



GRACE

SCHOOL OF THEOLOGY

ACADEMIC CATALOG: 2014-2015



Grace School of Theology

Academic Catalog

2014- 2015

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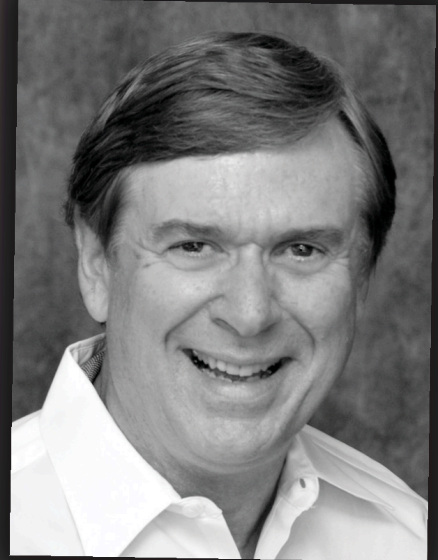
A Word from Our President

Dear New and Current Students,

I want to personally welcome you to Grace School of Theology. The trustees, faculty, and administration of Grace are fully committed to the mission of offering Biblically based higher education in an environment where academic excellence is emphasized with the purpose of preparing students to serve God.

Grace believes that to be effective ministers, students must be well grounded Biblically with exceptional qualities of Christian character, integrity, and leadership skills. The academic programs at Grace have been designed with those qualities in mind. Our classroom and online instruction is of the highest quality so that free grace and

clear truth might be taught and learned, culminating in a deeper insight into Christian life and faith. The academic goals of Grace School of Theology identify learner outcomes designed to produce well-trained, Christ-committed, practitioners of our faith.



May God bless you in your time at Grace.

Dave Anderson, PhD
President & CEO
Professor of Systematic Theology &
Biblical Languages
danderson@gsot.org

General Information

HISTORY

American Christian higher education has deep religious roots. In the nation's early development, it was churches and denominations that led in establishing the first seminaries. Grace School of Theology, a direct product of that history, is founded on a free grace tradition based upon Biblical principles and the conviction that individuals have freedom of conscience before God and humankind. This freedom, absent from many traditions, affirms each person's ability to read and understand the Scripture without the mediation of other human beings. This emphasis ultimately led Grace School of Theology to challenge any teaching that does not recognize free grace as the only means to eternal salvation. Grace School of Theology is, therefore, founded upon the belief that eternal salvation is received solely as a free gift from God by believing in Jesus Christ as the Son of God and the Savior for mankind. Grace is committed to Christian scholarly endeavor in the free grace tradition.

Grace School of Theology is a private, non-denominational, institution of higher learning governed by a dedicated Board of Trustees. The institution had its beginnings in early 2002 when a pastor and lay persons in the Houston area committed themselves to realizing their vision of a local evangelical Christian institution emphasizing free grace. At the encouragement and advice of Dr. Charles Ryrie, Grace School of Theology began as Houston Theological Seminary as the result of the planning and visionary work of seven men who constituted the initial Board of Trustees: Dr. Dave Anderson, Dr. Glenn Darby, Mr. Larry Allbritton, Mr. Mark Rae, Mr. Jeffe Ready, Mr. Bill Diamond, and Mr. Bob Winslow. Of the original seven Trustees, Dr. Dave Anderson now serves as the President of Grace and a member of the Board and Dr. Glenn Darby is Chairman of the current Board of Trustees.

Grace School of Theology is a work of God's grace. God placed the burden for this educational ministry upon the heart of Dr. Dave Anderson who, for twelve (12) years planted churches in southern Texas and then, for eighteen (18) years, served as Senior Pastor of Faith Bible Church of The Woodlands, Texas.

The discussions between Drs. Anderson and Darby with the full Board of Trustees led to the beginning of Houston Theological Seminary. The first seminary classes were held in Faith Bible Church of The Woodlands, Texas, and Cypress Bible Church of Cypress, Texas.

Houston Theological Seminary received its certificate of incorporation from the State of Texas effective May 29, 2001. The first students began classes in the fall of 2002. After Texas enacted a state law prohibiting the use of the term "seminary" in an institution's title without state approval, the name Houston Theological Seminary was changed to Grace School of Theology in a Certificate of Amendment issued by the State of Texas in March 2003. The Texas Supreme Court overruled this unconstitutional law in the fall of 2007, but the seminary elected to retain its current name.

Grace is strategically located in the Houston, Texas, metropolitan area and is comprised of two campuses. The main administrative offices are located in The Woodlands, Texas, and include classrooms, faculty offices, and the main Library. In 2013, with the demands of a rigorous graduate curriculum and a growing student body, Grace School of Theology secured additional campus office and classroom space at the Greater St. Matthew Baptist Church in Southwest Houston. The second main campus location provides student services administrative staff offices and classroom facilities for students located in the southern part of the Houston area.

From modest beginnings, Grace now employs twenty-three (23) full-time staff and five (5) part-time staff. As Grace has begun to significantly grow, teaching sites have been developed in areas near Houston (Hitchcock and Beaumont) and as far away as Midland and San Antonio where much support and encouragement from Christian leaders has developed. International initiatives have become priority directives by the institution's Board of Trustees. Many World-Region opportunities have emerged and are under evaluation by administrators and faculty.

The purpose of Grace School of Theology is to teach Christ and empower and inspire students

for Christian service and lifelong learning. We are praying that God will allow us to train people who have a global vision for reaching out in the name of Christ. From the first few students to our current graduates, God has brought us quality individuals who are serious about the study of the Word of God. The students come from many backgrounds, some with years of experience and some as recent Bible college graduates. Many are current church staff members serving as pastors, youth pastors, and Christian educators. Some are businessmen and laypersons interested in and challenged to utilize their ministry gifts in service for Christ. Every student is important to us at Grace. In the classroom, students are challenged to understand the Word of God as we teach a consistent and uniform system of theology.

In individual, one-on-one conversations the students are pointed to the Word of God by dedicated faculty and staff. We focus on the free grace perspective in all of our coursework and school culture. All of this interaction, classroom and individual, culminates in the preparation of students to minister in a real world to real people with the truth of free grace salvation. We are here to serve the body of Christ. This is the purpose, the beginning, and the challenge of the Grace School of Theology.

MISSION

Grace School of Theology is an evangelical Christian institution of higher learning and has as its purpose the offering of programs of study in an environment where academic excellence is emphasized and a biblically based perspective is maintained. Grace is committed to enriching its students spiritually, intellectually, and professionally, and to preparing students to serve God in a global and culturally diverse society.

VISION STATEMENT

Grace School of Theology will be the premier seminary that prepares the next generation to globally communicate the Gospel of Free Grace. The gospel of free grace is the offer of eternal salvation to all people through faith alone in Christ alone. This gift is unencumbered by any works before, during, or after the point of salvation.

CORE VALUES

- Grace School of Theology is committed to and intentional about our Christian faith.
- Grace School of Theology will responsibly teach the Truth of the Gospel.
- Grace School of Theology strives for excellence.
- Grace School of Theology believes in the importance and cultivation of Christian character.
- Grace School of Theology believes in impacting and changing the world for Christ.
- Grace School of Theology believes in and affirms God's free gift of grace for mankind.

PURPOSE AND OBJECTIVES

Grace School of Theology is committed to living, learning, and worshipping as a community of faith based upon the grace of God. Through the faculty, staff, administration, and trustees, Grace strives to lead students to a correct understanding of doctrine with necessary skills to communicate the Truth. We live by the spirit of God to love one another, to challenge one another for greater growth in the Lord, and to walk together with integrity in this world. Grace School of Theology seeks to prepare others to proclaim God's Truth courageously to a world that is in need of hope. We want to glorify God by walking in God's grace, ministering God's Word, and equipping God's people.

As an academic community of faith, Grace seeks to guide students:

1. To develop a personal Christian philosophy of service and an ethical and spiritual commitment which is based upon and examined in the light of biblical revelation.
2. To grow in an understanding of the Word of God that is textually based, theologically consistent, and scripturally sound.
3. To develop effectiveness in the use and understanding of communications, both written and spoken, employing analytical and logical thinking in the process.
4. To become a contributor to God's kingdom in a manner consistent with historical, conservative, evangelical Christian principles, leading and participating responsibly in local church, community, and world affairs.
5. To accurately handle the Word of God in ministries appropriate to their calling.
6. To grow in understanding, appreciation, and

application of biblical exegesis, biblical and systematic theology, biblical interpretation, hermeneutics, history, the church, and global ministry opportunities.

7. To prepare students to make life long commitments and investments of their lives in Christian ministries.
8. To prepare students for continuing study by becoming acquainted with electronic technology resources and methods of scholarly research.

PHILOSOPHY OF EDUCATION

We believe that mankind was created in the image of God and was given the responsibility of caring for all things that God has created (Genesis 1:27). We believe that all people have many abilities and that we need to help them to develop these God-given talents. These principles apply equally to men and women, young and old.

Because of our high calling, we need to excel in all educational programs, providing a systematic and comprehensive training in the Word of God from a Cristo-centric perspective. Therefore, it is imperative to have professors and staff that are competent in their respective fields, who receive evaluation regularly, and who constantly seek ways to improve professional skills.

Our Christian philosophy is reflected in the Bible-centered curriculum taught by well-trained and dedicated Christian professors. Our faculty uses textbooks authored by scholarly writers that maintain a commitment to the Bible as the divinely revealed guide for all people.

The faculty teach and students study without fear of their academic freedom being violated and without fear of any kind of discrimination. Each student is granted the right to learn, to inquire, and to explore without restraint. This freedom is guaranteed when a corresponding liberty of instruction is granted to instructors. These rights are extended to the student and faculty members within the parameters of sound scholarship and within the appropriate framework of Biblical foundations and institutional sphere granted by the Board of Trustees.

ETHICAL VALUES AND STANDARDS

Grace School of Theology is an institution that

emphasizes the importance of the Christian perspective in all of its academic endeavors. At the heart of its mission and purposes is the School's commitment to the values and principles of the Christian faith through grace. By accepting the identity of being Christian, Grace makes both explicit and implicit promises about the relationship between its words and actions. This means that integrity defines the very core of its existence as an institution of higher learning.

Grace recognizes that it must demonstrate integrity in its practices and relationships. It is necessary that the School be able to show not only that it has policies and procedures, but also that those policies and procedures reflect the values and practices of its mission.

Grace demonstrates integrity by its classroom performance, public representations, distribution of information, business practices, contractual arrangements, and relationships with internal and external constituencies. We adhere to the code of ethics accepted by the academic community as well as its specific standards of Christian behavior.

Academic integrity is inherent in the nature of our educational tasks. This is reflected not only in the unique relationship between faculty and student but in the manner in which the School represents itself to the public. Grace identifies itself as an evangelical Christian institution of higher learning, which indicates that the academic programs are developed and implemented for a perspective that is distinctly Christian. Grace believes this perspective is consistently expressed in its written documents, academic programs, and in the conduct of its faculty, staff, administration, and students.

Every faculty, staff, and administrator at Grace is required to be a Christian in practice and belief and must give a statement of faith as part of the overall interview process for employment consideration. Students are informed about the ethics and values of Grace and agree to abide by the codes of conduct as described in the Student Handbook. Grace believes that Christian values and practices form the basis of all academic and administrative departments.

