS continuing education and in-service programs or for prospective participants who choose to complete foundational degree requirements before arrival on campus. Unclassified participants may also enroll for courses.

   1.1 Formal admission to the Seminary is required before graduate credit can be awarded.

   1.2 Participants should register by completing a Request for Independent Studies Course form (See Appendix D) and returning it to the Admissions and Records Office. A payment of one-third tuition must accompany the form before materials will be shipped. Allow approximately two weeks for shipping.

   1.3 Participants will be given fifteen weeks from the date of enrollment to complete ISP courses.

   1.4 For unclassified participants, application of appropriate ISP credits to fulfill a degree requirement will be made at the time of enrollment in a degree program.

   1.5 In the event extreme circumstances have prevented a participant from completing course work in a timely fashion, he/she may request an extension from the AGTS faculty mentor. **All requests for extensions must be submitted in writing prior to the final due date for course work.** Extensions are granted and grade penalties for late course work assessed at the discretion of the faculty mentor.
2. **Directed Research Enrollment.** Participants who wish to take courses by Directed Research may enroll by completing a Request for Directed Research Course form (See Appendix G) and returning it to the Admissions and Records Office with a one-third tuition deposit (note additional costs for tuition on p. 35. Financial Information. Section 2. Directed Research Fees). The academic dean will assign a faculty instructor for each Directed Research course. The instructor will prepare course assignments and forward them to the participant.

3. **Course Substitutions.** It is possible to substitute ISP and Directed Research courses for degree requirements in some situations. Requests for course substitutions should be made to the director of admissions prior to the start of an ISP course. A list of substitutions is available through the Continuing Education Office. (See Appendix F)

4. **Refund Policy.** Individuals dropping independent studies courses (ISP) must complete the required forms and secure the approval of the director of admissions and records. The cost of study materials included in the tuition fee is non-refundable. When a course is dropped, the following schedule will be used to determine the amount of tuition refund.

   - first through third week after registration--90% less cost of materials
   - fourth through seventh week after registration--50% less cost of materials
   - eighth through thirteenth week after registration--25% less cost of materials
   - no refund after the thirteenth week

5. **ISP Courses.** For a complete listing of ISP courses, see the AGTS catalog. (Also see Appendix E)

**PROGRAM NOTES**

1. **Advanced Standing.** A limited amount of advanced standing may be granted for approved courses completed at other graduate schools or for course work in degrees previously completed at AGTS. Participants must petition for advanced standing at the beginning of their degree programs, and not at a later time.

   1.1 The minimum grade acceptable for advanced standing is C from an accredited school, and B from non-accredited school (courses from non-accredited schools are subject to the approval of the Academic Affairs Committee).
1.2 In order for advanced standing to be granted, the course(s) must be compatible with the participant’s degree program.

Requests for advanced standing consideration should be made to the director of admissions and records at the time of initial application to the continuing education program.

1.3 No advanced standing will be evaluated or granted without an official transcript and course description of the course(s) to be considered. Transfer credit will not be granted from a completed degree toward another degree at the same level (e.g., from one M.A. to a second M.A.) See the current AGTS catalog (Advanced Standing) for further details.

1.4 Credits earned in the continuing education program may be applied to resident programs in keeping with admissions policies.

2. Concurrent Enrollment. Continuing education participants interested in concurrent enrollment at another seminary or graduate school for the purpose of transferring hours into any AGTS degree program must secure approval in advance from the director of admissions and records.

3. Course Selection. The participant is ultimately responsible to ascertain whether a particular course is applicable to his/her degree program before registration. The Admissions and Records Office should be consulted in situations of uncertainty.

4. Academic Records. A degree program file is established and maintained in the Admissions and Records Office for each participant enrolled in a degree program. The Admissions and Records Office maintains the participant's application file, processes requests for advanced standing and program reductions, processes grades and transcripts, and cares for graduation arrangements.

5. Degree Time Limits. Each participant is expected to complete the requirements for a degree as listed in the catalog in effect at the time that he/she was admitted as a degree candidate. Participants may elect to meet modifications in the program announced in subsequent catalogs with the approval of the academic dean. The current catalog requires that the M.A. be completed within 6 years, and the M.Div. within 7 years. Active missionaries must complete their degrees within 10 years.

Requests for exceptions to this policy must be submitted to the Academic Affairs Committee for approval.

6. Academic Status. A participant will remain in good standing with this institution if a satisfactory grade point average is maintained (see catalog for
particular degree requirements), financial obligations to the Seminary are met, and spiritual and moral integrity are maintained. No participant who fails or withdraws from all courses taken in a semester will be considered to have made satisfactory progress. The administration reserves the right to dismiss any participant whose financial, spiritual, or moral integrity is unsatisfactory or unacceptable.

7. **Academic Probation.** A participant may be admitted to the Assemblies of God Theological Seminary on academic probation in either of the following circumstances: 1) the participant has been admitted in spite of a weak academic background as reflected by the undergraduate grade point average, or 2) the participant earned a baccalaureate degree at a school that is not accredited by regional or other AGTS approved accrediting associations. In such cases, the probationary status may be removed upon completion of 9-12 hours with at least a \(2.5\) GPA. The participant will not be permitted to register for more than 12 hours until satisfactorily completing the probation period.

A participant is placed on academic probation at the conclusion of any semester in which his/her cumulative grade point average falls below the required minimum. The participant will remain on probation as long as his/her cumulative grade point average remains under \(2.5\) for the M.A. degrees, or \(2.0\) for the MDiv degree.

In unusual circumstances the academic dean may, at his discretion, simply issue a letter of warning.

Participants who fail to raise their cumulative average to the required level or higher by the end of two terms on academic probation are subject to dismissal.

8. **Readmission.** The Admissions Committee will consider applications for readmission to the Seminary after academic dismissal only if readmission is warranted by exceptional circumstances and reasonable grounds are given for an expectation that the participant can remove grade point deficiencies within one term. Such appeals will require the approval of the Admissions Committee and the academic dean before the participant can be readmitted and register to earn course credit. If approved for readmission, the participant will not be permitted to enroll until one term (15 weeks) has elapsed following the participant's dismissal.

9. **Participant Grievance Procedure.** Fair and prompt resolution of legitimate participant grievances is a vital part of the Seminary's professional and ethical commitment to its participants. The grievance procedure is as follows:

9.1 Informal discussions to resolve the perceived grievance should first be undertaken with the supervisor in the department involved, or with the faculty member or faculty advisor if an academic issue.
9.2 All parties in the grievance process shall be guided by Christian principles and shall conduct themselves in both verbal and written expression in the highest tradition of Christian love and mutual respect.

9.3 The AGTS faculty and administration are committed to the highest standard of professionalism, objectivity, and fairness in determining grades for all participants. By the same token, participants are expected to perform at graduate level. In cases of disputed grades, the following appeal policy will apply:

9.3.1 The participant must first request a review of grade from the instructor who will give an explanation for the disputed grade, in writing if requested.

9.3.2 If the issue is not resolved to the participant's satisfaction, the disputed grade may then be appealed to the academic dean who, with one other member of the affected department and in consultation with the faculty member who assessed the grade, will make a final determination. The decision of the vice president and the uninvolved faculty member will be final.

9.3.3 This policy is intended to accommodate appeals with serious merit. The academic dean may decline appeals deemed to be frivolous.

9.4 Grievances not informally resolved should be placed in written form and directed to the academic dean.

9.4.1 Receipt of the grievance will be acknowledged within not more than 10 days.

9.4.2 Depending upon the nature and severity of the grievance, the academic dean or his representative may effect any or all of the following procedures:

- Personally investigate the grievance.
- Establish an ad hoc committee of uninvolved parties to investigate and recommend appropriate action.
- Refer the matter to the Board of Administration for final determination at any stage of the investigation.

9.4.3 Decisions of the Board of Administration will be final in those cases where reference is made to the board.

9.5 A final written response to the participant grievance will be made within 30 days of receipt of a written grievance (60 days during summer).
9.6 Final written responses may be appealed to the president who may choose any one of the following:

9.6.1 To personally affirm or alter previous decisions.

9.6.2 To resubmit to the Board of Administration with a personal recommendation or new evidence.

9.6.3 To submit to the Board of Directors in those cases with broad implications for the entire Seminary community.

9.7 Review of written grievances by uninvolved parties is guaranteed.

9.8 Retaliation by Seminary personnel against participants initiating grievance procedures will not be tolerated and will be subject to disciplinary action. If the participant feels that retaliation has occurred, a written report should be filed with the academic dean.

9.9 This grievance procedure is intended to accommodate issues of serious merit and may not be abused by frivolous claims.

10. Student Advisory Council. The Student Advisory Council is the representative voice of the resident student body. The council promotes student morale, coordinates student activities, and serves as a liaison between the students and the Board of Administration. The resident student body elects the seven-member council. The Constitution and Bylaws of the Student Advisory Council is available upon request. Continuing Education participants may express themselves through this body by contacting the SAC president or secretary.

11. Participant Records. In accordance with Public Law 93-380, Family Educational Rights and Privacy Law 1074 (frequently referred to as the Buckley Amendment), participants have the right to inspect their own records kept on file at the Assemblies of God Theological Seminary. Presently and previously enrolled participants should check with the appropriate office to determine the procedures for inspection of their own record. Records are kept on file in the Admissions and Records Office and the Business Office.

ADMISSIONS INFORMATION

Participants enrolled in any of the continuing education programs of AGTS shall adhere to the admission requirements and procedures stated in the current seminary catalog and/or otherwise arranged through the academic dean.
1. **Enrollment in Continuing Education Courses.** To enroll in a continuing education course, participants should complete the following steps:

1.1 To register to take a class for graduate credit or audit, all participants (classified and unclassified) should complete a Reservation Form (See Appendix B) and return it to the AGTS Continuing Education Office with a $30 reservation deposit. Reservation deposits will be applied toward the cost of tuition during the on-site registration on the first day of each continuing education session.

1.2 No participant will be granted graduate credit for courses unless he/she has a completed application, official college transcripts, and reference forms on file in the AGTS Admissions and Records Office.

1.3 It is recommended that at the participant’s initial entry into the program, applications, transcripts, and reference materials be submitted to the AGTS Admissions and Records Office at least 60 days prior to attending the first extension session. The Reservation Form and deposit should be forwarded to the AGTS Continuing Education Office approximately six weeks prior to the first day of the session.

2. **Admission to Degree Programs.** Participants must submit to the AGTS Admissions and Records Office:

- Official Admission Application Form and photo
- Application fee of $35 (non-refundable)
- Official transcripts must be requested from all of the participant's graduate and undergraduate schools and sent directly to the AGTS Admissions and Records Office.
- Personal and Ministerial Reference Forms. (Forms are supplied by AGTS with application forms.)
- Autobiography with ministerial/vocational goals.

3. **Notification of Acceptance.** The Admissions Committee takes action on applications when all materials have been received (e.g., applications, reference forms, transcripts). The applicant will be notified promptly by mail of the committee's decision. No credit will be granted until the participant receives official notification of acceptance and participant classification.

4. **Conditional Acceptance.** Participants admitted conditionally because of academic deficiencies are expected to satisfy those requirements by the time that they complete 12 hours of graduate studies. Further enrollment may be delayed until the deficiencies are corrected.

5. **Ministerial Credentials.** AGTS is not a ministerial credentialing agency for the Assemblies of God. Therefore, matriculation of a degree program does
Continuing Education Handbook

not assure the granting of credentials or ministerial placement within the Assemblies of God Fellowship. Individuals desiring credentials with the Assemblies of God should contact the local or national denominational offices.