DOCTRINAL STATEMENT

The Bible

We believe that God inspired the words of the Bible, the 66 books of the Old and New Testaments, to give mankind His authoritative revelation, wholly without error of any kind in the original writings. We believe that the Bible must be interpreted as language is normally used, recognizing the importance of dispensational distinctions. (Psalm 12:6; 119:89, 130; 160; Isaiah 40:8; 55:8-11; Luke 24:27, 44-47; John 5:39, 17:17; Romans 15:4; 1 Corinthians 2:9-10, 13; Ephesians 5:18; 2 Timothy 3:16-17; 1 Peter 1:10-12, 23-25; 2 Peter 1:19-21; James; 1:21; 1 John 2:27)

God

We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit, each of whom possess equally all the attributes of deity and characteristics of personality and with each having specific work to perform. We believe that God is a personal being who is the Creator and Sustainer of the universe. (Matthew 3:16; John 10:30; 14:10; 14:26; 15:26; Ephesians 1:3-4; 6-7; 13-14)

Jesus Christ

We believe that Jesus Christ became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He is, therefore, perfect and complete deity and perfect humanity, these being united without mixture in one person forever. We believe that He lived a sinless life and voluntarily and vicariously paid for the sins of all mankind by dying on the cross. We believe in the resurrection of His crucified body, in His ascension to heaven, and in His present ministries in heaven. (Psalm 2:7; Isaiah 7:14; 9:6; Micah 5:2; Matthew 1:18-25; 28:19; Luke 1:26-35; 2:52; John 1:1-3, 14, 18; 3:16; 8:58; 10:30; 17:5; 20:28; 1 Corinthians 15:1-20; Galatians 4:4; Philippians 2:5-8; Colossians 1:14, 15-17; 2:9; 1 Timothy 2:5; Titus 2:13; Hebrews 1:1-3, 6, 8-12; 4:15; 13:8; 1 Peter 1:1; 2:22; 1 John 2:1-2; 3:16; 4:10, 5:20; Revelation 1:17-18)

The Holy Spirit

We believe that the Holy Spirit is God and that He has come to reveal and glorify Christ, to convict and draw sinners to Christ, to regenerate, indwell, seal, and baptize believers into the body of Christ, to impart gifts to believers, and to enable them to live holy lives. (Genesis 1:2; Psalm 139:7; Isaiah 40:13-14; Matthew 1:18-20; 28:19; Luke 1:35; John 1:13; 3:3-8; 6:63; 14:16-17, 26; 15:26; 16:7-15, 13; Acts 2:1-4; 5:3-4; Romans 8:9; 1 Corinthians 2:9, 10, 12; 6:19; 12:13; 2

Corinthians 13:14; Ephesians 1:13-14; 2:22; 4:30; 5:18; 2 Thessalonians 2:7; 2 Timothy 3:16-17; Titus 3:5; Hebrews 9:14; 2 Peter 1:20-21; 1 John 2:20, 27)

Creation

We believe that the Genesis account of creation is to be understood historically and literally and not allegorically or figuratively. We believe that man was created in the image of God and that the first man, Adam sinned, bringing spiritual death to all, who, therefore, stand condemned and in need of Christ's salvation. (Genesis 1; Romans 1:20; Colossians 1:15-20)

Salvation

We believe that God saves by grace alone, apart from works, those who put their faith in Christ alone, imputing His righteousness to them and keeping them secure eternally. We believe a person can and should have assurance of their Eternal Life the moment he receives Christ based on the promises of God. (Isaiah 55:8-11; Matthew 4:4; 26:28; John 1:12; 3:5, 16, 18, 36; 5:24; 6:29; 14:6; 17:17; Acts 4:12; 13:38-39; 16:31; Romans 1:7, 16-17; 3:22, 26; 4:4-5; 5:1, 6-9; 6:11-13, 23; 8:2-4, 9, 12-13, 29-30, 32; 10:4, 17; 1 Corinthians 1:2, 8; 6:11; 12:13; 15:1-4; 2 Corinthians 3:18; 5:21; 7:1; Galatians 5:13-26; 6:15; Ephesians 1:3, 7; 2:8-9; 4:22-24; Philippians 3:4-9; Colossians 1:22; 2:6, 10; 3:1-7, 16; 1 Thessalonians 2:13; 4:3-4; 5:23; Titus 3:5-7; Hebrews 4:12, 10:10, 14; 12:14; James 1:18; 1 Peter 1:18-19, 23; 2:2, 11; 1 John 1:5-7; 3:2, 5-9; Jude 24)

The Christian Walk

We believe that although sinless perfection is not possible in this life, all believers are called to live holy lives in the power of the indwelling Holy Spirit. (John 17:17; Ephesians 5:26-27; 1 Thessalonians 4:3-4; Hebrews 10:10, 14; 1 John 3:2)

The Church

We believe that the church, the body of Christ, began on the day of Pentecost and is composed of all who receive Christ through faith. We believe God's program for the Church is distinguished from His program for Israel described in Daniel 9. We believe that all believers should assemble regularly in local churches for worship, for observing the ordinances of water baptism and the Lord's Supper, for mutual encouragement and discipline, and for carrying out God's purposes in this world. (Acts 2:41-42; 10:44-47; 11:15-17; Romans 6:4-5; 12:3-8; 16:1, 5; 1 Corinthians 11:23-31; 12:12-13, 27; 16:19; Galatians 3:27-28; 6:2; Ephesians 1:22-23; 2:16-22; 5:24-25, 30; Philippians 1:1; Colossians 1:18; 1 Thessalonians 1:1; 5:11; Hebrews 10:24-25)

The Future

We believe that the personal and imminent return of Christ to rapture His church will be followed by a period of tribulation on this earth. At the conclusion of this period, Christ will return triumphantly and inaugurate His millennial reign over this earth. We believe in the everlasting conscious blessedness of the saved in the New Jerusalem and the everlasting conscious punishment of the unsaved in the lake of fire. (Matthew 24:21, 29-30; 25:31, 46; 1 Thessalonians 1:10; 4:13-18; 5:4-10; Titus 2:13; Revelation 3:10; 20:1-6, 11-15)

Satan

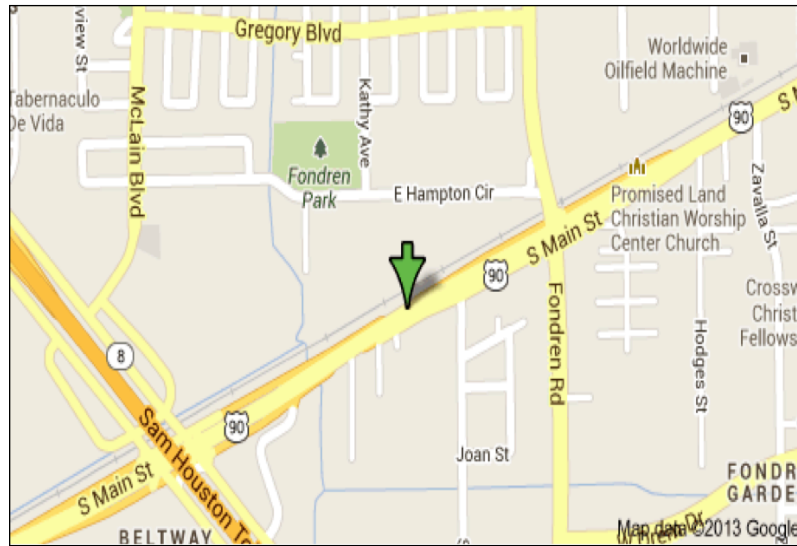
We believe that at some time in the past Satan led a rebellion, including a host of angels, against God and was expelled from the heavenly kingdom. Satan, also called other names including the Devil, is a real being who has tremendous, but limited power, and is the true adversary to God's people. Satan is destined to be judged and will endure eternal punishment in the lake of fire. (Ephesians 6:12; 1 John 3:8; Revelation 20:1-3).

TEACHING LOCATIONS

- ***Houston North - The Woodlands (Main Campus & Business Office)***
3705 College Park Drive, The Woodlands, Texas 77384

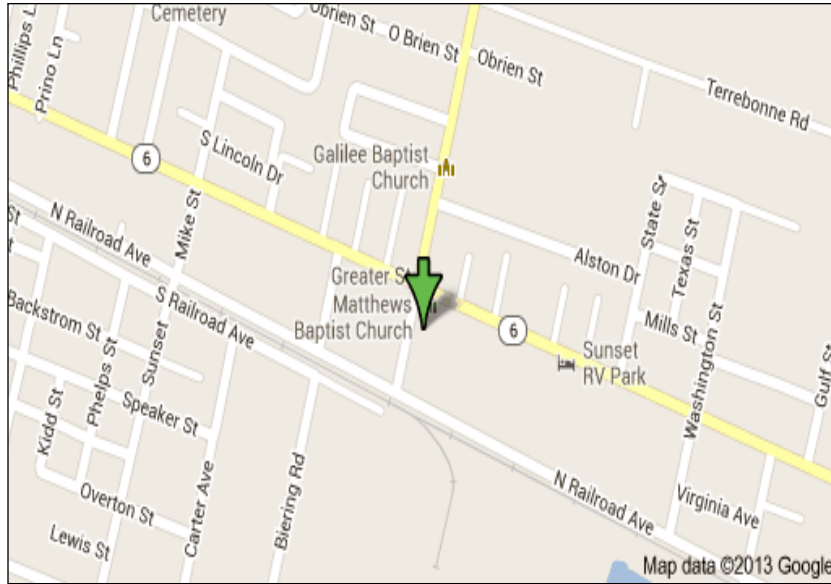


- ***Houston Southwest (Main Campus) Greater St. Matthew Baptist Church***
14919 South Main, Houston, Texas 77053



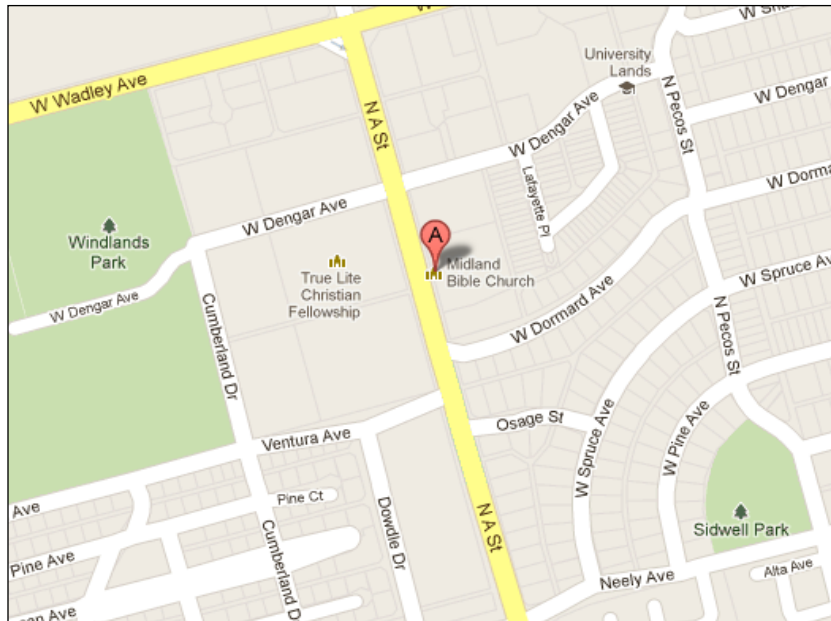
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- ***Hitchcock Teaching Site (Greater St. Matthews Baptist Church):***
6333 Highway 6, Hitchcock, Texas 77563