NON-DEGREE PARTICIPANTS

Participants who do not plan to pursue a degree, or who are not eligible to enter a degree program of the Assemblies of God Theological Seminary, may be assigned one of the following matriculation classifications:

1. **Unclassified Participant.** An applicant who does not plan, or who may not currently be eligible to pursue a master’s degree, may apply for admission to take courses for graduate credit as an unclassified participant (12 hours maximum). To apply, submit the following:

   1.1 Application for admission.
   1.2 Official certified transcripts sent to the Seminary by schools attended.
   1.3 Ministerial reference on form provided.

An unclassified participant may later request a reevaluation for matriculation into a degree program after the admission requirements are satisfied and additional application documents are submitted. The graduate courses taken as an unclassified participant may be applicable toward a degree.

2. **Special Participant.** Individuals may enroll in continuing education courses and complete course requirements, but no credit will be granted. Upon the successful completion of a baccalaureate degree or its equivalent at another college and satisfying the standard AGTS admission requirements, the individual may appeal to be admitted as a degree candidate and petition the director of admissions and records to receive graduate credit toward a degree program at AGTS for all or part of the 12 “no credit” hours. (Courses will be posted on a transcript with “no credit” grades.)

3. **Auditing Participant.** Participants who do not wish to receive graduate credit for continuing education courses may petition to audit the course. To apply for admission to audit classes, submit the following:

   3.1 Abbreviated application for admission.
   3.2 Ministerial reference on form provided.
   3.3 Name of course(s) to be audited.
The fee to audit is one-fourth of the tuition rate. (See Financial Information.) Courses taken as an audit cannot be reverted to credit later. Courses officially audited are posted on a transcript.

**REGISTRATION**

1. **Pre-Registration.** It is recommended that participants pre-register for classes no less than 60 days prior to first day of the continuing education session. Participants should pre-register by completing the Reservation Form and returning it to the AGTS Continuing Education Office with a $30 deposit. The Continuing Education personnel will send written acknowledgment of the reservation along with syllabi for the course(s), textbook order forms, schedule of events for the week, and local lodging information.

2. **On-site Registration.** Official registration for courses occurs on the first day of a continuing education or module session under the supervision of the local site coordinator. Prior to the arrival of participants on campus, the Continuing Education personnel will prepare yellow Financial Registration forms. Participants must sign the registration form and pay the balance of their tuition at this time or make other financial arrangements. (See Deferred Payment Plan, p. 32.) Financial arrangements may be made by deferred payments or by obtaining a loan through a private loan program. For information, contact the AGTS Continuing Education or Financial Aid Office.

3. **Lodging and Meals.** The Continuing Education Office is responsible for providing local housing information to participants. When possible, host sites should make dormitory space available to continuing education participants at nominal cost. The host institution will be responsible for collecting fees for such services. In situations where it is necessary for a participant to secure off-campus housing, the Continuing Education Office should assist by providing a list of local housing. Participants will normally make arrangements with commercial establishments on an individual basis unless advised otherwise by the host institution.

Meals should be made available in the cafeteria of the host institution and/or information on local eating establishments should be provided. Food and lodging are separate expenses for which participants are individually responsible in addition to AGTS tuition and textbooks.

4. **Cancellation of Courses.** AGTS reserves the right to cancel any continuing education session or course 30 days in advance of the course date when enrollment in any one class falls below eight (8) persons.
5. **Withdrawal from Courses.** A participant who desires to withdraw from a course following registration must secure written approval from the director of admissions and records. *Refunds will be made based upon the established guidelines* (see p. 62 of 2000-2001 AGTS catalog). Grades for official withdrawal will be posted as an "Audit."

6. **Completion of Courses.** Participants are expected to complete all course work as specified by the instructor. If a grade of IP (in process) is issued, course work must be completed within 60 days of the original due date. (A change of grade fee will be charged.) Any consideration beyond that date must be secured in writing from the instructor and the director of admissions and records.

**FINANCIAL INFORMATION**

1. **General Information:**

   1.1 Tuition and fees for courses completed and credits earned through AGTS continuing education are stated in the Seminary catalog.

   1.2 Additional costs above tuition may be assigned for laboratory and other course and/or session activities that enhance the participant’s learning experiences. Courses of this nature will be listed as such in the schedule in order to make the participant aware of the extra fees before registration.

2. **Tuition and Fees.** Every effort is made to keep costs at a minimum without jeopardizing the excellence of the educational program. Tuition and fees in effect for the 2000-2001 academic year are:

   **Reservation Deposit** (applies toward tuition, non-refundable) .................. $ 30.00
   **Application Fee** (non-refundable) .............................................................. $ 35.00
   **Tuition** (per hour)........................................................................................ $279.00
   **Audit Fee** (per hour).................................................................................... $ 70.00
   **Directed Research Fee** (per hour, plus tuition).......................................... $ 60.00
   **Change of Grade Fee** ................................................................................. $ 15.00
   **Return Check Charge................................................................................ $ 15.00
   **Graduation Fee ..........................................................$ 85.00
   **Readmission Fee .........................................................................................$ 15.00
   **Transcripts (each) ......................................................................................$ 4.00

3. **Methods of Payment.** AGTS accepts cash, checks, Visa, MasterCard and Discover as payment for tuition, books, and participant fees.
4. **Promissory Notes.** Participants are required to sign a promissory note at registration indicating how they plan to pay tuition, fees, books, etc. Failure to complete this financial registration will result in cancellation of the participant’s class schedule.

5. **Deferred Payment Plan.** Participants attending sessions may take advantage of the deferred payment plan. The plan is for those participants who are unable to pay the total tuition and fees at the time of registration. A $15 deferred payment service fee allows a participant to pay one-third of the educational costs prior to, or on the first day of classes, one-third at the end of the fifth week, and the balance at the end of the tenth week.

Interest is calculated on all participant account balances as of the 20th of the month.

6. **Tuition Discounts.** The following tuition discounts are available for AGTS continuing education courses: (See Appendix C)

   6.1 **Participant’s Spouse Discount:** Spouses of full-time AGTS participants may either receive a 50% discount off tuition when enrolling in classes for credit or may audit one free course per semester.

      6.1.1 Branch campus participants must be enrolled in 9 credit hours per semester to qualify for full-time status.

      6.1.2 Northwest College extension site participants must take both courses offered per session to qualify for full-time status.

   6.2 **College Senior Discount:** College seniors concurrently enrolled may receive a 50% discount off tuition costs on their first AGTS resident or continuing education course, and 25% discount off tuition costs on subsequent courses while concurrently enrolled. (The AGTS academic dean must approve concurrent enrollment.)

   6.3 **Adjunct Faculty:** One free course for continuing education adjunct, or spouse, or children during semester of service. Adjuncts may choose 1 additional course within 12 months of service.

   6.4 **A/G College Professor or Administrator:** Full-time faculty members and administrators of endorsed 4-year A/G colleges, spouses, and single, dependent children may receive a 50% discount off tuition costs in all continuing education courses.

   6.5 **A/G District Official Discount:** Full-time A/G district officials (including DYDs/DCEs) may receive one free continuing education
course per academic year. This does NOT include Independent Studies or Directed Research courses.

6.6 AGTS Graduate Alumni Discount: AGTS graduate alumni may audit one free continuing education course per academic year.

8. Transcripts and Degrees. No transcripts or degrees will be released to any participant indebted to the seminary.

9. Refunds--Continuing Education Schedule. Refunds apply to tuition only. No other fees are refundable. Refunds will be calculated as follows:

- Following first day of class a 75% refund will be allowed.
- Following second day of class a 50% refund will be allowed.
- No refunds will be allowed after third day of class.
- Tuition fees paid for Directed Research courses are non-refundable.

10. Textbooks. Textbooks for continuing education courses may be purchased from the AGTS bookstore by calling the manager, Arlene Dilley at 1-800-467-2487 (ext. 1055).
PARTICIPANT ADVISEMENT AND MENTORING

The processes of participant advisement and mentoring are essential to the success of the Seminary program. This is especially true for continuing education, where the participant is not typically on campus daily and lacks the convenient access to Seminary services available to resident participants. Consequently, participant advisement represents a broad-based community effort.

1. General Information. All Seminary personnel shall provide prompt and comprehensive assistance to participants and prospective participants. The offices primarily involved with servicing continuing education participants are the Continuing Education Office, the Admissions and Records Office, the Financial Aid Office, and the AGTS Bookstore.

   1.1 Degree Planning. A computerized degree plan is maintained and monitored in the Admissions and Records Office and is available to all counselors and, upon request, to the participant. The staff of the Admissions and Records Office periodically reviews degree plans and assists participants as they move toward graduation, often referring participants to faculty or conferring with faculty on their behalf.

   1.2 Local Site Services. Site coordinators and their staffs are responsible for providing services to continuing education participants. Typically, this is in the form of logistical assistance regarding transportation, housing, and food, as well as for the classroom experience.

       When participants arrive for extension classes at the local site, the coordinators and their staffs will be available to greet them and lead them through the orientation and registration process. Faculty and administrators are usually present to meet with participants at this time. At least one informal fellowship time, usually a meal, is planned for the week.

   1.3 Course Advisement. Faculty are available to assist participants with course assignments during the pre-session, session, and post-session periods. Participants may contact professors via telephone, mail, FAX, or Email. Faculty will provide written feedback to participants as papers and projects are graded and returned.
2. **Faculty Advisors.** Each participant enrolled in an AGTS degree program will be assigned a faculty advisor. Advisors serve participants in support and supervision in each instance:

2.1 **Master of Arts in Christian Ministries Program.** Each participant in the M.A. in Christian Ministries is assigned a faculty advisor upon admission to the Seminary. The advisor will be available to provide support and supervision throughout the participant’s program, if needed.

2.2 **Master of Divinity, In-Service Track Program.** Upon matriculation into the In-Service Master of Divinity program each participant will be assigned a faculty advisor. The advisor will be available to provide support and supervision throughout the participant's program, if needed.

3. **ISP Mentors.** Mentors are resident AGTS faculty members assigned by the academic dean to provide support/assistance to persons in the Independent Studies Program. Course evaluations and grading are done directly by, or under the supervision of, faculty mentors.

### ACADEMIC INFORMATION

The sequence of course offerings is coordinated with the academic requirements of the Master of Arts in Christian Ministries degree and the Master of Divinity, In-Service Track. **Participants should be able to enter the program at any point of a schedule and complete their programs without interruption provided all courses offered at a given location are taken as scheduled.** Courses may also be taken at other AGTS extension sites.

1. **Course Syllabi.** Syllabi for courses offered through AGTS continuing education programs are standardized to assure consistency and academic excellence. Preparation of syllabi is supervised by the AGTS academic dean, who determines academic quality, course design, and process. Course syllabi will be arranged to include three distinct phases for each course:

   1.1 **Pre-session** (i.e., assignments due prior to the beginning of class sessions). Late registrants must confer with their respective professor to determine arrangements.
1.2 **Session** (i.e., assignments to be completed within the five-day class period).

1.3 **Post-session** (i.e., assignments that must be turned in to the professor on or before the dates stipulated in the syllabus—approximately **90 days following the last class meeting of the course**).

2. **Grading System.** Instructors are expected to implement their own means of academic evaluation of each participant in keeping with sound academic principles. These normally include predetermined values for the various requirements, exams, penalties for late work, and penalties for excessive class absence. The final grade will be submitted to the AGTS Admissions and Records Office by the instructor and must comply with the following scale:

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>per semester hour</th>
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<tbody>
<tr>
<td>A+ or A</td>
<td>Superior</td>
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<tr>
<td>A-</td>
<td></td>
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<td>B+</td>
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<td>B</td>
<td>Good</td>
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<td>B-</td>
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<td>C+</td>
<td>Satisfactory</td>
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<td>Failure</td>
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<td>IP</td>
<td>In Process</td>
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<td>M</td>
<td>Marginal</td>
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<td>P</td>
<td>Pass</td>
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<td>S</td>
<td>Satisfactory</td>
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<td>U</td>
<td>Unsatisfactory</td>
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<tr>
<td>NC</td>
<td>No Credit</td>
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<td>V</td>
<td>Audit</td>
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<td>WD</td>
<td>Withdrawn</td>
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<tr>
<td>WP</td>
<td>Withdrawn Passing</td>
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<tr>
<td>WF</td>
<td>Withdrawn Failing</td>
</tr>
</tbody>
</table>

3. **Academic Probation.** Participants will be placed on academic probation status if their cumulative gpa falls below **2.5** for the **M.A. in Christian Ministries** or **2.0** for the **In-Service MDiv.** The minimum cumulative gpa for graduation is **2.5** for the **M.A. in Christian Ministries** and **2.0** for the **In-Service MDiv.** See the AGTS catalog for policies regarding academic probation.
4. **Incomplete Grades.** An "Incomplete" is not an automatic prerogative of the participant. Rather, an "incomplete" is an exception granted at the discretion of the instructor for emergency situations such as prolonged illness. If the extension is granted, a grade of "IP" (In Process) will be issued. It is the participant's responsibility to request an incomplete grade. This should be done when the course cannot be completed within the stipulated time and the circumstances merit consideration for an "Incomplete." The professor will decide the merits of each request, what penalties, if any, and completion dates in keeping with the limits established by the Admissions and Records Office.

A grade of "IP" (In Process) will be issued if the instructor's due date falls after the semester ending date for AGTS. A change of grade form will be sent to the participant when the instructor submits the grades for that course. If the participant has been given an extension past the due date, there will be a change-of-grade fee even though the participant has been granted an extension from the professor.

**NOTE:** If an extension participant has more than three (3) incomplete courses on her/his transcript, she/he will not be allowed to register for any other courses unless authorized to do so by the Admissions and Records Office.

5. **Course Load.** The course load is 20 hours during an academic year. Any request to exceed this maximum must be made to the academic dean and clearance must be received prior to enrollment for an overload. Branch Campus participants may take up to 30 hours during an academic year.

6. **Class Attendance.** Due to the accelerated pace of each course, regular and punctual attendance is expected of each participant.

Certain emergency situations may arise necessitating some exceptions. However, under no circumstances should a participant be allowed to be habitually tardy, leave prior to the completion of class, or miss more than one day of class meeting. **Participants are not allowed to enroll after the first class meeting of a given course, unless approved to do so by the director of AGTS admission and records.**

7. **Attendance Restrictions.** Participants may not attend classes for which they have not registered and paid tuition. The site extension office provides the instructor with a listing of credit and auditing participants. One-time visitors to a class are permitted.
8. **Schedule Format.** The format for a two credit hour course is 18 contact hours in direct classroom activities. The format for a three credit hour course is 38 hours of classroom contact.

9. **Course Work.** Participants are expected to complete all course work as specified by the instructor. **If a grade of IP (in process) is issued, course work must be completed within 60 days of the original due date.** (A change of grade fee will be charged.) Any consideration beyond the date must be secured in writing from the instructor and the AGTS director of admissions and records.

10. **Auditing.** It is recommended strongly that auditors be expected to come to class sessions prepared to participate responsibly and knowledgeably. Credit participants, however, have the right of priority to class time and the instructor's attention. The instructor is responsible to maintain this perspective and guide the classroom process accordingly.

11. **Independent Studies Program/Directed Research.** Participants may take up to one-third of the required hours in any degree program by independent studies and/or directed research.

    Requests for these courses should be initiated through the Admissions and Records Office by completing a [Request for Independent Studies Course form](#) (See Appendix D), or a [Request for Directed Research Course form](#) (See Appendix G).

12. **Course Evaluation.** So that the academic quality can be maintained, participants at the conclusion of each session evaluate all continuing education courses and faculty. A standard course evaluation form will be used (See Appendix H).

13. **Research Papers.** In order to insure the high quality for the work performed within the continuing education program, standards for an academically sound graduate research project are included in this handbook (See Appendix K).
DIRECTORY OF APPENDICES

Continuing Education Materials Request Form
Continuing Education Reservation Form
Tuition Discount Application Form
Request for Independent Studies Course Form
Independent Studies Program Information
ISP Course Substitution List
Request for Directed Research Course Form
Course Evaluation Form
Contextual Education Manual
Integrative Project Manual
Graduate Level Research Paper Standards
CONTINUING EDUCATION MATERIALS REQUEST FORM

Name: _________________________________________________________________

Address: __________________________________________________________________

City: ___________________________ State: ____________ Zip: __________

Phone: _________________________________

Course (s) ______________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Books or Photocopies Requested
(For journal articles, add the journal title, volume, issue number, and pages of the article)

<table>
<thead>
<tr>
<th>Author</th>
<th>Title of Book/Article</th>
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CONTINUING EDUCATION SESSION
RESERVATION FORM

**Reservation Information**
Complete this reservation form to enroll in an AGTS continuing education course, and submit the form to the AGTS Continuing Education Office along with a $30 reservation deposit (non-refundable) which will be applied toward your tuition.

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<tr>
<th>Name</th>
<th>Gender</th>
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<td>(Street &amp; No.) and (P.O. Box)</td>
<td>(City)</td>
<td>(State)</td>
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<tr>
<td>(Home) (Office) (Fax)</td>
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</table>

Social Security No. Have you ever been enrolled at AGTS? ☐ No ☐ Yes When?

**COURSE SELECTION**
(Remember, it is important to determine whether the courses you select fit your degree program requirements. If you would like assistance, please contact the AGTS Records Office at Ext. 1025.)

Session Location Session Date

Course 1:
Course 2:

Do you plan to seek:

- ☐COURSE CREDIT (Enroll in courses for graduate credit. Baccalaureate degree required.)
- ☐CREDIT WITHHELD (Enroll in continuing education courses and complete course requirements but no credit will be granted. Upon the successful completion of a baccalaureate degree or its equivalency and satisfying the standard admission requirements, the participant may appeal to be admitted as a degree candidate and petition to receive credit toward a degree program at AGTS for all or part of the "no-credit hours." Courses will be posted on a transcript with "no-credit" grades.)
- ☐AUDIT (Enroll in courses but no credit will be earned.)

**Application Information**
If this is your first AGTS course, and you are planning on taking additional courses for credit, you must submit the following to the Admissions Office:

1. Application for admission with $35 application fee (not to be confused with reservation deposit).
2. Official transcripts from all post-secondary schools attended.
3. Two references (ministerial and personal) on the forms provided by AGTS.
4. Completed reservation form (front and back).

**NOTE:** Enrollment in a continuing education course prior to admission to the seminary does not guarantee academic credit or acceptance to a degree program.

SIGNATURE DATE

IF THIS IS YOUR FIRST AGTS CONTINUING EDUCATION CLASS, OR IT HAS BEEN 12 MONTHS SINCE YOU HAVE TAKEN YOUR LAST COURSE, YOU MUST COMPLETE THE FOLLOWING INFORMATION.
Continuing Education Handbook

1. Date of birth _____________________________ Place _________________________________

2. Marital Status:  ☐ Single  ☐ Married  ☐ Widow(er)  ☐ Divorced  ☐ Remarried

3. If married, give spouse's name __________________________________________ Number of Children: _____________

4. Home state __________________________________________________________________

5. How long have you been a born-again Christian according to John 3:1-7? ________________________________

6. Have you received the Holy Spirit according to Acts 2:4? __________________ When? ______________________________

7. Of what church are you a member? __________________ Attending regularly? __________________

8. If not a member, what is your church preference? _________________________________

9. Occupation __________________________________________________________________

10. Are you a licensed minister? _____ Ordained? _____ If A/G, which district? ____________________________

11. If not A/G, which denomination __________________________________________________________________

12. Are you eligible for the Armed Forces Veterans Educational Benefits?  ☐ Yes  ☐ No  ☐ N/A

13. Are you an American citizen?  ☐ Yes  ☐ No. If not, country of citizenship ____________________________

14. Resident Alien?  ☐ Yes  ☐ No. If yes, # __________________________________________________________________

14. Racial and Ethnic Information (Check all that apply):  ☐ Hispanic/Latino  ☐ American Indian or Alaska Native

☐ Black or African American  ☐ Native Hawaiian or other Pacific Islander  ☐ White  ☐ Asian American

List in chronological order all schools attended, beginning with high school:* 

<table>
<thead>
<tr>
<th>Name of School</th>
<th>City &amp; State</th>
<th>Attended From/To</th>
<th>Date of Graduation</th>
<th>Degree Earned</th>
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* Please make a written request to have all your college and graduate transcripts sent to the AGTS Admissions Office before attending a session. If this is not possible, bring a work copy of your baccalaureate transcript with you to the session and submit it when you register. In the meantime, have the official copies sent to the AGTS Admissions Office.

How did you hear about our Continuing Education program? __________________________________________________________

_________________________________________________________________________________________________________

What was your motivation to enroll in Continuing Education? ____________________________________________________

_________________________________________________________________________________________________________
Assemblies of God Theological Seminary  
Tuition Discount Application

The Continuing Education Program offers a variety of tuition discounts for participants enrolled in the Master of Arts in Christian Ministries or Master of Divinity In-Service degree programs. These discounts do not apply to the Doctor of Ministry or the Independent Studies Program courses. Recipients must be in good financial standing with AGTS. Only one discount per participant per semester may be granted. This form must be submitted each term the discount is requested. The AGTS Board of Administration reserves the right make changes to the tuition discount policy as deemed necessary and without advance notice.

I. Please provide the following information. (Type or print)

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security</th>
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<tbody>
<tr>
<td>Home Phone Number</td>
<td>Work Phone Number</td>
</tr>
</tbody>
</table>

II. Please indicate the discount for which you are applying by circling the appropriate letter.

A. PARTICIPANT’S SPOUSE (check one)
   - ___ 50% discount for branch campus program to spouse of full-time continuing education participant.
   - ___ Free audit of 1 course per semester to spouse of full-time participant.