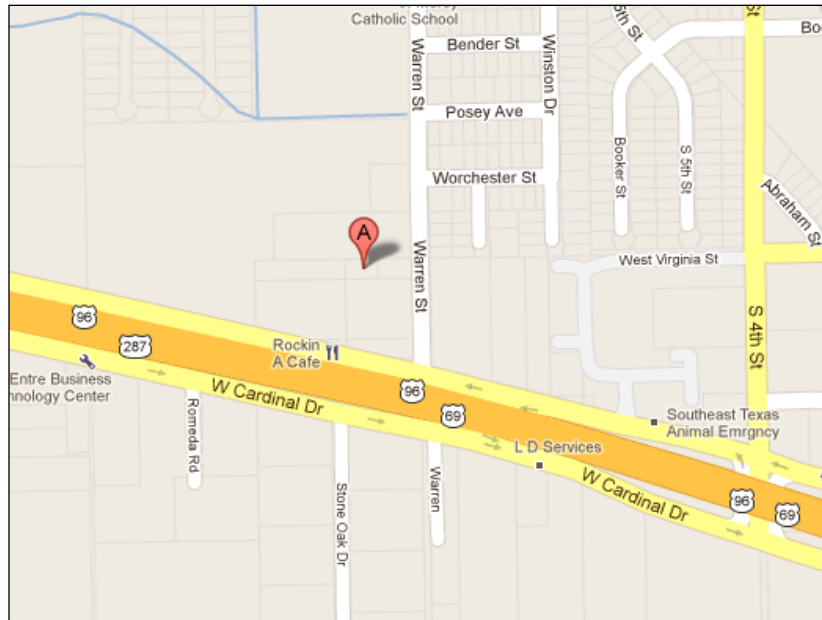
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- ***Midland Teaching Site (Midland Bible Church):***
2800 North A Street, Midland, Texas 79705



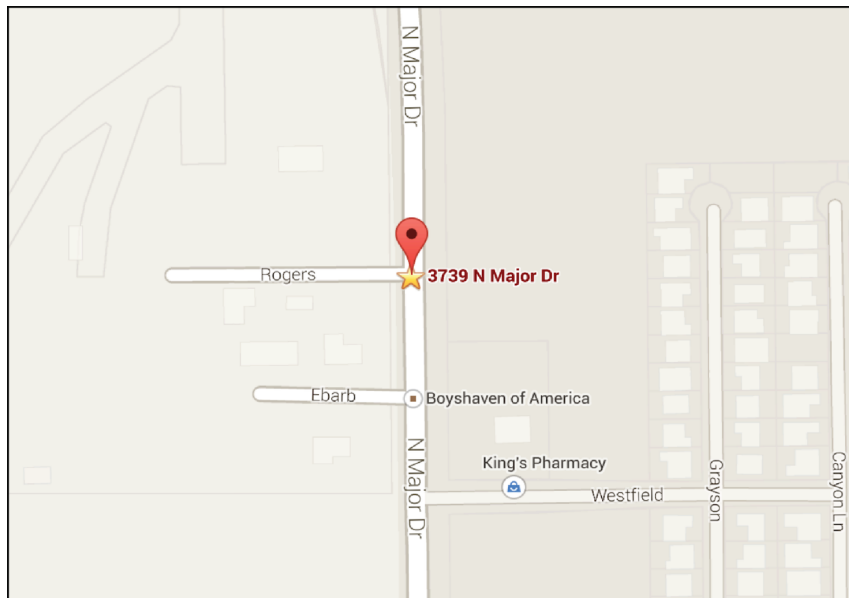
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- ***Beaumont Teaching Site (Antioch Baptist Church):***
3920 W. Cardinal Drive, Beaumont, Texas 77705

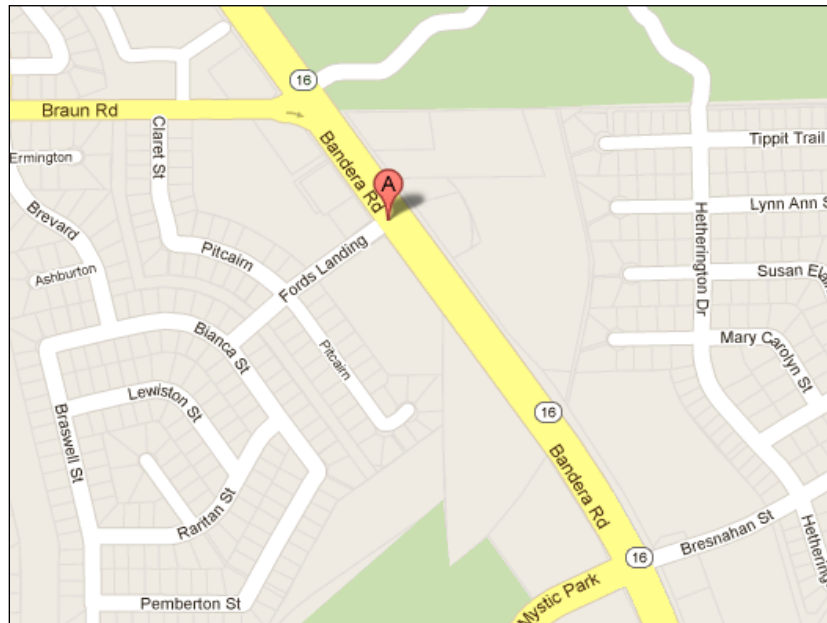


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- ***Beaumont Teaching Site (First Baptist Church):***
3739 North Major Drive, Beaumont, Texas 77713



- ***San Antonio Teaching Site (Bandera Road City Church):***
9435 Bandera Road, San Antonio, Texas 78250



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General Policies and Notices

NON-DISCRIMINATION POLICY

Grace School of Theology strongly believes that it exists to prepare men and women to share the true Gospel of Free Grace to those from “every tribe and tongue and people and nation” (Revelation 5:9). Grace desires to admit and enroll potential and current students who have a thirst for the Word and meditate in it (Psalm 1:1-3), who “fear the Lord” knowing it is “the beginning of knowledge” (Proverbs 1:7), and who are faithful, teachable, and desire to teach others (2 Timothy 2:2), irrespective of their various backgrounds. Grace also understands that those who it employs must agree with its Foundational Statements above all other criteria (2 Corinthians 6:14-15), knowing that God looks on the heart.

Therefore, guided by the Scriptures, Grace provides equal treatment and opportunity to all persons without regard to race, color, national or ethnic origin, sex, age, disability, or veteran status except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Furthermore, Grace School of Theology, is in compliance with the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act (ADA) of 1990, Executive Orders 11246 and 11375 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate against any employees or applicants for employment on the basis of age or because they are disabled veterans or veterans of the Vietnam era.

This non-discrimination policy covers admission, access, and treatment in programs and activities, and application for and treatment in employment that includes the selection, retention, and advancement of staff, faculty, and administrators. Ultimate responsibility for achievement of equal employment and educational opportunity at Grace School of Theology rests with the President. The President and the Executive Vice President and General Counsel’s Office delegates the responsibility and authority to direct these activities.

HONEST COMMUNICATIONS

Grace School of Theology strives to

communicate its programs and policies honestly in all of its publications and in its website. Every effort has been made to ensure that this publication contains only clear, accurate, and current information. Readers are invited to bring errors and suggestions for improving this publication to the attention of the Vice President for Academics. To the extent an inconsistency is found to exist between the information in this publication and the actual policy or procedure, the actual policy or procedure governs.

NONBINDING COMMUNICATIONS

No oral or written communication made by any employee of Grace, including faculty, shall be binding on Grace without the express approval of the Board of Trustees or the Executive Leadership Team, as appropriate, and no contract is expressed or implied by this publication or any other Grace informational publication or its website.

CHANGES TO OPERATIONS POLICY

Grace School of Theology reserves the right to change at any time and without notice any aspect of its operations, including changes to personnel, programs, costs, policies, and procedures. Changes may affect faculty, staff, enrolled or prospective students, or some combination thereof, as the administration determines, and will be published as soon as practicable.

ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

Grace School of Theology is constantly working to improve our academic programs, student services, and operations. From time to time students are asked to help by completing course evaluations, surveys, and similar questionnaires. These provide rich data on student learning and student satisfaction. Departments also conduct SWOT analyses in order to improve quality, efficiency and effectiveness. Assessment results and summaries are available on the website.

DISABILITY ACCESS POLICY

The Disability Access Policy aims to remove administrative, procedural and physical barriers that prevent equal access to services for people with disabilities. It is designed to reflect the Seminary’s commitment to independent access for all staff, faculty, students, board members,

donors, and members of the community. The policy aims to integrate an awareness of disability issues into policies, practices and procedures in all areas of service provision. It also gives some guidance as to how this might be achieved and links to other policies and strategies where appropriate. It aims to improve access, prevent discriminatory practices and ensure compliance with the Americans with Disabilities Act (ADA) and other applicable federal and state laws and regulations.

This policy supports a social model view of disability where disability is defined as the loss or limitation of opportunity to take part in society on an equal level due to barriers in society and/or the environment.

General Principles

It is the Seminary's policy to:

- Actively promote disability awareness and equality ensuring that it continues to be an integral part of our strategy, service delivery and future developments.
- Continue to audit current provision to ensure that the best opportunities are taken to improve physical access to premises, the built, transport and rural environments, and prioritize future works and refurbishments.
- Be aware that any change in services might have an effect on service delivery for disabled people.
- Ensure that current information is accessible and available in appropriate formats.
- Use all available guidance, examples of good practice and of best value to ensure a corporate response to disability access issues.
- Involve our staff and customers in the process of developing and delivering the policy and procedures.
- Develop ongoing training opportunities, monitor and share examples of good practice.

Contact and Further Information

If you require any further information, advice or guidance please contact the Executive Vice President & General Counsel.

Accreditation

ACCREDITATION STATUS

Grace School of Theology is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Rd., Forest, VA 24551; Telephone: 434-529-9539; info@tracs.org] having been awarded Accredited status as a Category III institution by TRACS' Accreditation Commission on November 6, 2012; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Accreditation through TRACS is based upon well defined Foundational Standards and Operational Standards. The Grace School of Theology Mission Statement is the foundational statement of the Seminary and serves as the guide in the Seminary's strategic planning process. Grace School of Theology is working to join a number of evangelical institutions of higher learning across the United States and the world that have already demonstrated high standards of operations including administrative services, academic excellence, financial stability, excellent student services, and institutional effectiveness. The Seminary has demonstrated a commitment "to provide quality postsecondary education within the context of Christian values."