B. COLLEGE SENIOR (check one)
   - Only one course is eligible for tuition discount per semester.
   - ___ First course - 50% discount to college seniors concurrently enrolled in first AGTS branch campus course.
   - ___ Subsequent course - 25% discount to college seniors concurrently enrolled in subsequent branch campus courses up to 9 hours.
   - Please give the name of college you are currently attending: _____________________________________

C. ADJUNCT FACULTY
   - 1 free course for branch campus adjunct, or spouse or children during semester of service. Adjunct may choose 1 additional course within 12 months of service.
   - If family member, what is the name of adjunct? _______________________________________________

D. A/G COLLEGE PROFESSOR OR ADMINISTRATOR.
   - 50% discount for full-time faculty members and administrators of endorsed 4-year A/G colleges spouses and single, dependent children.
   - Name of school where professor/administrator serves: _________________________________________
   - If family member, what is the name of professor/administrator? ________________________________

E. A/G DISTRICT OFFICIAL.
   - 1 free course per academic year for all full-time A/G district officials (includes DYDs/DCEs).
   - What is name of your district? ____________________________________________________________

F. AGTS GRADUATE ALUMNI.
   - 1 free course audit per academic year to AGTS graduate alumni in any branch campus course.

III. Please sign this form (This form is not valid without your signature).

| Signature | Date |

Return the form to: AGTS Business Office • 1435 North Glenstone • Springfield, MO  65802 • 417-268-1001 (fax)

*See addendum for more complete description
ASSEMBLIES OF GOD THEOLOGICAL SEMINARY
REQUEST FOR INDEPENDENT STUDIES COURSE
1435 N. Glenstone Avenue ♦ Springfield, MO 65802
1-800-467-2487 ♦ 417-268-1000 ♦ 417-268-1001 FAX

Please return this form with the required 1/3 partial or full payment to the Admissions and Records Office

NAME __________________________________   SOCIAL SECURITY NUMBER ______________

ADDRESS ________________________________________________________________________________________________

TELEPHONE __________________  E-MAIL ____________________________  FAX ___________________

DO YOU CURRENTLY HAVE ANY OTHER ISP COURSES OUTSTANDING?  ☐ YES  ☐ NO

IF YES, NAME OF COURSE _______________________________________________________________________________

INTENDED DATE OF COMPLETION __________________________________________________________________________

COURSE INFORMATION: (List specific ISP course to be pursued)

COURSE TITLE __________________________________________________________________________________________

CREDIT HOURS ____________ SEMESTER OF ENROLLMENT ____________________________

REASON FOR REQUEST:
_______________________________________________________________________________________________________
_______________________________________________________________________________________________________

SIGNATURES REQUIRED:

STUDENT ___________________________________________________________    DATE ____________________________

ADVISOR ___________________________________________________________  DATE ____________________________

REGISTRAR ________________________________________________________  DATE ____________________________

Assembly of God Theological Seminary
OFFICE OF CONTINUING EDUCATION

INDEPENDENT STUDIES PROGRAM INFORMATION

Introduction

The Independent Studies Program (ISP) provides opportunity to study selected subjects at a distance without attending classes. Students taking an Independent Studies course use a set of required textbooks, a lecture series on audio cassette tapes, a study guide, and a set of specific course assignments, including examinations and the preparation of course papers. Each course is approved by the faculty of AGTS, and course evaluation and grading are done directly by, or under the supervision of a member of our faculty. When successfully completed, an Independent Studies course carries graduate-level credit. According to ATS guidelines, up to one-third of the hours in any degree program may be earned through ISP.

Enrollment

ISP courses may be taken by unclassified students, or students enrolled in any AGTS degree program. All students wishing to take ISP courses must be approved for admission before approval will be given to begin the course work.

- Register by completing a Request for Independent Studies Course Form and returning it to the Office of Continuing Education with a minimum payment of one-third tuition. No requests for ISP courses will be processed without a one-third payment of tuition. ISP course materials will be shipped approximately two weeks after your request is received.
- You will be allowed 15 weeks from the date of enrollment to complete your course.
- For unclassified students, application of appropriate ISP credits to fulfill a degree requirement will be made at the time of enrollment in a degree program.

Tuition and Refund Policy

Tuition for ISP courses is currently $279 per credit hour. Tuition is payable upon the submission of the Request for Independent Studies Course Form. If the student chooses to pay a minimum of one-third tuition, he/she will be assessed a $15 deferred payment service fee, and the balance of tuition will be placed on his/her account. Interest is calculated on all student account balances at the rate of 1% per month (12% annual rate) on the unpaid balance as of the 20th of the following month.

Refunds on canceled ISP courses will be processed accordingly:

a. Students dropping ISP courses must complete the required forms and receive the approval of the director of Admissions and Records.
b. The cost of study materials included in the tuition fee are non-refundable.
c. When a course is dropped, the following schedule will be used to determine the amount of refund:

- First through third week after registration 90% tuition refunded, less cost of materials
- Fourth through seventh week after registration 50% tuition refunded, less cost of materials
- Eighth through thirteenth week after registration 25% tuition refunded, less cost of materials
- No refund after the thirteenth week

All course materials must be returned in excellent condition before a refund will be issued.
Extension Policy

In the event that extreme circumstances have prevented a student from completing course work in a timely fashion, he/she may request an extension from the AGTS faculty mentor. All requests for extensions must be submitted in writing prior to the final due date for course work. Extensions are granted at the discretion of the AGTS faculty mentor. Grade penalties for late course work will be assessed at the discretion of the AGTS faculty mentor.

Course Descriptions

**GREEK AND HEBREW EXEGESIS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
<th>AGTS Mentors</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGRI 530</td>
<td>Greek IA A study of the essentials of Greek morphology and syntax designed to prepare the student for translation and exegesis of the New Testament. (Greek IA does not apply toward the fulfillment of degree requirements.)</td>
<td>3 credits</td>
<td>James Hernando, Ph.D., or Benny Aker, Ph.D</td>
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<td>Available in Audio Cassette Version</td>
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<tr>
<td>BGRI 531</td>
<td>Greek IB Continuation of Greek IA. (Greek IB does not apply toward the fulfillment of degree requirements.)</td>
<td>3 credits</td>
<td>James Hernando, Ph.D., or Benny Aker, Ph.D</td>
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<td>Available in Audio Cassette Version</td>
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<tr>
<td>BGRI/BNTI 502</td>
<td>The Pastoral Epistles (20 Lectures) An expository and exegetical study of I and II Timothy and Titus with emphasis on their exegetical and interpretive problems and on their theology and practical relevance for society and the church, especially church leadership. Two separate programmed syllabi have been prepared where seminary credit is desired. One syllabus requires a knowledge of Greek with the careful use of the specified commentaries. A separate syllabus for the course does not require Greek.</td>
<td>3 credits</td>
<td>John R.W. Stott, M.A., D.D.</td>
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<td>Benny Aker, Ph.D</td>
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<td>Available in Audio Cassette Version</td>
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<td>BGRI 503</td>
<td>The Epistle to the Romans (24 Lectures) An exegetical-theological study of Paul’s Epistle to the Romans in the Greek text. It involves the treatment of selected historical, grammatical, structural, and lexical data, which evaluate the meaning of this important New Testament document. Special emphasis is given to the theological themes and over-all argument of the Epistle. This course assumes a basic skill in Greek exegesis and the ability to make grammatical and textual critical evaluations and to do Greek word studies.</td>
<td>3 credits</td>
<td>Harold W. Hoehner, Th.D., Ph.D.</td>
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<td>Benny Aker, Ph.D</td>
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<td>Available in Audio Cassette Version</td>
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<tr>
<td>BHEI 530</td>
<td>Hebrew IA The essentials of the Hebrew of the Old Testament with an emphasis on vocabulary and syntax. The course will equip the student for work in exegesis using the Hebrew text.</td>
<td>3 credits</td>
<td>Roger Cotton, Th.D.</td>
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<td>Available in Audio Cassette Version</td>
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BHEI 531  Hebrew IB
   AGTS mentor: Roger Cotton, Th.D.
   Available in Audio Cassette Version

A continuation of Hebrew IA. Includes the translating of passages from the Hebrew text of the Old Testament.

NEW TESTAMENT STUDIES

BNTI 501  The Sermon on the Mount (10 Lectures)
   Lecturer: John R. W. Stott, M.A., D.D.
   AGTS mentor: Benny Aker, Ph.D.
   Available in Audio Cassette Version

The course is a consecutive exposition of Jesus’ Sermon on the Mount in Matthew 5-7. The emphasis is upon the distinctive character that is expected of the Christian and upon the authority of the Lord Jesus Christ. For the student desiring seminary credit, a programmed syllabus requires an expository and reading study with emphasis on the practical and spiritual application of the Sermon on the Mount and upon the theological issues and historical interpretations of that passage.

BNTI/BGRI 502  The Pastoral Epistles (20 Lectures)
   Lecturer: John R.W. Stott, M.A., D.D.
   AGTS mentor: James Hernando, Ph.D.
   Available in Audio Cassette Version

An expository and exegetical study of I and II Timothy and Titus with emphasis on their exegetical and interpretive problems and on their theology and practical relevance for society and the church, especially church leadership. Two separate programmed syllabi have been prepared where seminary credit is desired. One syllabus requires knowledge of Greek with the careful use of the specified commentaries. A separate syllabus for the course does not require Greek.

BNTI 504  N.T. Survey: Gospels/Life of Christ (24 Lectures)
   Lecturer: Terry C. Hulbert, Th.D.
   AGTS mentor: James Hernando, Ph.D.
   Available in Audio Cassette Version

A chronological synthetic study of the four Gospels, emphasizing the time, place, circumstances and persons involved in the events of our Lord’s ministry, with a view to the fuller understanding of the significance of His words and works.

BNTI 505  The Parables of Jesus (24 Lectures)
   Lecturer: Craig L. Blomberg, Ph. D.
   AGTS mentor: James Hernando, Ph.D.
   Available in Audio Cassette Version

Methods of interpreting Jesus’ parables are surveyed and an eclectic model drawing on the best insights is applied to each of the major narrative parables in the Gospels. Conclusions are drawn concerning the theology and significance of this portion of Jesus’ teaching.
**BNTI 506**  
N.T. Survey: The Epistles and Revelation (24 Lectures) 3 semester hours credit  
Lecturer: Craig L. Blomberg, Ph.D.  
AGTS mentor: Benny Aker, Ph.D.  
Available in Audio Cassette Version

Using the English text, this course will survey the New Testament epistles and the Apocalypse. Of concern will be both the introductory issues as well as the basic content of the books. Students will do an inductive study of a selected passage according to the accompanying Inductive Bible Study syllabus.

**BNTI 507**  
The Epistle to the Hebrews (24 Lectures) 3 semester hours credit  
Lecturer: Dennis E. Johnson, Ph.D.  
AGTS mentor: Benny Aker, Ph.D.  
Available in Audio Cassette Version

The purpose of this course is to introduce students to the context, content, major interpretive issues, and theological contribution of the Epistle to the Hebrews in order to strengthen their confidence in the superiority of Jesus, the mediator of the new covenant, and to equip them to use the epistle to “encourage one another daily” in the church’s pilgrimage through life’s wilderness toward the better, heavenly country.

**BIBLICAL THEOLOGY**

**BTHI 506**  
Understanding the Old Testament (24 Lectures) 3 semester hours credit  
Lecturer: Bruce K. Waltke, Th.D., Ph.D.  
AGTS mentor: Roger Cotton, Th.D.  
Available in Audio Cassette

A survey of the history of salvation in the Old Testament especially as it relates to the universal of Old Testament theology, i.e., the rule of God or the establishment of God’s kingdom upon the earth. A working knowledge of Hebrew is helpful but not required for the course.

**BTHI 509**  
The Christian and Old Testament Theology (24 Lectures) 3 semester hours credit  
Lecturer: Walter C. Kaiser, Jr., Ph.D.  
AGTS mentor: Roger Cotton, Th.D.  
Available in Audio Cassette Version; Also available in CD-ROM Version (needs Windows 95 or newer)

A biblical and theological study of the foundational theology applied by the Old Testament for the New Testament and the Christian church. This study identifies and inductively derives the center or focal point for the theology of both the Old and New Testaments. It also deals with the amount of continuity and discontinuity between the Old and New Testaments. Included are the topics of saving faith, the people of God, the role of the law of God, the worship of God, the doctrine of atonement, relationship between the law and wisdom theology, kingdom of God, the Messiah, the inclusion of the Gentiles, the theology of the Holy Spirit, and the preparation of the new covenant.