Grace is also an Associate Member of the Association of Theological Schools (ATS), 10 Summit Park Drive, Pittsburgh, PA 15275-1110. See <http://www.ats.edu/member-schools/grace-school-theology>

Academic Calendars and Class Schedules

2014 – 2015 Academic Calendar

| Mod | Open Registration | Late Registration | Syllabi Available | Class Dates | Drop Date | Withdraw Deadline | Grades Posted |
|--|-------------------|-------------------|-------------------|-------------|-----------|-------------------|---------------|
| Fall Semester 2014 (Aug 18 - Dec 18) | | | | | | | |
| 1 | 6/16 – 6/25 | 6/26 – 8/8 | 7/1/14 | 8/18-10/13 | 8/30/14 | 9/22/14 | 10/27/14 |
| 2 | 6/16 – 6/25 | 6/26 – 8/8 | 7/1/14 | 10/22-12/18 | 11/4/14 | 11/25/14 | 1/2/15 |
| 1-2 | 6/16 – 6/25 | 6/26 – 8/8 | 7/1/14 | 8/18-12/18 | 8/30/14 | 10/13/14 | 1/2/15 |
| Spring Semester 2015 (Jan 5 – May 11) | | | | | | | |
| Intensive | 11/10-12/19 | | 12/1/14 | 1/5-1/9 | 1/5/15 | 1/7/15 | 3/23/15 |
| 3 | 11/10-12/19 | 12/20-1/2 | 12/1/14 | 1/12-3/9 | 1/26/15 | 2/16/15 | 3/23/15 |
| 4 | 11/10-12/19 | 12/20-1/2 | 12/1/14 | 3/17-5/11 | 3/30/15 | 4/20/15 | 5/26/15 |
| 3-4 | 11/10-12/19 | 12/20-1/2 | 12/1/14 | 1/5-5/11 | 1/26/15 | 3/9/15 | 5/26/15 |
| Summer Semester 2015 (May 18 – July 20) | | | | | | | |
| Intensive | 3/23-5/1 | | 3/30/15 | 5/18-5/22 | 5/18/15 | 5/20/15 | 8/3/15 |
| 5 | 3/23-5/1 | 5/2-5/15 | 3/30/15 | 5/26-7/20 | 6/8/15 | 6/29/15 | 8/3/15 |

Financial Aid Calendar

| Mod | Tuition Assistance Open | Tuition Assistance Deadline | Financial Aid Disbursement |
|-----|-------------------------|-----------------------------|----------------------------|
| 1 | 6/16/14 | 7/18/14 | 8/31/14 |
| 2 | 6/16/14 | 7/18/14 | 11/5/14 |
| 3 | 11/17/14 | 12/12/14 | 1/27/15 |
| 4 | 11/17/14 | 12/12/14 | 3/31/15 |
| 5 | 3/30/15 | 4/24/15 | 6/9/15 |

Application & Payment Calendar

| Mod | Application Deadline | Payment in Full | 1 st Payment Date | 2 nd Payment Date | 3 rd Payment Date | 4 th Payment Date | 5 th Payment Date |
|-----------|----------------------|-----------------|------------------------------|------------------------------|------------------------------|-------------------------------|------------------------------|
| 1 | 7/25/14 | 8/8/14 | 8/8/14 | 9/2/14 | 10/1/14 | 11/3/14 | 12/1/14 |
| 2 | 10/10/14 | 10/17/14 | 10/17/14 | 11/3/14 | 12/1/14 | <i>Module 2 Only</i> | |
| Intensive | 12/17/14 | 12/26/14 | | | | | |
| 3 | 12/17/14 | 1/2/15 | 1/2/15 | 2/2/15 | 3/2/15 | 4/1/15 | 5/1/15 |
| 4 | 2/27/15 | 3/6/15 | 3/6/15 | 4/6/15 | 5/1/15 | <i>Module 4 Only</i> | |
| Intensive | 5/1/15 | 5/8/15 | | | | | |
| 5 | 5/1/15 | 5/15/15 | 5/15/15 | 6/15/15 | 7/15/15 | <i>3 Payments in Module 5</i> | |

Academic Important Dates

2014 – 2015

Fall Semester 2014 (Aug 18 - Dec 18)

New Student Orientation
Labor Day, no classes
Thanksgiving, no classes
Christmas Break, no classes

Important Dates

August 12
September 1
November 26 – 27
December 19 – January 4, 2015

Spring Semester 2015 (Jan 5 – May 11)

New Student Orientation
Martin Luther King Day, no classes
Spring Break
Commencement

Important Dates

January 6
January 19
March 10 – 16
May 15

Summer Semester 2015 (May 18 – July 20)

New Student Orientation
Memorial Day (observed), no classes
Independence Day, no classes

Important Dates

May 19
May 25
July 4

2015 – 2016

Fall Semester 2015 (Aug 15-Dec 19)

New Student Orientation
Labor Day, no classes
Thanksgiving, no classes
Christmas Break, no classes

Important Dates

August 11
September 7
November 26-27
December 20, 2014 – January 2, 2015

Spring Semester 2015 (Jan 4-May 9)

New Student Orientation
Martin Luther King Day, no classes
Spring Break
Commencement

Important Dates

January 5
January 19
March 11 - 17
May 16

Summer Semester 2016 (May 16 –July 18)

New Student Orientation
Memorial Day (observed), no classes
Independence Day, no classes

Important Dates

May 10
May 25
July 4

Admissions

GENERAL ADMISSION REQUIREMENTS

Personal Enrichment

There are no degree requirements for those wishing to take classes only for enrichment. Anyone can apply to become a non-credit/audit student in an undergraduate or graduate class. Applicants must complete the non-credit application for admission before his/her acceptance is considered.

Undergraduate Programs

Anyone with a high school diploma, GED, or equivalent education can apply for the Undergraduate Programs offered at Grace for credit. Applicants must complete the Undergraduate application for admission before his/her acceptance is considered.

Graduate Programs

Applicants for graduate degree programs must have earned a baccalaureate degree from an USDE accredited college or university, or its equivalent. The student's undergraduate overall grade point average must be 2.0 or higher for admittance.

Applicants for the ThM program must have completed the Master of Divinity (a minimum of 90 credit hours, including one year each of biblical Greek and Hebrew) with a minimum 3.0 GPA, prior to enrollment. Those who have not completed the biblical language requirement may still enroll but must complete the first year language requirements before proceeding to subsequent years of language study. This may be accomplished concurrently while enrolled.

THE APPLICATION PROCESS

Applications for Grace School of Theology may be obtained on its website (www.gsot.edu). Once the admissions office has received the application and all necessary information, the Admissions Committee will review the application and notify the applicant in writing regarding admission status. Application fees are listed in the financial information.

Anyone who wishes to enroll at Grace School of Theology must follow the Admissions process steps outlined below.

- a. Complete a Preliminary Application Form- Visit the Grace School of Theology website (www.gsot.edu) and click on the button that says "Apply Today."
- b. The form will ask the applicant to select the program he/she wishes to apply for and pay the application fee online before beginning the online application.
- c. Once the application is paid, the applicant will receive a link via email to the application for admission. The student can return to the application at another time to complete.
- d. The Admissions department will begin processing the application once the applicant 'Submits' his/her application.
- e. The Application for the Undergraduate Programs includes the following:
 - i. Admissions Essay
 - ii. Official transcripts from where an applicant received a High School Diploma or GED is required. Official transcripts are also required from any Undergraduate work completed higher than High School.
 - iii. Three Personal Recommendation forms (can be completed online)
 - iv. One Pastoral or Church Recommendation form (can also be completed online)
- f. The Application for the Graduate Programs includes the following:
 - i. Admissions Essay
 - ii. Official transcripts are needed from where an applicant has completed his/her Undergraduate Studies. Official transcripts from any institution post High School is necessary for applications to be considered.
 - iii. Three Personal Recommendation forms (can be completed online)
 - iv. One Pastoral or Church Recommendation form (can also be completed online)
- g. Non-Credit Program Applicants (Audit/Enrichment)
 - i. Applicants applying for the Non-Credit Programs must only complete the online components of the application for admission.
- h. Once the Admissions Department receives all application components, (including transcripts and recommendation forms) the completed application is sent to the Admissions Committee.

SPECIAL ADMISSIONS

Dual Enrollment

Graduate students who have up to six undergraduate credits to complete before they receive their undergraduate degree may concurrently enroll in a degree program and register to take up to six credits per semester for a maximum of two semesters. Students must meet (no exceptions) the cumulative GPA requirement for admission in good standing into a graduate program to be eligible to register under dual enrollment for that program. Students must meet all other admissions requirements as stated herein.

Students must provide, along with their application, a current official undergraduate transcript (sent directly from their school to the Registrar's Office), a letter from their current Registrar's Office indicating their current Grade Point Average, the specific degree they are pursuing, the estimated date of undergraduate graduation, and the number of remaining credit hours for degree completion. Students must complete the *General Petition Form* requesting Dual Enrollment and submit it to the Registrar's Office for final approval. Once all documents are received by the Registrar's Office a decision will be made by the Vice President of Academic Affairs.

Probationary Admittance

If a graduate student's undergraduate grade point average is below 2.0, then the student may be admitted on probation. Students admitted on probation must complete 9 graduate credits of satisfactory work with a minimum overall grade point average of 2.0 in order to be changed from Probation Status to Full Admission status. A graduate student admitted on probation to the ThM program must complete 9 post-graduate credits of satisfactory work with a minimum overall grade point average of 3.0, in order to be changed from Probation Status to Full Admission status.

Grace accepts students into the undergraduate programs, on a limited basis, in Probationary Status, who have not earned a high school diploma or possess a GED. Undergraduate students admitted on probation must complete 12 undergraduate credits of satisfactory work with a minimum overall grade point average of 2.0 in order to be changed from Probation Status to Full Admission status.

The Registrar's Office will monitor all students'

progress in the *Populi* system (grades and progress) and keep the student's Academic Advisor (a Faculty member) informed of the status. The student's status will be stated in the acceptance letter.

Provisional Entrance

If an applicant wishes to take classes within a semester BEFORE the student has been officially accepted, the Applicant will need to submit an *Admissions and Exception Petition* explaining the reason why the applicant wishes to be considered for entrance without all necessary documents. The *Admissions and Exception Petition* can be requested from the Admissions Department. Provisional Entrance is only for students applying for either the Undergraduate or Graduate Programs. The Admissions and Exception Committee will vote on provisional entrance and notify the applicant of the decision.

If an applicant is approved for Provisional Entrance, then all application documents must be received within one semester. Students may not register for subsequent semesters until their application is complete. The Admissions Department will monitor and collect the appropriate application documentation for students who are accepted provisionally.

Special Status

If an applicant does not intend to earn a degree or enroll in an academic program but would like to earn credit, he may be admitted as a special status student. These students must meet the same entrance requirements as degree-seeking applicants. Course grades are based on the same criteria applied to students in degree programs. Students may later apply to enter a degree program based on the entrance requirements in this publication. If the application into a degree program is approved, credits earned under special status will be evaluated for transfer, based on the rules for transfer credit.

ABILITY TO BENEFIT

Graduate students who do not meet the entrance minimum GPA entrance requirement of 2.0 for the MM, MABS, and MDiv programs and students who do not meet the entrance 3.0 minimum GPA requirement for the ThM program, may enter on Probationary Status (see section above). Grace accepts students into the undergraduate programs, on a limited basis in Probationary Status, who have not earned a high school diploma or possess a GED. The Registrar's Office will monitor student's progress in the *Populi* system (grades and progress) and keep the student's Academic Advisor (a Faculty member) informed of the status.

Through the Mentoring Program, run by Student Services, assistance is available for students in various areas of academics, ministry and life matters. The aim of the Seminary is to provide learning helps in order to develop a wide range of life skills that will prove beneficial to the student's personal and professional purposes and goals. All graduate students are required to take RS-503, *Research, Writing & Technology* early in their program to help them establish good writing habits using the Turabian writing style, valuable research skills, and efficient use of the Logos Bible Software. By taking this course early in the degree plan, faculty can identify students who may need extra assistance and refer them to Student Services.

Undergraduate students are required to complete RS-210 *Research Writing and Technology*, which teaches valuable writing and research skills along with starting skills in using technology in Bible study.

EXCEPTIONS TO GENERAL ADMISSIONS REQUIREMENTS

Applicants for the degree programs may apply for an exception to the General Admissions Requirements by submitting a detailed explanation on an *Admissions and Exception Petition form* to the Admissions Office for Approval from the Admissions and Exception Committee. Details containing: 1. What exception is requested, and 2. Why should the seminary grant the request?

STUDENT ORIENTATION

All incoming students are required to participate in a Student Orientation at least once, and are encouraged to attend as many times as possible in order to remain informed regarding important matters. These events will cover major student issues from the Student Handbook as well as the Academic Catalog (e.g. student life and conduct,

staff and faculty, academics, financials and records, library services, and others). Recorded archives of the sessions are available to students who are unable to attend or those who desire to review its contents. Additional footage related to systems and operations are available to help students understand the information systems utilized by the Seminary. These archived videos will be available through the *Populi* student management system, as well as through other avenues of communication to students as needed.

TRANSFER OF CREDIT

Grace School of Theology makes all attempts to be just, equitable, and apply the guidelines for transfer equally. The school generally accepts transfer credit from institutions of higher education that have accredited or pre-accredited status through an accrediting agency that is approved by the U.S. Department of Education, or its equivalent, such as qualified foreign institutions of higher education. The accredited status of the institution is important when considering the transfer of credit, but it is not the sole determining factor. Transfer from unaccredited institutions is typically very difficult unless Grace has already verified comparability. The Office of Student Services has a list of such schools that have been verified. Students should be aware that there are limits to the number of transfer credits. In general, up to 30% of any given graduate program and 75% of any undergraduate program can be transferrable. For the maximum allowable transfer credit for each program, please refer to the appropriate academic program description. Work and/or ministry experience cannot count toward credit.

Students may apply for an evaluation of their credits through the Registrar's Office after they have applied for admission. However, prospective students may confer with either the Graduate Dean or the Undergraduate Dean about the likelihood of transferring credit, prior to admission. Students are responsible for ensuring that official transcripts of their credit are sent directly from the institution to the Registrar. Unofficial transcripts will not be officially evaluated. Students should be aware that reasons for the refusal of transfer credit are course-to-course incompatibility, the institution's accredited status, course description and requirements, final grade, etc. No credit will be awarded until official transcripts have been received and evaluated

Transfer of credit will be determined based on an evaluation of the course description and/or course syllabus and its comparability and equivalency with

coursework and/or the purpose of the program at Grace. Coursework must be validated through an official transcript and must be for work of "C" grade (2.0 on a 4.0 scale) or higher for graduate (MM, MABS, and MDiv) and undergraduate credit and a "B" grade (3.0 on a 4.0 scale) or higher for ThM credit.

Exceptions to these guidelines may be granted. Questions regarding the transfer of credit should be addressed to the Academic Affairs Office. Students may appeal the evaluation of transfer of credit. Please see the section in this Catalog entitled, Academic Appeals Process.

DIPLOMA AND TRANSCRIPT VERIFICATION

As a direct response to the increase in the number of online high school and college diploma issuing companies (Diploma Mills), the federal government has suggested that each Title IV issuing educational institution develop a standard policy to better identify valid high school and secondary education transcripts. While we are fully aware that a traditional high school degree may not be obtainable for all, we strongly suggest completing a state issued G.E.D. as an alternative if the traditional high school completion option is not realistic. If we suspect that a diploma submitted is not from a legitimate school (such as a diploma mill/degree mill), we will proceed in the following manner:

1. If the Applicant is applying to be apart of the Graduate Program, a representative from the Admissions Committee will look up on the Council for Higher Education Accreditation site (www.chea.org) for the name of the school where the Applicant received his/her Bachelor's Degree. If the name of the school does not appear on the list, then the Admissions Committee Representative will research further and consult either the Registrar or research further online to verify accreditation.
2. If the Applicant is applying to be a part of the Undergraduate Program, a representative from the Admissions Committee will supply the Applicant's official transcript of diploma to the Undergraduate Dean for further evaluation.
3. Below are some key items that must be listed on the high school transcript for the College to certify it as valid:
 - Name, address and phone number of the high school from which you graduated
 - Four (4) years of high school credits
 - Graduation date
 - School seal and/or signature of school

official High school diplomas may only be used for verification of high school completion if special circumstances prevent the submission of the official high school transcript There are also some key items that Grace will look for in determining the validity of an online diploma:

- Was the diploma obtained from an online high school that does not operate in the state of the applicant's primary residency?
- Did the student pay a sum of money (other than standard transcript request fee) in order to obtain the diploma?
- Was any work required in obtaining the diploma and can the student show proof of the work that was completed?
- Is the high school accredited by an agency approved by the U.S. Department of Education or another equivalent accrediting body?
- Is the diploma recognized or approved in the state from which it was granted?

If it has been determined that an applicant's diploma is submitted from a school that is not legitimate, then the Admissions Committee Representative will contact the Applicant and let him/her know about the discovery. Grace reserves the right to be cautious in accepting high school transcripts that may not meet the requirements as put forth by the federal government in helping to determine eligibility for Title IV funding. The applicant may be instructed to submit a petition to be accepted under the Ability to Benefit status.

ADVANCED STANDING

Applicants who have graduated from a Bible college with a degree in Bible or biblical studies, or possess an equivalent biblical studies degree, and who enroll in the Master of Arts in Biblical Studies (MABS) program may be eligible for up to 12 units of advanced standing and students who enroll in the Master of Divinity (MDiv) program may be eligible for a maximum of 24 units of advanced standing, based on courses taken at the undergraduate level. Successfully completed courses comparable to the 500-level courses in the MABS or MDiv programs at *Grace* may receive advanced standing. Courses for which advanced standing is sought must be equivalent in both content and theological viewpoint to courses taught at *Grace*, and must have been earned with a grade of C+ (2.5 on a 4.0 scale) or better.

TRANSFER OF GENERAL EDUCATION (GENED) CREDIT

Both the AABS and the BABS are Degree Completion Programs (DCP) meaning that Grace expects students to complete their GENED requirements at another higher educational institution and the complete their non-GENED

degree requirements at Grace. The AABS requires that students complete 18 credits and the BABS requires that students complete 36 credits of GENED.

The general education core includes a minimum of

three semester hours in each of the humanities/fine arts, behavioral/social sciences, communications, and natural sciences/math.

| Core Components | Sample courses that qualify | Minimum Number |
|--|--|-----------------------|
| Humanities/Fine Arts | Humanities, Music, Art, Philosophy, Foreign Languages | 3 |
| Behavioral/Social Sciences | Anthropology, Economics, Geography, Government, Psychology, Sociology, History | 3 |
| Communications | English, English Composition, Speech, Communications | 3 |
| Natural Sciences/Math | Any Mathematics, Biology, Chemistry, Geology, Environmental Studies, Physics | 3 |
| Other acceptable GENED transfer credit | Accounting, Computer Technology, Literature | |

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Grace School of Theology maintains a variety of records relating to students. The Registrar's Office retains the official file, which includes the student's original application for admission, recommendation forms, transcripts and other pertinent information. These records are available to faculty and staff who have legitimate educational interests.

Educational records are released to outside individuals or agencies only with the student's written permission. The only exceptions are those specifically required in Section 438 of the General Provision Acts. The Student Handbook contains more detailed information about FERPA.

Registration

ENROLLMENT DEADLINES

The **open registration period** normally begins eight weeks before the first day of the coming semester and lasts five weeks. Continuing students must register by the end of open registration. If one registers after the deadline a late fee will be charged. During open registration periods students may add and drop courses online through their *Populi* account.

The **late registration period** normally begins three weeks before the first day of the coming semester and lasts for two weeks. Continuing students that register during this period will be charged a one-time late registration fee. The late registration fee is waived for new students when registering for the first time. New students can still register for classes no later than one week before the first day of a module.

The **no registration period** normally begins one week before the first day of the coming semester.

Normal registration dates are adjusted so that holidays or unusual events do not prevent an orderly registration process. Such adjustments are reflected in the Academic Calendar that is in the Catalog and on the website.

ENROLLMENT PROCESS

You are enrolled in a course when you have registered to attend it and have final approval from your Academic Advisor. The registration process includes the following steps.

1. Enroll in *Populi*
2. Obtain academic advisement and approval: The purpose of academic advising is to identify and confirm the courses remaining for you to complete your degree program and to arrange the most suitable schedule for you to finish on time. A student is not enrolled until they have received approval from their Academic Advisor (a faculty member).
3. Financial aid: Grace has available some resources for students who need financial aid. Please contact the Student Services Office for more information.

4. Settle your account: Registration is not complete until all invoices are paid (current) or you have made acceptable arrangements with the Bursar.

STUDENT COURSE OVERLOAD

The maximum course load per semester in graduate programs is 9 credits, normally 3 courses. The maximum course load per semester in undergraduate programs is 12 credits, normally 4 courses. Any student who desires to enroll beyond this maximum course load must first gain the approval of their Academic Advisor and the Vice President of Academic Affairs.

COURSE SEQUENCING

Some courses within the seminary degree programs contain prerequisite requirements. Students are encouraged to read the course descriptions carefully and are responsible to register for courses in their required sequence. In some cases, permission may be granted to take courses out of sequence. Requests to take a course out of its required sequence must be approved by the student's Academic Advisor.

ADDING AND DROPPING COURSES

This section states the processes for enrolling and withdrawing (adding and dropping) students from a course according to rules formulated to maintain orderliness and academic quality, with lawful refunds of tuition and fees when applicable. No late fees will be charged against a student during the open registration period. However, fees will apply after the closing date of open registration. Contact the Registrar for more information.

Adding a Course

A student may add a course according to the deadlines stated in the Academic Calendar and upon approval by the Academic Advisor. No additional courses will be allowed after the deadline. This is to ensure students have enough time to order and receive textbooks and to prepare for the first class session. To add a course, the student must use *Populi*.

Officially Dropping a Course

Official drop means that the approved procedure to withdraw from a course was followed by the student. The only way to *officially drop* a course is through *Populi* or by using the Withdrawal Drop Form and sending it to the Registrar. This applies to all courses, irrespective of delivery mode or course length.

Unofficially Dropping a Course

Beware of *unofficially* dropping a course. It will adversely affect your grades and student account. *Unofficial drop* means that the approved procedure to withdraw from a course was not followed by the student. Students are prohibited from dropping a course by:

- Not attending the course;
- Communicating their desire to drop the course other than submitting the Withdrawal Drop Form to the Registrar; or
- Communicating their desire to drop the course to employees other than the Registrar (or his or her assistant).

When a student unofficially drops a course, the Registrar will apply the Student Attendance Policy to determine the date of the drop and will assign the notation WF (Withdrawal-Fail) to the student's record, according to the Grading System Policy. Refunds are never due for unofficial drops.

TAKING COURSES FOR AUDIT/PERSONAL ENRICHMENT

Most of our courses may be taken for enrichment rather than for credit. Taking a course for "enrichment" is the same as "auditing a course." The enrichment student is not required to complete any of the assigned material for the course, and any material completed may not be graded depending on the availability and discretion of the professor. Courses taken for enrichment do not count towards any degree or certificate program.

If the student wishes to convert an enrichment course to a credit course, he or she must request to do so during the first half of the course. The student must have timely completed all assigned material, pay the difference in tuition and fees due for credit enrollment, and otherwise comply with all applicable requirements of the seminary and the professor. Further, conversion of a course taken for enrichment to a credit course is ultimately up to the discretion of the professor teaching the course and the Vice President of Academic Affairs.

If the student wishes to convert a credit course to an enrichment course, he or she must request to do so before the withdrawal date for that particular course, by submitting the Course Status Change Form. There is no refund of tuition or fees for this change.

"50% RULE" – LIMITATION OF COURSES TAKEN AT TEACHING SITES

Students enrolled in any program must take less than 50% of their program's courses (from a live professor) at a teaching site or any combination of

teaching sites. Conversely, students enrolled in any program must take 50% or more of their program's courses at the main campus, online, streaming video (synchronous or asynchronous/archived), or any combination thereof. The Registrar monitors these numbers and the Academic Advisors will work with students to ensure that this percentage is maintained.