**OLD TESTAMENT STUDIES**

**BOTI 501**  
The Pentateuch (24 Lectures) 2 semester hours credit  
Lecturer: R. Laird Harris, Ph.D.  
AGTS mentor: Roger Cotton, Th.D.  
Available in Audio Cassette Version

A study of the contents of the Pentateuch against its archaeological background together with consideration of the particular Pentateuchal problems of evolution and higher criticism. The laws which form the basis of Israel’s theocracy will be examined with regard to their content, meaning, and applicability today.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BOTI 505</td>
<td>The Book of Psalms (24 Lectures)</td>
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<tr>
<td></td>
<td>Lecturer: Bruce K. Waltke, Th.D., Ph.D.</td>
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<td>AGTS mentor: Roger Cotton, Th.D.</td>
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<td>Available in Audio Cassette Version</td>
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<td>An introduction to the Book of Psalms with emphasis on the principles involved in the exegesis of the hymnic literature and the application of these principles in selected portions. Special attention is given to the various forms of the Psalms, their setting within the historical experience of Israel, and their application today within the church. Knowledge of Hebrew is preferred but not required.</td>
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<tr>
<td>BOTI 506</td>
<td>The Book of Isaiah (24 Lectures)</td>
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<td></td>
<td>Lecturer: Allen P. Ross, Th.D., Ph.D.</td>
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<td>AGTS mentor: Roger Cotton, Th.D.</td>
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<td></td>
<td>An exegetical study of the Book of Isaiah. This course will not only survey the contents of the book, but also seek to develop the understanding and the skill of exegetical exposition.</td>
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<tr>
<td>BOTI 507</td>
<td>The Post-Exilic Prophets (24 Lectures)</td>
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<td></td>
<td>Lecturer: Richard O. Rigsby, Ph.D.</td>
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<td>AGTS mentor: Roger Cotton, Th.D.</td>
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<tr>
<td></td>
<td>A survey of the historical context and biblical context of the prophets Haggai, Zechariah, and Malachi, with an exposition of each of these three books.</td>
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<tr>
<td>HISI 504</td>
<td>The Theology of Jonathan Edwards (24 Lectures)</td>
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<tr>
<td></td>
<td>Lecturer: John H. Gerstner, Ph.D.</td>
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<td>AGTS mentor: Gary McGee, Ph.D.</td>
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<td>Available in Audio Cassette Version</td>
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<td></td>
<td>An examination of the theology of Jonathan Edwards in detail. Taking a topical approach, the course covers Edwards’ teachings regarding all the major points of Systematic Theology with particular emphasis on Edwards’ unique theological contributions.</td>
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<tr>
<td>HISI 505</td>
<td>Survey of Church History (24 Lectures)</td>
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<td></td>
<td>Lecturer: Garth M. Rosell, Ph.D.</td>
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<td>AGTS mentor: Gary McGee, Ph.D.</td>
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<td>The course is designed to provide the student with a basic introduction to the development of the Christian church from the founding at Pentecost to the present day.</td>
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<tr>
<td>HISI 506</td>
<td>History of the Church to the Reformation (24 lectures)</td>
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<td>Lecturer: Garth M. Rosell, Ph.D.</td>
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<td>Available in Audio Cassette Version; Also available in CD-ROM Version (needs Windows 95 or newer)</td>
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<td>The course is designed to provide the student with a basic introduction to the development of the Christian church’s doctrine, faith and practice from its founding at Pentecost to the time of the Protestant Reformation.</td>
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<tr>
<td>HISI 507</td>
<td>History of the Church Since the Reformation (24 lectures)</td>
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<tr>
<td></td>
<td>Lecturer: Garth M. Rosell, Ph.D.</td>
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</tbody>
</table>
The course is designed to provide the student with a basic introduction to the development of the Christian church since the time of the Protestant Reformation to the present day.

**HISI 508**  
**Reformation Church History (24 Lectures)**  
Lecturer: William Robert Godfrey, Ph.D.  
AGTS mentor: Gary McGee, Ph.D.  
Available in Audio Cassette Version

This course traces the historic development of the Protestant Reformation from its background prior to the 16th century to its impact on the world and church of today. The lives and teachings of the leading Reformers (Luther, Zwingli, Calvin, and Knox) are examined in some detail, along with the course of the Reformation in various nations: Germany, England, Scotland, France, and the Netherlands. In addition, both the rise of the major Protestant Movements-Lutheranism, Calvinism, Anabaptism and Puritanism-and the Roman Catholic and Remonstrance reactions are outlined.

**HISI 509**  
**The Ancient Church (24 Lectures)**  
Lecturer: Richard C. Gamble, Th.D.  
AGTS mentor: Gary McGee, Ph.D.  
Available in Audio Cassette Version

This course examines the history of the ancient church in detail. Following a historical progression, the course covers the development of doctrine and introduces the student to the main figures in the Patristic age.

**HISI 510**  
**The Radical Reformation (24 Lectures)**  
Lecturer: Abraham Friesen, Ph.D.  
AGTS mentor: Gary McGee, Ph.D.  
Available in Audio Cassette Version

This course examines the history of the Radical Reformation. It follows a topical, chronological, and historical progression, covering the genesis to the movement, its relation to the Renaissance and the Reformation, its various manifestations and the eventual development of the movement.

**HISI 511**  
**The Theology of Martin Luther (24 Lectures)**  
Lecturer: Robert Kolb, Ph.D.  
AGTS mentor: Gary McGee, Ph.D.  
Available in Audio Cassette Version

This course surveys the background and setting of Luther’s thought as well as his teaching on the range of topics, which form Christian theology. It focuses on Luther’s doctrines of sin and grace, justification and faith, law and gospel, as well as on his understanding of Christian daily living in the midst of God’s callings within the world.
CULTURAL STUDIES AND RELIGION

MCSI 504  Missionary Encounter with World Religions (24 Lectures)  3 semester hours credit
Lecturer: Harvie M. Conn, Th.M., Litt.D.
AGTS mentor: Paul Wood, D.Min
Available in Audio Cassette Version

An introduction to the theology of religions. A biblical theology of religions is developed against the background of extensive study of current models of approach. Using major religious systems as examples, five characteristics of all religions are sketched. Some practical suggestions for evangelistic approaches are proposed.

MCSI 505  An Introduction to Muslim Evangelism (24 Lectures)  3 semester hours credit
Lecturer: Patrick O. Cate, Ph.D.
AGTS mentor: Warren Newberry, D.Th.
Available in Audio Cassette Version

A study of Islam to identify effective strategies for evangelization and church planting among Muslims. The tenets, traditions, history, worldview, and sacred literature of Islam are considered. When possible, the student will interview Muslims and visit a mosque as part of the course requirements.

MISSIONS HISTORY AND THEOLOGY

MHTI 501  Introduction to World Christian Missions (24 Lectures)  2 semester hours credit
Lecturer: William D. Taylor, Ph.D.
AGTS mentor: Paul Wood, D.Min.
Available in Audio Cassette Version

An introductory survey of the theology, history, culture, politics, and methods of the Christian mission, with special emphasis on recent developments, crucial issues and future trends, ending with a study of missions in the local church.

MHTI 502  The History of Missions (24 Lectures)  3 semester hours credit
Lecturer: J. Herbert Kane, L.H.D.
AGTS mentor: Paul Wood, D.Min.
Available in Audio Cassette Version

This course traces the historic development of the Christian Mission in chronological sequence from Pentecost to William Carey (1793). The modern period is developed along geographical lines: Asia, the Middle East, Africa, Latin America and Europe. The course closes with an attempt to evaluate the achievements of the past and the prospects of the future.

MHTI 505  Theologies of Liberation (24 Lectures)  2 semester hours credit
Lecturer: Kenneth B. Mullholland, D.Th.P.
AGTS mentor: James Railey, Ph.D.
Available in Audio Cassette Version

A survey of liberation theologies with particular attention to their historical development and thematic elaboration in the social and religious context of Latin America.
MISSIONS STRATEGY

MSSI 503 Urban Mission and Ministry (24 Lectures) 2 semester hours credit
Lecturer: Roger S. Greenway, Th.D.
AGTS mentor: John Spurling, D.Min.
Available in Audio Cassette Version

A course that focuses on Christian missions and ministry in the world’s growing cities. The Biblical basis for urban ministry is presented and case studies of effective urban strategies worldwide are examined. Attention is given to urban issues such as ministry to the poor and homeless, pastoring and raising a family in the city, and planting urban churches.

PASTORAL THEOLOGY AND EVANGELISM

PTHI 501 Church Leadership and Administration (24 Lectures) 2 semester hours credit
Lecturer: Kenneth O. Gangel, Ph.D.
AGTS mentor: John Spurling, D.Min.
Available in Audio Cassette Version

A course designed to develop leadership potential in students and to give them a familiarity with the various elements of the administrative process including: goal setting and achieving, organization, delegation, human relations, group dynamics, supervision, and the training of other leaders. Though the principles are universal, the focus of the course is the Christian organization, particularly the local church.

PTHI 502 Interpersonal Communication and Conflict 2 semester hours credit
Management in Churches and Christian Organizations (24 Lectures)
Lecturer: Kenneth O. Gangel, Ph.D. & Samuel D. Canine, Ph.D.
AGTS mentor: John Spurling, D.Min.
Available in Audio Cassette Version

An examination of the process of interpersonal communication and conflict management in human relationships within Christian organizations, with attention given to communication models, self-concept, non-verbal messages, stress and other strategies that will assist the Christian leader in developing interpersonal communication skills and the productive use of conflict.

PTHI 503 Spiritual Formation of the Minister (24 Lectures) 3 semester hours credit
Lecturer: John R. Lillis, Ph.D.
AGTS mentor: John Spurling, D.Min.
Available in Audio Cassette Version

A study of the spiritual dynamics in the growth and service of the minister with emphasis upon the role of the Holy Spirit and personal practice of the disciplines of Christian life.
## Systematic Theology and Philosophy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Lecturer</th>
<th>AGTS Mentor</th>
<th>Availability</th>
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<tbody>
<tr>
<td>PHII/THEI 502</td>
<td>Christian Worldview (24 Lectures)</td>
<td>3</td>
<td>James M. Grier, Th.D.</td>
<td>James Railey, Ph.D.</td>
<td>Available in Audio Cassette Version</td>
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<td></td>
<td>Lecturer: James M. Grier, Th.D.</td>
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<td>AGTS mentor: James Railey, Ph.D.</td>
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An introduction to the nature and function of a worldview and noetic structure, with an argument for the value of developing and living an explicitly Christian worldview. A Christian worldview is developed out of a redemptive history model of biblical theology, which is then explicated using the philosophical categories of metaphysics, epistemology, and axiology. Throughout the course, the student will gain understanding of modern and postmodern thought, and how to critique them biblically. The enactment of a worldview approach to Christian ministry is emphasized.

| PHII 602 | Christian Ethics (24 Lectures)                          | 3            | James M. Grier, Th.D.             | James Railey, Ph.D.  | Available in Audio Cassette Version   |
|          | Lecturer: James M. Grier, Th.D.                        |              | AGTS mentor: James Railey, Ph.D.  |                      |                                       |

An examination of the theories of obligation and theories of value from a philosophical perspective. A biblical theology of obligation and a biblical theology of value are presented along with their implications for decision-making in personal life and church life.

| PHII/THEI 603 | Exploring Approaches to Apologetics (24 lectures)       | 3            | Gordan R. Lewis, Ph.D.           | James Railey, Ph.D.  | Available in Audio Cassette Version   |
|               | Lecturer: Gordan R. Lewis, Ph.D.                       |              | AGTS mentor: James Railey, Ph.D. |                      |                                       |

The course compares biblical, historical, and recent defending faith in God, Christ, and Scripture. It emphasizes the contrast between Peter’s method of reasoning among the Jews in Jerusalem (Acts 2) and Paul’s among the Gentiles in Athens (Acts 17). It compares the still influential approaches of Augustine and Aquinas. However, the bulk of the course examines six approaches of apologists who led in the resurgence of evangelicalism during the last half of the twentieth century. Each approach uses different starting points and forms of argument: empirical/inductive, rational/deductive, self-authenticating presuppositions, self-authenticating mystical experiences and hypothesis/verification.

| THEI/PHI 502 | Christian Worldview (24 Lectures)                       | 3            | James M. Grier, Th.D.            | James Railey, Ph.D.  | Available in Audio Cassette Version   |
|              | Lecturer: James M. Grier, Th.D.                         |              | AGTS mentor: James Railey, Ph.D. |                      |                                       |

An introduction to the nature and function of a worldview and noetic structure, with an argument for the value of developing and living an explicitly Christian worldview. A Christian worldview is developed out of a redemptive history model of biblical theology, which is then explicated using the philosophical categories of metaphysics, epistemology, and axiology. Throughout the course, the student will gain understanding of modern and postmodern thought, and how to critique them biblically. The enactment of a worldview approach to Christian ministry is emphasized.
THEI 601  Contemporary Theology I (24 Lectures)  3 semester hours credit
Lecturer: John S. Feinberg, Ph.D.
AGTS mentor: James Railey
Available in Audio Cassette Version

In this course we shall attempt to examine some of the major trends in contemporary thought. In order to set the background for contemporary theological and philosophical discourse, we begin with a brief philosophical overview of the major developments in Western philosophy prior to Hegel. Discussion then turns directly to Hegel whose influence extends throughout the modern period. Kierkegaard represents not only a reaction to Hegel, but is also the first of the existentialist-oriented theologians we consider. After Kierkegaard, the course turns to Barth, Bultmann, and Tillich. Parallel to these developments in theology was the development of analytic philosophy. Our emphasis will be the philosophy of the earlier and later wittgenstein. The course then culminates in the “God is Dead Theologies” of Paul Van Buren and Thomas Altizer.

THEI 602  Contemporary Theology II (24 Lectures)  3 semester hours credit
Lecturer: John S. Feinberg, Ph.D.
AGTS mentor: James Railey
Available in Audio Cassette Version

In this course we continue to examine some of the major trends in contemporary theology. Discussion focuses on theologies prevalent especially since the 1960’s. Theologies covered are Theology of Hope, Liberation Theology, the feminist Theology of Elizabeth Johnson, Process Theology, New Age Theology, and four forms of Postmodern Theology.

THEI/PHII 603  Exploring Approaches to Apologetics (24 lectures)  3 semester hours credit
Lecturer: Gordan R. Lewis, Ph.D.
AGTS mentor: James Railey, Ph.D.
Available in Audio Cassette Version

The course compares biblical, historical, and recent defending faith in God, Christ, and Scripture. It emphasizes the contrast between Peter’s method of reasoning among the Jews in Jerusalem (Acts 2) and Paul’s among the Gentiles in Athens (Acts 17). It compares the still influential approaches of Augustine and Aquinas. However, the bulk of the course examines six approaches of apologists who led in the resurgence of evangelicalism during the last half of the twentieth century. Each approach uses different starting points and forms of argument: empirical/inductive, rational/deductive, self-authenticating presuppositions, self-authenticating mystical experiences and hypothesis/verification.

**SYNOPSIS FOR INDEPENDENT STUDIES COURSES ARE AVAILABLE UPON REQUEST.**
### Independent Studies Course Placement For Degree Requirements

<table>
<thead>
<tr>
<th><strong>INDEPENDENT STUDIES COURSE:</strong></th>
<th><strong>POSSIBLE DEGREE PLACEMENT:</strong></th>
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<tbody>
<tr>
<td>BGRI 502 Pastoral Epistles</td>
<td>BGR 540 Induct Stu: Gk NT I or</td>
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<td>BGR 541 Induct Stu: Gk NT II or</td>
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<td>BGR 540 Induct Stu: Ltrs Paul</td>
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<tr>
<td>BGRI 503 Epistle to Romans</td>
<td>BGR 540 Induct Stu: Gk NT I or</td>
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<td>BGR 541 Induct Stu: Gk NT II</td>
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<tr>
<td>BGRI 530 Greek 1A</td>
<td>Prerequisite for M.Div Inservice</td>
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<td>BGRI 531 Greek 1B</td>
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<tr>
<td>BHEI 530 Hebrew 1A</td>
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<td>BHEI 531 Hebrew 1B</td>
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<td>BNTI 501 Sermon on the Mount</td>
<td>BNT 540 Sp Stu: Syn Gsp/Acts</td>
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<tr>
<td>BNTI 502 Pastoral Epistles</td>
<td>BNT 533 Sp Stu: Ltrs Paul</td>
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<tr>
<td>BNTI 504 Life of Christ</td>
<td>BNT 540 Sp Stu: Syn Gsp/Acts</td>
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<tr>
<td>BNTI 506 The Epistles and Revelation</td>
<td>BNT 530 New Testament Intro.</td>
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<td>BNTI 507 The Epistles to the Hebrews</td>
<td>BNT 542 Stu. In Gen. Letters: Hebrews</td>
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<td>BTHI 506 Understanding OT</td>
<td>BTH 530 OT Theology or</td>
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<td>BTH 640 Sp Stu: Biblical Theology</td>
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<td>BTHI 509 Christian/OT Theology</td>
<td>BTH 640 Sp Stu: Biblical Theology</td>
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<td>BOTI 501 Pentateuch</td>
<td>BOT 531 Sp Stu: Pentateuch</td>
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<tr>
<td>BOTI 505 Book of Psalms</td>
<td>BOT 540 Sp Stu: Wisdom/Poetical Books</td>
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<tr>
<td>BOTI 506 The Book of Isaiah</td>
<td>BOT 538 Stu.in the Proph. Books: Isaiah</td>
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<td>HISI 504 Theology of Jonathan Edwards</td>
<td>HIS 642 Sp Stu: Church History/Theology</td>
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<td>HISI 511</td>
<td>Theology of Martin Luther</td>
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<td>Missionary Encounter</td>
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<td>MCSI 505</td>
<td>An Intro. To Muslim Evangelism</td>
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<td>MHTI 501</td>
<td>Intro to World Christian Missions</td>
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<tr>
<td>MHTI 502</td>
<td>History of Missions</td>
</tr>
<tr>
<td>MHTI 505</td>
<td>Theology of Liberation</td>
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<tr>
<td>MSSI 503</td>
<td>Urban Missions/Ministry</td>
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<tr>
<td>PTHI 501</td>
<td>Church Leadership/Administration</td>
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<td>PTHI 502</td>
<td>Interpersonal Communication &amp; Conflict Management</td>
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**Foundation Courses (by Directed Research - Fee waived for extension participants)**

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<thead>
<tr>
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<tr>
<td>BNT 800</td>
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<td>BOT 800</td>
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<td>THE 800</td>
<td>Syst Theo I</td>
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<td>THE 800</td>
<td>Syst Theo II</td>
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</table>
NAME __________________________________ SOCIAL SECURITY NUMBER _____________________

ADDRESS ____________________________________________________________________________

TELEPHONE _____________________ E-MAIL _____________________ FAX _____________________

DO YOU CURRENTLY HAVE ANY OTHER DR COURSES OUTSTANDING?  ☐ YES  ☐ NO

IF YES, NAME OF COURSE ______________________________________________________________________________________

INTENDED DATE OF COMPLETION _______________________________________________________________________________

COURSE INFORMATION: (List specific DR course to be pursued)

COURSE TITLE ______________________________________________________________________________________________

CREDIT HOURS ____________ SEMESTER OF ENROLLMENT ___________________________________

REASON FOR REQUEST:

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

SIGNATURES REQUIRED:

STUDENT ___________________________________________ DATE __________________________

ADVISOR ___________________________________________ DATE __________________________

VP FOR ACADEMIC AFFAIRS ___________________________ DATE __________________________

COURSE TITLE: _________________________________

PROFESSOR: _________________________________

TERM: _______________________________
Continuing Education Handbook  
Assemblies of God Theological Seminary

Course Evaluation

INSTRUCTIONS:
Part I: Circle the number which best describes your response. For items 1-27, the codes given above the columns represent:

1 = SD - Strongly Disagree; 2 = D - Disagree; 3 = N - Neutral; 4 = A - Agree; 5 = SA - Strongly Agree

Item 28 contains the explanation for its differing numerical responses.

SD  D  N  A  SA
1  2  3  4  5  1. The clarity of the instructor's speech was excellent.
1  2  3  4  5  2. The contents of the assignments contributed to my understanding of the subject.
1  2  3  4  5  3. The instructor explained adequately the requirements of the course (projects, papers, exams, etc.)
1  2  3  4  5  4. The instructor's presentation often caused me to think in depth about this subject.
1  2  3  4  5  5. The instructor has planned adequate examinations and/or assignments for evaluating my learning.
1  2  3  4  5  6. I felt free to raise questions and to participate in the various activities of this class.
1  2  3  4  5  7. The instructor taught the course material or skills clearly.
1  2  3  4  5  8. The instructor took time to explain when the participants did not understand the material.
1  2  3  4  5  9. The instructor appeared to be well prepared.
1  2  3  4  5  10. The instructor seemed to care about my learning.
1  2  3  4  5  11. The course appeared to have been carefully planned.
1  2  3  4  5  12. Course objectives have been expressed clearly in the syllabus and/or verbally.
1  2  3  4  5  13. Course objectives are being achieved.
1  2  3  4  5  14. During the session, I looked forward to attending this course.
1  2  3  4  5  15. This course required appropriate effort compared with other courses of equal credit on this level.
1  2  3  4  5  16. The instructor demonstrated a personal commitment to high standards of professional competence.
1  2  3  4  5  17. I have learned a great deal in this course.
1  2  3  4  5  18. The out-of-class assignments were challenging.
1  2  3  4  5  19. The instructor helped in new experiences while also facilitating participant initiative.
1  2  3  4  5  20. The instructor related underlying theory to practice.
1  2  3  4  5  21. This course was practical and useful.
1  2  3  4  5  22. Examinations covered material or skills emphasized in the course. [If no exams given, omit.]
1  2  3  4  5  23. The time allowed to complete exams was adequate. [If no exams given, omit.]
1  2  3  4  5  24. Examination questions were phrased clearly. [If no exams given, omit.]
1  2  3  4  5  25. The textbooks contributed to my understanding of the subject.
1  2  3  4  5  26. Overall, I rate this instructor as a good teacher.
1  2  3  4  5  27. This course significantly has contributed to my program objectives.
1  2  3  4  5  28. My overall seminary grade point average to date is [round off]:

1=> 4.0-3.5  2=>3.4-3.03=>2.9-2.54=>2.4-2.05=>Under 2.0

[PART II IS ON THE BACK OF THIS FORM.]
COURSE TITLE: _________________________________

PROFESSOR: ________________________________

TERM: ______________________________

II. Please write comments here:

1. The greatest strengths of the instructor and/or course are:

2. The instructor’s teaching could be improved by:

3. The main value of this course to me is:

4. Branch Process:

   
   SD D N A SA

   1 2 3 4 5  
   a. The registration process for this course was simple.