COMPLETION OF ONLINE COURSES AND PROGRAMS

Students may complete 100% of their program online provided that all of the courses required for their program are available online.

FREQUENCY OF REQUIRED COURSE OFFERINGS

The Seminary makes every attempt to offer a wide range of courses in physical locations and online synchronously and via archived video (asynchronously). Bible exposition and theology courses required by the undergraduate and MABS and MDiv degree programs, as applicable, are typically offered at least once annually. Ministry skills courses and language courses are typically offered at least once every two years.

INDEPENDENT STUDY

Permission may be granted for a student to enroll in a regular course through independent study. Students who take courses by independent study lose the benefit of classroom interaction with the professor and other students. Therefore, independent studies are granted only in extenuating circumstances, and should not be undertaken solely for personal convenience. A request for an independent study should be submitted via General Petition to the Academic Affairs Office well in advance of the scheduled registration time.

General Academic Policies

GOVERNING CATALOG

Governing Catalog means the catalog in effect at the time of first enrollment that states the graduation requirements to which a student is subject. If the graduation requirements change, the student will automatically remain subject to the original governing catalog but may petition to continue studies subject to the new one. In no case may a student revert to an earlier catalog. Students who have not been enrolled for three semesters or more and return, will be subject to the catalog at the time of readmission. Students are automatically subject to other revisions such as policies, procedures, etc. Students are encouraged to communicate regularly with their academic advisor regarding their degree plan. This policy does not apply to students who change academic programs.

ACADEMIC ADVISING

New and continuing students are encouraged to seek academic advisement in planning their educational program. Initial advisement for new students is available through the Student Services Office. Once enrolled, the Registrar assigns a fully qualified faculty mentor/advisor to each new student based on his or her enrolled program and sometimes on the delivery mode; some assignments overlap.

Advisors have access to students' *Populi* page that displays contact information, current degree plan, and a history of documents archived and comments made to the student since they first applied.

Faculty mentor/advisor must approve each course before the student's enrollment is officially complete and must approve requests for course overload.

The advisement process is accomplished through *Populi* where advisors communicate their approvals and other comments to the students. Additionally, advisors are able to ensure that students do not enroll in a Teaching Site less they violate the mandated 49% rule and that students do not violate the course load limits. Advisors are expected to counsel students on the best sequencing of their course selections and help them prepare to complete their program within the stated time limit. Because the faculty also have years of ministerial experience and are expected to demonstrate a servant's heart, faculty advisors are encouraged to offer prayer and counsel as the Holy Spirit leads.

CLASSIFICATION OF STUDENTS

The school year runs from the beginning of the fall semester through the end of the summer semester.

Graduate Students:

- Full-time graduate students are those enrolled in nine (9) or more credits per semester, 18 or more credits per school year.
- 3/4 time graduate students are those enrolled in six (6) to eight (8) credits per semester, 12 credits per school year.
- 1/2 time graduate students are those enrolled in five (5) credits per semester, 10 credits per school year.
- 1/4 time graduate students are those enrolled in one (1) to four (4) credits per semester, two (2) to eight (8) credits per school year.

Undergraduate Students:

- Full-time undergraduate students are those enrolled in twelve (12) or more credits per semester, 24 or more credits per school year.
- 3/4 time undergraduate students are those enrolled in nine (9) to eleven (11) credits per semester, 18 credits per school year.
- 1/2 time undergraduate students are those enrolled in six (6) credits per semester, 12 credits per school year.
- 1/4 time undergraduate students are those enrolled in one (1) to four (5) credits per semester, two (2) to ten (10) credits per school year.

ATTENDANCE

Grace School of Theology believes interaction between the professor and students is a vital part of training. This interaction may occur in the classroom and/or online. All classes utilize Populi as the online Learning Management System (LMS), whether the student is attending in the classroom or only online. All students are expected to participate in the course weekly. Faculty prepare assignments that are typically due on a weekly basis. Attendance at Grace is defined as academic participation in the coursework such as online group discussions, completing online requirements, completing tests and quizzes, and by submitting assignments as required in the course syllabus. Student communication (email or texting) to the professor does not, in itself, constitute attendance.

If a student has planned absences for personal reasons, they should notify their professor as soon as it is known so that the student can work ahead and not fall behind. Professors will take into account personal, family emergencies, but it is the student's responsibility to notify the professor as

soon as possible of any potential disruption in their studies.

Students enrolled in modular classes (8-weeks) who do not attend (as defined above) for 14 days in succession, will receive a final grade of F/A (Failure to Attend) for the class; those students enrolled in semester-long classes and who do not attend for 21-days in succession will receive the same final grade of F/A. A student's GPA and financial aid benefits (if applicable) will be affected when a student receives the F/A grade. The professor is responsible for reporting attendance of all students to the Registrar on a weekly basis.

ACADEMIC INTEGRITY

Plagiarism

According to the American Heritage Dictionary, 2nd College Edition, plagiarism is defined as "taking and using "as one's own the writings or ideas of another." Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.

Falsifying Information

Falsifying information shall include forging a proctor's name, submitting another's work as one's own, or otherwise providing false or misleading documentation.

Other Forms of Academic Dishonesty

During examinations, academic dishonesty shall include referring to written information not specifically permitted by the instructor or syllabus. It shall further include receiving unauthorized written or oral information from a fellow student or proctor. Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above will receive an "F" for the course and will receive an academic warning. If the student is proven to have been guilty a second time, he or she will be expelled from the seminary. Students are responsible for reading the Student Handbook that contains more details.

GRADE REPORTS

Faculty members are required to submit final grades to the Office of the Registrar within two weeks of the completion of modular and semester courses. Student grades will be processed and recorded in the student's electronic file. All grades will be available for the student's viewing through their student profile on the *Populi* system.

GRADING SYSTEM

The grade point average (GPA) is a numerical representation of a student's overall academic achievement. It is obtained by assigning point values to specific grades and multiplying these values by the number of semester hours received in that course. The total number of grade points earned for one semester or for all semesters at Grace School of Theology is divided by the total number of semester hours. Grades of I and WP are not assigned grade point values and are not used in the computation of the grade point average. A grade of WF is assigned a grade point value of zero (0). At the graduate level, no points are given for a grade lower than a C- (1.7 grade points) and at the undergraduate level, no points are given for a grade lower than a D- (0.7 grade points). Any required failed course must be retaken until passed. The retaken grade will automatically replace the original failed grade. The grade point values are as shown in the following chart.

The F/A grade (Failure to Attend) is assigned when students have not participated in the course for 14 days in succession in a modular course and 21 days in succession in a semester-long course.

| GRADE | NUMERICAL EQUIVALENT | GRADE POINT Value |
|--|--|-------------------|
| A+ | 99-100 | 4.0 |
| A | 96-98 | 4.0 |
| A- | 94-95 | 3.7 |
| B+ | 91-93 | 3.3 |
| B | 88-90 | 3.0 |
| B- | 86-87 | 2.7 |
| C+ | 83-85 | 2.3 |
| C | 80-82 | 2.0 |
| C- * | 78-79 | 1.7 |
| D+ | 75-77 | 1.3 |
| D | 72-74 | 1.0 |
| D- ** | 70-71 | 0.7 |
| F | 0-69 | 0.0 |
| AUD | Audit | n/a |
| WP | Withdrawal during the first nine weeks of a 16-week course or first five weeks of an 8-week course | n/a |
| WF | Withdrawal after the first nine weeks of a 16-week course or first five weeks of an 8-week course | 0.0 |
| F/A | Failure to Attend | 0.0 |
| I | Incomplete | n/a |
| IP | Class in Progress | n/a |
| NOTES: * C- (1.7) is the lowest passing grade at the graduate level. ** D- (0.7) is the lowest passing grade at the undergraduate level | | |

COURSEWORK EXTENSION/INCOMPLETES

In the case of serious illness, family emergency or other extenuating circumstances, students may request an extension that will allow them to complete their coursework beyond the end of the course. The request for extension must be approved in advance by the instructor for the course and may be granted for up to 30 days beyond the end of the course. Instructors are not obligated to approve any petition of extension. If an extension is approved, the student will be given a temporary incomplete for the course. If the student fails to complete the work by the end of the extension, the incomplete will be changed to a failing grade, unless the professor provides a different final grade. A student may not enroll for the following semester with more than two incompletes.

ACADEMIC PROBATION AND DISMISSAL

The student's academic record is reviewed each

semester. Graduate students in MM, MABS and MDiv programs and undergraduate students are considered "in good standing" when they maintain a minimum of 2.0 grade point average and when ThM students maintain a 3.0 grade point average. If a student's cumulative grade point average falls below his or her minimum standard, the student is automatically placed on academic probation.

If the student improves his or her cumulative grade point average to the minimum standard during the subsequent semester, the student is automatically removed from probation. If a student remains on probation for two consecutive semesters, he or she may be subject to dismissal. Any student in any graduate program whose grade point average falls below 1.5 for a semester is subject to dismissal at the end of that semester. Any undergraduate student whose grade point average falls below a 1.0 for a semester is subject to dismissal at the end of that semester. If a

student is dismissed for not meeting academic standards, the student may appeal by using the Academic Appeals Process.

READMISSION

General Readmission Process

Readmission of returning students is subject to review by the administration. A student who withdrew from Grace, has graduated, has been dismissed for academic or disciplinary reasons from Grace, or has been gone for more than a twelve-month period, and desires to be re-admitted, must reapply. The Readmission process steps are outlined below:

1. Visit gsot.edu and click on 'Apply Now.'
2. Select Readmission Application from the application options.
3. Pay the \$50 application fee.
4. Complete the Readmission Application.

The Readmission Application requires a student to provide transcripts from all schools attended subsequent to withdrawal from Grace, a recommendation from the applicant's pastor or church, and a brief essay by the applicant on his/her activities and spiritual growth since withdrawal from Grace School of Theology.

Students who have been absent for more than one year for whatever reason and return, will be subject to the catalog at the time of readmission. The Readmission application must be completed (required documents included) by the application deadline.

From Leave of Absence

Leave of absence is permitted for a period up to twelve months. Students desiring a leave of absence must file a General Petition form with the Registrar. Students who withdrew and again desire to return to Grace within a twelve-month period need to complete another General Petition and submit it to the Registrar's office for registration materials and need not reapply for admission to the seminary.

Students, when they return, will register for classes in the same manner as a continuing student and continue under the catalog that was in force when they left. Students who take a leave of absence are encouraged to discuss plans for their leave with their academic advisor prior to leaving the seminary.

If a student withdraws during the first two weeks of a semester, then the twelve-month leave period includes those two weeks.

After Academic or Disciplinary Dismissal

A student who has been academically dismissed may apply for readmission only after a full academic year (three semesters). He then must submit the General Readmission requirements (above), give evidence of potential for academic success, and receive approval from the Vice President of Academic Affairs.

A student who has been dismissed for disciplinary reasons may apply for readmission after three semesters. He then must submit the General Readmission requirements (above) and receive approval from the Vice President of Student Affairs.

CONTESTING A FINAL GRADE

Students have up to 30 days to contest a grade after its issuance. To contest a grade, the student must take the following steps.

1. Meet with the professor and ask to reconsider the grade based on the possibility that, in light of the course requirements as defined in the syllabus, a mistake may have been made, or to reconsider the grade based on other facts that the student believes to be relevant.
2. If the professor changes the grade, the professor will notify the Registrar who will update the grade in *Populi*. If the professor does not change the grade, the student may appeal the decision to the Academic Committee.
3. Appeal the decision to the Academic Committee no later than two weeks after the professor's decision by stating the case in writing and submitting it and any supporting documentation to the Vice-President of Academic Affairs.
4. Vice-President for Academic Affairs convenes the Academic Committee no later than two weeks after receiving the student's appeal in writing.
5. Academic Committee notifies all concerned of its decision no later than two weeks after convening. The judgment of the Academic Committee is final.

ACADEMIC APPEAL PROCESS

Other than contesting a final grade (see separate policy), students may appeal academic decisions such as the evaluation of transfer credit and academic dismissal, based on extenuating circumstances, by following the proper steps:

1. Submit a detailed letter, with supporting documentation, to the Vice President of Academic Affairs (VPAA) within 10 business days of the decision.
2. The Vice-President for Academic Affairs will convene the Academic Committee no later than two weeks after receiving the student's appeal in writing.
3. Academic Committee will notify all concerned of its decision no later than two weeks after convening. The judgment of the Academic Committee is final.

DEFINITION OF A CREDIT HOUR

A credit hour is one hour of classroom or direct faculty instruction with a minimum of two hours of out-of-class work each week of a semester. Grace offers classes in 8-week modules and 16-week semesters. Most courses are 8 weeks in length while courses in biblical language and internship are 16 weeks long. These classes may be offered completely in the classroom, completely online, or a combination of both using asynchronous or synchronous video streaming. Faculty members are responsible for developing their course so that it meets the following course-hour equivalency.

Irrespective of the location or mode of delivery, for the purpose of calculating an institutionally established course-hour equivalency:

- A 1-unit course would reasonably approximate a minimum of 45 course hours
- A 2-unit course would reasonably approximate a minimum of 90 course hours
- A 3-unit course would reasonably approximate a minimum of 135 course hours

Eight-week, 3-Unit, Module Class Example: A typical unit of credit equates to approximately 5.6 hours of student work per week (1 hour lecture plus 4.7 hours of homework). For this class with 24 hours of in-class time, another 111 hours of assignments such as reading, research and writing, exam preparation, and online discussion boards would be needed to complete the minimum requirement of 135 course hours. Lecture time may be adjusted accordingly depending on the assignments given in addition to the lectures.

Sixteen-week, 3-Unit, Semester Class Example:

A typical unit of credit equates to 3 hours of student work per week (1 hour lecture plus 2 hours of homework assignments). For this class with 48 hours of in-class time, another 87 hours of assignments such as reading, research and writing, exam preparation and online discussion boards would be needed to complete the minimum requirement of 135 course hours. Lecture time may be adjusted accordingly depending on the assignments given in addition to the lectures.

CHANGE OF PROGRAM

The process of changing to/from a certificate or degree is a formal procedure requiring official approval and documentation. Students must submit a Program Change Request Form to the Registrar's office. Approval from the Vice President of Academics is required. Students should consult with their academic advisor first of their intention to change for help with this process. Students changing degrees within the seminary shall meet the same entrance requirements as students seeking admission to Grace from outside the seminary who have completed the same number of semester credit hours. When students change to a different certificate or degree program, they come under the Catalog that is in effect when that change is made.

PROGRAM COMPLETION LIMITS

Grace recognizes that the majority of its students are adult learners with very busy schedules. We encourage students to take courses and complete programs at a reasonable, but constant pace in light of family, work, and ministry responsibilities. Maintaining a constant and continuous pace toward the completion of any program will create better success as the student grows spiritually, becomes more solidly grounded in the Scriptures, and becomes more and more effective in ministry. With this in mind, the following limits are in place to program completion.

From the initial semester of acceptance into Grace:

- All work leading to a Certificate must be completed within three years.
- All work leading to the AABS or MABS degree must be completed within six years.
- All work leading to the MDiv degree must be completed within eight years.
- All work leading to the BABS or ThM degree must be completed within ten years.

Periods when students have petitioned and received a 'Leave of Absence' will not count toward the limit. Extension of any of these limits requires a recommendation from the student's academic advisor and approval from the Vice President of Academic Affairs, in consultation with Student Services, as appropriate.

GRADUATION REQUIREMENTS

To qualify for degree conferral, students must:

1. Give evidence of biblical understanding, godly character and readiness for ministry.
2. Complete the prescribed course of study and achieve a minimum GPA of 2.0 for undergraduates and graduates (MM, MABS, and MDiv), and 3.0 for the ThM.
3. Settle all financial obligations, including payment of the graduation fee.
4. Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
5. Submit an official *Intent to Graduate Form* to the Registrar's Office prior to enrolling for the final semester.

6. Attend commencement exercises. Permission to graduate *in absentia* may be granted on a case-by-case basis. Such request should be submitted in writing to the Academic Affairs Office at least two months prior to commencement.

Students who have not completed all academic requirements may petition to participate in commencement if the remaining requirements will be completed by the end of summer semester and if 6 credit hours or less remain for completion. Students must enroll in and pay in advance for any such pending classes. The diploma and transcript will not be issued until all pending academic requirements are completed. Commencement exercises are held only at the end of the spring semester.

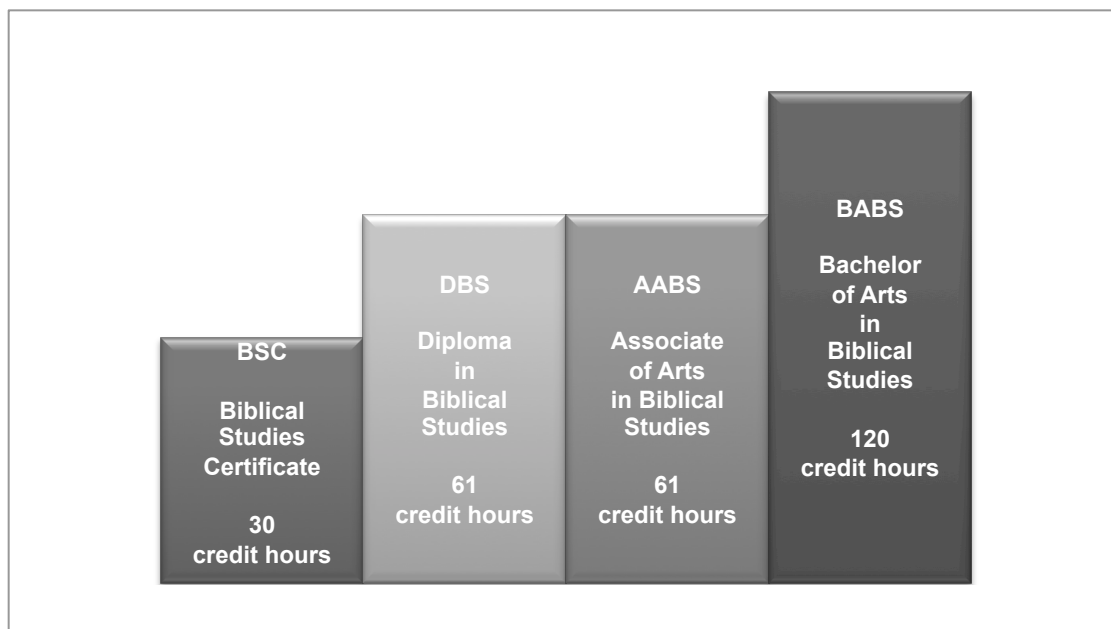
TRANSCRIPTS

Grace School of Theology students and alumni are entitled to receive transcripts of their completed coursework. Upon the written request of the student via the Transcript Request Form, with signature, the Registrar's Office will issue an official transcript to appropriate institutions or individuals. Transcripts will not be issued for students who have not met their financial obligations. A transcript fee is charged

Academic Programs

Grace School of Theology, “A Seminary To The World”, is committed to taking the message of Free Grace to every nation. This can be accomplished by offering our coursework in various languages and delivering the courses using a variety of technological means, depending on the recipients. At the printing of this Catalog, we are offering some of our programs in Russian and Spanish. We are preparing these courses as we need them. Most students who study in a foreign language do so by taking the classes online or by simply using memory sticks with the videos uploaded on them.

OVERVIEW OF UNDERGRADUATE PROGRAMS



SUMMARY OF DISCIPLINES WITHIN EACH UNDERGRADUATE PROGRAM

| Discipline | BSC | DBS | AABS | BABS |
|---------------------|-----------|-----------|-----------|------------|
| Foundational Core | 12 | 12 | 12 | 12 |
| Bible Exposition | 6 | 27 | 12 | 27 |
| Systematic Theology | 6 | 12 | 6 | 20 |
| Ministry Skills | 2 | 10 | 4 | 10 |
| General Education | - | - | 18 | 36 |
| Electives | 4 | - | 9 | 15 |
| TOTAL CREDIT | 30 | 61 | 61 | 120 |

UNDERGRADUATE DEGREE PLANS – COMPARISON CHART OVERVIEW

| Code | Course Name | Biblical Studies Certificate (BSC) | Diploma in Biblical Studies (DBS.) | AA in Biblical Studies (AABS)* | BA in Biblical Studies (BABS)* |
|---|---|------------------------------------|------------------------------------|--------------------------------|--------------------------------|
| FOUNDATIONAL CORE | | | | | |
| RS-210 | Research Writing and Technology | 3 | 3 | 3 | 3 |
| TH-300 | The Life of the Believer | 3 | 3 | 3 | 3 |
| TH-310 | Principles of Biblical Interpretation | 3 | 3 | 3 | 3 |
| TH-330 | Doctrine of Salvation | 3 | 3 | 3 | 3 |
| BIBLE EXPOSITION | | | | | |
| BI-201 | Old Testament Survey | 3 | | | |
| BI-203 | New Testament Survey | 3 | | | |
| BI-303 | Pentateuch | | 3 | 3 | 3 |
| BI-305 | The History of Israel | | 3 | 3 | 3 |
| BI-307 | Prophetic Books | | 3 | | 3 |
| BI-309 | Poetic Books | | 3 | | 3 |
| BI-340 | The Life of Christ | | 3 | 3 | 3 |
| BI-342 | Pauline Epistles (less Romans) | | 3 | 3 | 3 |
| BI-343 | Acts | | 3 | | 3 |
| BI-344 | Romans | | 3 | | 3 |
| BI-346 | General Epistles | | 3 | | 3 |
| SYSTEMATIC THEOLOGY | | | | | |
| TH-250 | Survey of Bible Doctrine | 3 | | | |
| TH-407 | Doctrine 1 – The Bible and God | 3 | 3 | 3 | 3 |
| TH-412 | Doctrine 2 – Man, Sin and Spirit Beings | | 3 | 3 | 3 |
| TH-415 | Doctrine 3 – Christ and the Holy Spirit | | 3 | | 3 |
| TH-420 | Doctrine 4 – The Church and Last Things | | 3 | | 3 |
| TH-430 | Doctrinal Summary 1 | | | | 4 |
| TH-435 | Doctrinal Summary 2 | | | | 4 |
| MINISTRY SKILLS | | | | | |
| MS-312 | Ministry Stewardship | 2 | 2 | 2 | 2 |
| MS-310 | Conflict Resolution | | 2 | 2 | 2 |
| MS-402 | Homiletics | | 2 | | 2 |
| MS-404 | Spiritual Leadership | | 2 | | 2 |
| MS-430 | Internship | | 2 | | 2 |
| GENERAL EDUCATION | | | | | |
| Students transfer into Grace their General Education (GENED) credits. These are required with a minimum of three semester hours (or equivalent) in each of the following: humanities, fine arts, behavioral science, social science, communications, natural science, and math. Students may complete their GE requirements concurrently with their studies at Grace. | | 0 | 0 | 18 | 36 |
| ELECTIVES | | | | | |
| | * Must be MS courses. | 4* | 0 | 9 | 15 |
| TOTAL | | 30 | 61 | 61 | 120 |

UNDERGRADUATE DEGREE PROGRAMS

Biblical Studies Certificate (BSC)

The certificate program at Grace School of Theology is designed for the Christian layperson who desires a flexible and less demanding course of study that will provide a general knowledge of the Bible and basic hermeneutical skills. This certificate is ideal for those volunteering in the local church or other ministry who want to be further equipped but do not wish to enter a formal undergraduate level degree program at this time. Nine credit hours of this program are transferrable from another accredited institution.