   1 2 3 4 5  
   b. The registration process for this course was effectively managed.

   1 2 3 4 5  
   c. The PR materials for this course were distributed in a timely manner.

   1 2 3 4 5  
   d. The PR materials for this course presented a realistic view of the course content.

   1 2 3 4 5  
   e. The process for ordering textbooks for this course was simple.

   1 2 3 4 5  
   f. Course textbooks were available for completing the pre-session assignments of the course in a timely manner.

   1 2 3 4 5  
   g. The Branch and Continuing Education Staff provided adequate personal service.

   1 2 3 4 5  
   h. The class breaks were appropriate for the course modules.

   1 2 3 4 5  
   i. The fellowship times contributed to the overall course success.

   1 2 3 4 5  
   j. The classroom facilities were adequate for the course session.

5. Other: (Please write any other comments that you feel are appropriate for the course session.)
# Table of Contents

Definitions .......................................................................................................................... 1

Time expectations ............................................................................................................... 1

Outcome expectations ......................................................................................................... 1

How the learning experience is established ........................................................................ 2

1. Proposal ................................................................................................................... 2

2. Contract ................................................................................................................... 2

Grading ............................................................................................................................... 3

Directory of Appendices ..................................................................................................... 4

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Randy C. Walls, Director of Continuing Education and Jay P. Taylor, Director of Student Life, developed the Contextual Education Manual December 16, 1998.
DEFINITIONS

**Contextual Education** - Contextual education is a practical learning experience in which the continuing education participant is exposed to varied aspects of Christian ministry in approved contexts. This program provides an opportunity for reflection on the theology and practice of ministry within one’s ministry setting. It is a unique opportunity to earn academic credit through field based practical ministry under the supervision of an AGTS advisor.

**Academic Supervision** - The supervisory role of the AGTS advisor centers upon producing a learning contract with the contextual education participant. The advisor will work with the participant to insure the integrity and viability of the practical learning experience. The advisor will also provide a final assessment of the participant’s performance in the learning contract.

**Learning Contract** - The learning contract is an agreement between the AGTS advisor and the contextual education participant. It will define the content and the process of the learning experience.

TIME EXPECTATIONS

The contextual education experience will proceed for one 15-week time period, depending upon the program choice of the continuing education participant. It is expected that the participant will complete at least 150 hours of field based ministry during this 15 week period. Three credit hours will be granted for this program when satisfactorily completed. The AGTS advisor in the learning contract will determine the beginning of the 15-week period.

OUTCOME EXPECTATIONS

The contextual education experience should result in the following for the continuing education participant:

1. Improvement of the performance skills needed to effectively function in the sphere of ministry emphasized in the learning experience.

2. Enhancement of the evaluative skills needed to effectively identify the key objectives in performing the ministry emphasized in the learning experience.
3. Appreciation of the value of in-depth reflection on the sphere of ministry emphasized in the learning experience.

HOW THE LEARNING EXPERIENCE IS ESTABLISHED

REQUEST

The participant shall submit a formal request to take the contextual education learning experience (See Contextual Education Manual, Appendix A). When approved the participant is eligible to present a field-based learning proposal.

PROPOSAL

The participant shall present a proposal to the AGTS advisor, which must contain the following details:

1. **Ministry context** - the environment in which the learning experience is to take place. This should include specific details regarding the geographic location of the ministry sphere and the demographic data of its constituents, as well as any other information that will assist in developing the content and process of the learning contract.

2. **Ministry need** - the particular area within the ministry context that will become the focus of the learning experience. This will identify the target audience and the proposed ministry goals.

3. **Ministry strategy** - the means by which the ministry need will be met during the learning experience. This should include the details and chronology of the programmed plan for meeting the ministry need.

4. **Ministry assessment** - the means by which the ministry output will be evaluated. What do you consider to be the key points for assessing the effectiveness of the ministry program implemented to meet the ministry need?

If necessary, the AGTS advisor will dialogue with the participant regarding the submitted proposal to insure that it meets the standards of a proper graduate level field-based learning experience. The participant will then resubmit the proposal based on the changes agreed upon in the dialogue with the advisor.

CONTRACT
The AGTS advisor will develop a learning contract for the contextual education participant based upon the proposed ministry model. It will seek to integrate the uniqueness of the participant’s proposal with the general standards for contextual education. Thus, an intentionally personalized learning plan will be established for each participant that will provide an opportunity for studying a variety of ministry settings.

**GRADING**

The grading of the contextual education learning experience will be based upon the participant’s level of performance in the following areas:

- Accomplishment of the intended ministry goals.
- Maintenance of the integrity of the proposal and contract within the learning experience.
- Exhibition of graduate level competency in every area of the learning experience.

The grading scale for the contextual education experience is as follows:

**S** - Satisfactory. Represents a contextual education participant’s performance at a highly effective ministry level.

**M** - Marginal. Represents a contextual education participant’s performance at a minimally effective ministry level.

**U** - Unsatisfactory. Represents a contextual education participant’s performance at an unacceptable level of ministry effectiveness.
DIRECTORY OF APPENDICES

The attached documents are created samples intended to provide the contextual education participant with a general model of what will be expected and used in the actual learning experience.

Request Form........................................................................................................................................A

Proposal ...............................................................................................................................................B

Learning Contract ................................................................................................................................C
REQUEST FOR CONTEXTUAL EDUCATION
Please return this form to the Office of Continuing Education

NAME ______________________________   S.S.N. ______________________________

ADDRESS

________________________________________________________________________

________________________________________________________________________

TELEPHONE (___)_________ E-MAIL ___________ FAX ______________

SIGNATURES REQUIRED:

PARTICIPANT _______________________________ DATE ______________

CCE ______________________________________ DATE ______________

DAR ______________________________________ DATE ______________

OCE Use Only

Date Received : ______________________

Academic Status: yes _____ no ______

Financial Status: yes _____ no ______

Assigned Advisor: __________________

A/R Office Use Only (ATTN: Sarah Clark)

DEGREE PROGRAM INFORMATION:

DEGREE PROGRAM: __________________

HOURS COMPLETED TO DATE: __________

PRINTOUT TO CCE: __________________
SAMPLE PROPOSAL

I, Rev. Joe Par Ticipant, submit the following proposal for consideration as a partial fulfillment of the course requirements for the Contextual Education portion of the AGTS Master of Arts in Christian Ministries degree program.

1. Ministry context

Anytown, USA is a midwestern metropolitan area with a population of about 180,000. This is comprised of a central city of 80,000 people and five suburban communities of approximately 20,000 each. The area is representative of a cross-section of second and third generation ethnic groupings, predominantly Caucasian. The African American, Hispanic, and Asian American communities, who comprise about 12% of the population of the total metropolitan area, are located in the central urban center of the area in low income housing most of which is government subsidized. Christian Fellowship Church is church of 400 people located in the northeastern suburban community. The pastoral staff is comprised of a Senior Pastor and three Associate Pastors, myself being the Associate Pastor of Leadership and Ministry Development. I have been on staff at the church for 5 years. The congregation is predominantly comprised of a mixed Irish and Native American ethnic heritage, baby boomers, middle class, white collar, and well educated (several with graduate degrees). The worship style of the Church is contemporary. The senior pastor, who is in his 50’s, is a graduate of Evangelical Seminary, with an MDiv degree. He has been the pastor of Christian Fellowship for 12 years and has developed a strong worship community with an emphasis upon personal discipleship. The church is well versed in the Bible and in Christian doctrine, and is very generous in their giving to support both home and foreign missions. The general fund of the church is very healthy with adequate resources to maintain current ministry programs as well as to implement new ministry efforts.

2. Ministry need

Over the last six months the pastoral staff has been discussing and praying about how we may more effectively reach out to the ethnic groups in the low income housing of the urban center of our community. Since the demographics of this area are significantly different from our own community make-up, we want to be careful to design an outreach program that will enable us to fulfill the primary objectives of evangelism. Thus we want to embark upon a spearhead evangelistic campaign through which we can penetrate the community and establish an ongoing care-giving relationship with these groups.
3. Ministry strategy

Since we have decided to use a block party/carnival as the vehicle for our outreach, we will have a variety of ministries that will need lay leadership involvement. My role in the outreach campaign will be to equip the key lay leaders to facilitate the ministry team. We will need 10 lay leaders to cover the following areas of the outreach:

- Activities/Booths
- Advertising/Promotion
- Altar Workers/Prayer Team
- Children’s Ministry
- Concessions
- Equipment
- Music Ministry
- Personal Evangelism
- Sidewalk Performers
- Youth Ministry

I will serve as the general coordinator for the event with these 10 people as the steering committee.

The plan for this 15-week period is as follows:

a) Phase One - **Recruitment** - the pastoral staff will meet to select the steering committee for this event. I will follow up with the invitation to each of them to serve in their particular roles on the committee. (one week)

b) Phase Two - **Promotion** - a church wide promotional campaign will be enacted in order to assimilate as many people into the ministry process as is possible. Our design is not only to have people at the event equipped for intentional ministry, but also to promote the event on a larger scale as a fellowship/ministry in which the entire congregation can participate. (whole 15 week period)

c) Phase Three - **Training** - there will be key areas in the outreach that will require specialized training for the lay leaders. I will develop the materials for a one-month (once a week) leadership training course which I, along with other staff will teach. (weeks two through five)
d) Phase Four - **Planning** - the steering committee will begin planning the event, including promotion, staff, and activities. (weeks six through ten)

e) Phase Five - **Implementation** - the last five weeks of the outreach preparation will be focused upon the final recruitment, promotion, and resource acquisition. (weeks eleven through fifteen)

### 4. Ministry assessment

I believe that focusing on my performance in the following areas can best assess this field-based learning experience:

1) **Organizational ability**

How effectively do I plan the various elements of the ministry development process? Are my thought processes and organization structures consistent with the goals and objectives of the overall ministry effort? Does my organization enable or inhibit the ministry development process?

2) **Interpersonal skills**

How well do I work with the pastoral staff and lay ministers? Do I take an active role in providing the needed leadership and guidance for assisting them in maintaining their proper focus? Do I respond favorably to their input, seeking to incorporate all of the ideas proposed into the final outcome of the ministry effort?

3) **Communication skills**

Do I make a concerted effort to monitor the written and verbal communication with the people involved in this ministry equipping process to make sure that I accurately reflect my intentions? Am I serving as the communication link with all the parties involved to make sure that everyone is tied into the community information line? In the equipping sessions, do I utilize several kinds of communication, i.e. verbal, non-verbal, media, to maximize the teaching event?
4) Research/Study Skills

Am I taking advantage of the resources that are available to me to increase my own learning curve? Am I spending adequate time in preparation to make sure that I have created a well-constructed lesson plan? Am I developing a teaching plan with a progressive and practical learning element for the program participants?
SAMPLE LEARNING CONTRACT

Based upon the proposal submitted by Rev. Joe Par Ticipant, the following elements of this learning contract are outlined to define Joe’s expected performance in the AGTS contextual education learning process.

a) Phase One - Recruitment. Turn in a copy of the following items:
   • All significant written communication to the pastoral staff
   • Agenda/minutes for staff recruitment meeting
   • Initial written communication to the lay leaders

b) Phase Two - Promotion. Turn in a copy of the following items:
   • All printed promotional materials, including weekly bulletins, inserts, mailers, etc.

c) Phase Three - Training. Turn in a copy of the following items:
   • All lesson plans for the leadership training course, including a bibliography of materials used in their development

d) Phase Four - Planning. Turn in a copy of the following items:
   • All significant written communication to the steering committee
   • Agenda/minutes for the steering committee

e) Phase Five - Implementation. Turn in a copy of the following items:
   • All significant written communication to the staff, leadership, church, and community.

f) Phase Six - Outcome Project. The final project of this contextual education experience will be an analytical reflection paper of not less than 10 pages identifying the primary elements of ministry growth in the field-based learning experience and assessing its overall value. This paper should follow the format of the latest edition of the Turabian style manual.
Integrative Project Manual

Effective Date: January 1, 1999

OFFICE OF CONTINUING EDUCATION
1435 N. Glenstone Avenue
Springfield, Missouri
(417) 268-1044
(800) 467-2487, ext. 1044
E-mail: agts-ext@agseminary.edu

“Building Cutting-Edge Leaders for the 21st Century”
Table of Contents

Philosophy of the Integrative Project ............................................................. 1

Process of the Integrative Project ............................................................... 2

Requirements of the Integrative Project ...................................................... 4

Directory of Appendices ............................................................................ 5

Randy C. Walls, Director of Continuing Education, and John H. Spurling, Assistant Professor of Church Formation and Leadership developed the Integrative Project Manual, on December 10, 1998.
Philosophy of the Integrative Project

The integrative project is intended to give the AGTS continuing education participant the opportunity to engage in a significant research project for the final submission of the course work required to complete his/her Master of Arts in Christian Ministries degree program.

The research and output of this project should be focused upon the participant’s current or potential ministry context. Furthermore, it should be directed toward a particular area of personal interest. By conforming to this standard, the project should result in a final product that not only represents the participant’s academic excellence, but also gives her/him a resource tool that can be used in a practical ministry expression.

The title, “Integrative Project,” indicates that the participant is expected to integrate as much of the course content and work from his/her degree program as is possible. However, this is not simply a reflection paper that rehearses the key points of the MACM degree, but rather a research project that should incorporate the principles and aptitudes learned within the course work of the MACM degree.
**Process of the Integrative Project**

As noted on the MACM degree, the course PTH 547 Integrative Project must be taken within the last 15 hours of the MACM degree program (see page 19, footnote 3, of the AGTS ’98-’99 Continuing Education Handbook).

**Step 1**

A request must be made to the AGTS Office of Continuing Education for approval to take the Integrative Project course (see Integrative Project Manual Appendix C). Once the participant’s degree status has been confirmed by AGTS Admissions and Records, the Office of Continuing Education will notify her/him of the due date for her/his research project proposal (see Integrative Project Manual Appendix A). Typically, the participant will be given 30 days to submit the project proposal. Special consideration will be given for an extension of this time if needed.

**Step 2**

The project proposal will be evaluated by an AGTS assigned advisor in order to determine if the proposed project meets the proper criteria. If the advisor feels that the project proposal does not meet the proper criteria, he/she shall dialogue with the participant in order to come to an agreement on an acceptable project. When the advisor approves the participant’s project proposal, he/she shall develop a learning contract (see Integrative Project Manual Appendix B) which defines the focus and parameters of the research content, and the chronology of the project completion.

**Step 3**

When completed, the participant must send in three complete copies of her/his integrative project. These will be evaluated by the assigned advisor and two other faculty of his/her choice, one being from the Bible and Theology Department and the other being from one of the various departments of Practical Theology.
**Step 4**

The participant will receive a letter grade for the integrative project. Should the participant receive a grade lower than a C-, a rewrite will be necessary in order to bring the work up to proper standards. If a participant receives more than one substandard grade, a review of her/his academic portfolio may be instituted in order to determine if the work performed throughout the degree program is sufficient to merit the awarding of a Masters degree. All rights of appeal to this process will follow the standard methods listed in the AGTS 1998-1999 Continuing Education Handbook (see page 28ff).

The following chart visually demonstrates this process.

<table>
<thead>
<tr>
<th>Request for Integrative Project from O.C.E.</th>
<th>Notice by O.C.E. of IP Approval</th>
<th>IP Project Proposal Due</th>
<th>Project Proposal Evaluation &amp; Learning Contract Approval</th>
<th>Sentence Outline Approval</th>
<th>Outline Approval</th>
<th>Rough Summary of Research Data Approval</th>
<th>Final Draft Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>within 2 wks.</td>
<td>30 days from IP Approval</td>
<td>within 30 days</td>
<td>within 30 days from Contract Receipt</td>
<td>within 30 days from Outline Approval</td>
<td>within 30 days from Outline Approval</td>
<td>within 30 days from Outline Approval</td>
<td>within 60 days from Outline Approval</td>
</tr>
</tbody>
</table>
Requirements of the Integrative Project

The following criteria will be used in evaluating the project proposal:

- A topic or setting which provides a positive learning experience.
- A project that complements the types of training and emphasis in the core and electives courses chosen by the participant in the development of his/her MACM degree.

The following criteria will be used in evaluating the integrative project:

- A project which incorporates a thorough review of the biblical text.
- A project which integrates both biblical and practical theology.
- A project that surveys and integrates noted authors and specialists in the particular field of study.
- A project of not less than 30 nor more than 50 pages in length.
- A project whose style and format follow the standardized model set forth in the Turabian 6th edition style manual.

Note: The project must be carefully edited for grammar and punctuation. Pages that have more than two errors will be returned to the participant for retyping.
DIRECTORY OF APPENDICES

Sample Project Proposal .......................................................... A

Sample Learning Contract ....................................................... B

Integrative Project Request Form .............................................. C
Sample Project Proposal

It is the intention of this author to present an integrated study of biblical and scholarly materials in order to define the leadership styles used Jesus Christ during his earthly ministry. Attention will be given to a thorough review of the Gospels in order to identify the chronology and settings of Christ’s earthly ministry for the purpose of defining how these issues impacted his leadership style. Having defined these issues, the project will attempt to contextualize these leadership principles into a contemporary church/community setting in order to develop a thorough biblical theology of pastoral leadership.
Sample Learning Contract

Based upon the project proposal submitted for the integrative project, the following learning contract is proposed. Failure to follow the guidelines established herein shall make the submitted project invalid. All requests for time extensions on any portion of this learning contract must be submitted to the advisor well in advance of the due dates. If granted, the quantity of time for an extension is at the discretion of the advisor.

Phase 1

A complete sentence outline (not a bullet outline format) of the paper must be submitted to the advisor within 30 days of the receipt of this contract. The advisor will evaluate this document in order to insure that it meets project criteria. The advisor will dialogue with the participant in order to clarify or amend any weak points. Outline approval will be given to the participant within two weeks of its reception by the advisor.

Phase 2

A rough summary of the biblical data must be presented to the advisor within 30 days of the outline approval. The advisor will evaluate this material in order to insure that it meets project criteria.

Phase 3

The final draft of the integrative project must be submitted to the advisor within 60 days of the outline approval noted in phase 1. This will constitute the formal submission of the integrative project for grade evaluation.

Note: Either party at any point in the research process may institute dialogue.
REQUEST FOR INTEGRATIVE PROJECT

Please return this form to the Office of Continuing Education

NAME: ___________________________  SSN: ___________________________

ADDRESS ____________________________________________________________

______________________________________________________________________

TELEPHONE ___________________________________________________________

E-MAIL _______________________________________________________________

FAX _________________________________________________________________

SIGNATURES REQUIRED:

PARTICIPANT ___________________________  DATE _______________

CCE ___________________________  DATE _______________

DAR ___________________________  DATE _______________

O/C Use Only

Date Received: ___________________________

Academic Status: yes _____ no _______

Financial Status: yes _____ no _______

Assigned Advisor: ___________________________

A/R Office Use Only (ATTN: Sarah Clark)

DEGREE PROGRAM INFORMATION:

DEGREE PROGRAM: ___________________________

HOURS COMPLETED TO DATE: ___________________________

PRINTOUT TO CCE: ___________________________
Graduate Level Research Papers

(Gary B. McGee, Ph.D., AGTS Professor of Church History compiled the following information on January 31, 2000. While the content of this information focuses upon research in the field of Church History, it provides adequate information for all continuing education participants to identify the expectations for graduate level research and writing.)

Preparation of a 15-20 page research paper, exclusive of endnotes and bibliography, on an approved topic.

The research paper provides the participant an opportunity to conduct research into an aspect of church history and interpret the data for its contemporary relevance in Christianity.

The paper should follow standard procedures for a research paper with priority given to primary sources over secondary sources. Primary sources represent those written by the parties under study. Examples include: Augustine’s Confessions and City of God; Martin Luther’s Ninety-five Theses; Charles G. Finney’s Revival Lectures; and the volumes of reports issued by the World Missionary Conference that met at Edinburgh in 1910. They also include contemporary materials (e.g., newspaper articles) written about these persons, events, and theological perspectives.

Secondary sources constitute later materials written about the above. Into this category comes Augustine: An Introduction by Robert Meagher, Early Christianity: Origins and Evolution to A.D. 600, a collection of essays edited by Ian Hazlet; Here I Stand: A Life of Martin Luther by Roland H. Bainton, Reformation Thought: An Introduction by Alister E. McGrath; Charles G. Finney and the Spirit of American Evangelicalism by Charles E. Hambrick-Stowe; and Christian mission in the twentieth century by Timothy Yates. Dissertations, journal articles, periodical articles, etc., fall into this category as well.

The following tips will contribute to a successful paper:

1. Before writing, prepare a detailed outline of what you intend to accomplish in the paper. This will prevent rambling and improve logical development.

2. The first page should contain a clear statement of purpose, one that explains the nature of the paper and what it intends to achieve. The conclusion should then link closely with the statement of purpose. The conclusion should more than a summary and highlight the significance of what you have learned.

NOTE: The first page and tentative bibliography must be sent to the professor for approval and comments before the paper can be submitted for grading. (Not all instructors may expect this.)
3. After completing the first draft, look carefully through it and eliminate unnecessary or redundant sentences and expressions; continue this approach with later drafts.

4. Keep a sharp eye on paragraph development. The topic presented in the opening sentence must govern what follows. If a paragraph becomes a collection of several unrelated thoughts (e.g., the last sentence has no connection to the opening sentence), then the logical argumentation has broken down. In addition, make certain that the paragraph properly fits into the development of the section.

5. Whenever possible, avoid using the verbs of being (is, are, was, were, being) and the adverb “very.” They are usually very overworked. Regular active verbs make stronger sentences. “Very” is usually unnecessary.

6. How should you refer to yourself in the paper? I suggest the occasional use of the pronoun “I.” At the same time, avoid using the first person plural (“we,” “us,” “our”) and the second person singular and plural (“you,” “your”).

7. Margins should be 1 and ½” on the left and 1” on the right. Large fonts should be avoided.

8. Headings and sub-headings should be used.

9. Direct quotations—and especially longer indented quotations—should be used at a minimum. They should only be used when the source says something so unique or significant that the reader needs to see it. Frequent use of quotations suggests that the writer has not thoroughly digested the materials and uses this as a device to artificially lengthen the paper.


11. Proofread the paper carefully and by all means use a spell-check. Have someone else read the essay to look for typos, mechanical errors, and especially for clarity and logical development. Learn from their suggestions, but don’t accept them uncritically. If the paper averages more than one different typo or mechanical error per page, the final grade of the paper will be lowered by one full grade point.

If numerous typos and mechanical errors appear within the first three pages, the paper will be returned to the participant for corrections and a re-write. (Some instructors may lower the grade in lieu of returning the paper.)