BSC Program Learning Outcomes

Upon successful completion of the BSC Program the student will be able to:

1. Express a general knowledge of key books of the Bible, including individuals, major events, and historical settings.
2. Explain key doctrines of the Bible in basic terms.
3. Understand the Free-Grace principles of progressive sanctification in their personal life.

Required Courses in the BSC Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-210 Research Writing and Technology
TH-300 The Life of the Believer
TH-310 Principles of Biblical Interpretation
TH-330 Doctrine of Salvation

Bible Exposition – 6 credits

BI-201 Old Testament Survey
BI-203 New Testament Survey

Systematic Theology – 6 credits

TH-250 Survey of Bible Doctrine
TH-407 Doctrine 1 – The Bible and God

Ministry Skills – 2 credits

MS-312 Ministry Stewardship

Electives – 4 credits

Chose any two MS courses.

BSC Course Distribution Summary

| | |
|---------------------|-------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 6 credits |
| Systematic Theology | 6 credits |
| Ministry Skills | 2 credits |
| Electives | 4 credits |
| TOTAL | 30 credits |

Diploma in Biblical Studies (DBS)

[Anticipated Start in Spring 2015]

The Diploma in Biblical Studies is a 61-credit course of instruction that focuses on the exposition of each book of the Bible, an overview of systematic theology, and selected ministry skills. The diploma is primarily designed for those who live in locations where the completion of General Education Credits is difficult for various reasons such as cost or accessibility, but would still like to be trained for practical ministry. Therefore, to receive this diploma, students are not required to complete General Education courses.

The DBS is designed for students who do not intend to continue on to a degree program. Students planning to work toward a degree should pursue the Associate or Bachelor programs as listed in this Catalog. Students who complete the DBS and then later decide to continue on to an undergraduate degree may do so by transferring in the required General Education credits and open electives. Ministry electives may also be completed at Grace. DBS credits completed will transfer into the undergraduate degree programs.

DBS Program Learning Outcomes

Upon successful completion of the DBS Program the student will be able to:

1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the DBS Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-210 Research Writing and Technology
TH-300 The Life of the Believer
TH-310 Principles of Biblical Interpretation
TH-330 Doctrine of Salvation

Bible Exposition – 27 credits

BI-303 Pentateuch
BI-305 The History of Israel
BI-307 Prophetic Books
BI-309 Poetic Books
BI-340 The Life of Christ
BI-342 Pauline Epistles (less Romans)
BI-343 Acts
BI-344 Romans
BI-346 General Epistles

Systematic Theology – 12 credits

| | |
|--------|--|
| TH-407 | Doctrine 1 – The Bible and God |
| TH-412 | Doctrine 2 – Man, Sin, and Spirit Beings |
| TH-415 | Doctrine 3 – Christ and the Holy Spirit |
| TH-420 | Doctrine 4 – The Church and Last Things |

Ministry Skills – 10 credits (2 credits each)

| | |
|--------|----------------------|
| MS-312 | Ministry Stewardship |
| MS-310 | Conflict Resolution |
| MS-402 | Homiletics |
| MS-404 | Spiritual Leadership |
| MS-430 | Internship |

DBS Course Distribution Summary

| | |
|---------------------|-------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 27 credits |
| Systematic Theology | 12 credits |
| Ministry Skills | 10 credits |
| TOTAL | 61 credits |

Associate of Arts in Biblical Studies (AABS)

The curriculum leading to the AABS degree is a two-year, 61-unit course of instruction designed to give students a basic biblical and theological foundation in preparation for a wide variety of Christian ministries. U.S. resident students must transfer in their General Education credits. Students who successfully complete the AABS are encouraged to continue on to the BABS at Grace.

AABS Program Learning Outcomes

Upon successful completion of the AABS Program the student will be able to:

1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
2. Articulate a synthesis of every major category of systematic theology.
3. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the AABS Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

| | |
|--------|---------------------------------------|
| RS-210 | Research Writing and Technology |
| TH-300 | The Life of the Believer |
| TH-310 | Principles of Biblical Interpretation |
| TH-330 | Doctrine of Salvation |

Bible Exposition – 12 credits

| | |
|--------|--------------------------------|
| BI-303 | Pentateuch |
| BI-305 | The History of Israel |
| BI-340 | The Life of Christ |
| BI-342 | Pauline Epistles (less Romans) |

Systematic Theology – 6 credits

| | |
|--------|--|
| TH-407 | Doctrine 1 – The Bible and God |
| TH-412 | Doctrine 2 – Man, Sin, and Spirit Beings |

Ministry Skills – 4 credits (2 credits each)

| | |
|--------|----------------------|
| MS-312 | Ministry Stewardship |
| MS-310 | Conflict Resolution |

Electives – 9 credits

Select from OT, NT, and/or TH courses

AABS Course Distribution Summary

| | |
|---------------------|-------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 12 credits |
| Systematic Theology | 6 credits |
| Ministry Skills | 4 credits |
| General Education | 18 credits |
| Electives | 9 credits |
| TOTAL | 61 credits |

Bachelor of Arts in Biblical Studies (BABS)

The curriculum leading to the BABS degree is a four-year 120-unit course of instruction designed to develop Christian character, a sound knowledge of the English Bible, and the skills appropriate for ministry in a local church, mission field, or other Christian ministry..

BABS Program Learning Outcomes

Upon successful completion of the BABS Program the student will be able to:

1. Express a general knowledge of the books of the Bible, including key individuals, major events, and historical settings.
2. Articulate a synthesis of every major category of systematic theology.
3. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical principles of interpretation.
4. Communicate biblical truth clearly and effectively and make application to everyday living.
5. Relate effectively as a servant-leader in a local church or para-church setting.
6. Understand and articulate the Free-Grace principles of progressive sanctification in life and ministry.

Required Courses in the BABS Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-210 Research Writing and Technology
TH-300 The Life of the Believer
TH-310 Principles of Biblical Interpretation
TH-330 Doctrine of Salvation

Bible Exposition – 27 credits

BI-303 Pentateuch
BI-305 The History of Israel
BI-307 Prophetic Books
BI-309 Poetic Books
BI-340 The Life of Christ
BI-342 Pauline Epistles (less Romans)
BI-343 Acts
BI-344 Romans
BI-346 General Epistles

Systematic Theology – 20 credits

TH-407 Doctrine 1 – The Bible and God
TH-412 Doctrine 2 – Man, Sin, and Spirit Beings
TH-415 Doctrine 3 – Christ and the Holy Spirit
TH-420 Doctrine 4 – The Church and Last Things
TH-430 Doctrinal Summary 1 (4 credits)
TH-435 Doctrinal Summary 2 (4 credits)

Ministry Skills – 10 credits

MS-312 Ministry Stewardship
MS-310 Conflict Resolution
MS-402 Homiletics
MS-404 Spiritual Leadership
MS-430 Internship

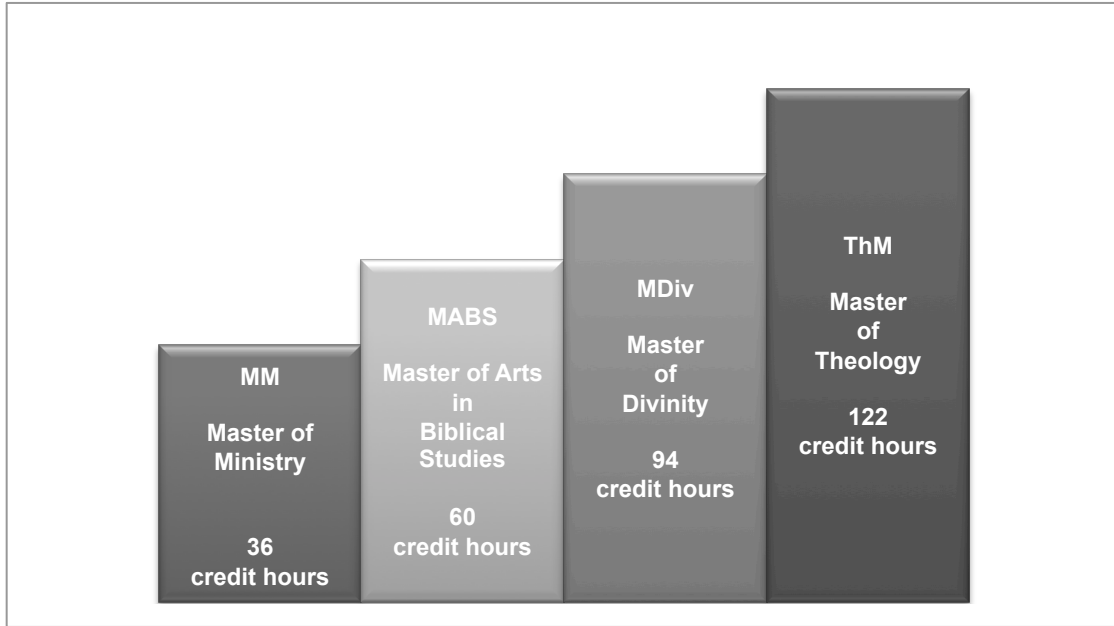
Electives – 15 credits

Select from OT, NT, and/or TH courses

BABS Course Distribution Summary

| | |
|---------------------|--------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 27 credits |
| Systematic Theology | 20 credits |
| Ministry Skills | 10 credits |
| General Education | 36 credits |
| Electives | 15 credits |
| TOTAL | 120 credits |

OVERVIEW OF GRADUATE PROGRAMS



SUMMARY OF DISCIPLINES WITHIN EACH GRADUATE PROGRAM

| Discipline | MM | MABS | MDiv | ThM |
|-------------------------------------|-----------|-----------|-----------|------------|
| Foundational Core | 12 | 12 | 12 | 12 |
| Bible Exposition | - | 18 | 24 | 24 |
| Systematic Theology | - | 12 | 18 | 21 |
| Biblical Languages | - | - | 16 | 36 |
| Ministry Skills | 6 | 6 | 6 | 6 |
| Ministry Concentration or Electives | 8 | 6 | 8 | 6 |
| Internship | 4 | - | 4 | - |
| Research | - | - | - | 8 |
| Electives | 6 | 6 | 6 | 9 |
| TOTAL CREDIT | 36 | 60 | 94 | 122 |

GRADUATE DEGREE PLANS – COMPARISON CHART OVERVIEW

| | Course Name | MM | MABS | MDiv | ThM |
|---|--|-----------|-----------|-----------|-----------|
| FOUNDATIONAL CORE | | | | | |
| RS-503 | Research Methods, Writing and Technology | 3 | 3 | 3 | 3 |
| TH-560 | Hermeneutics | 3 | 3 | 3 | 3 |
| TH-568 | Soteriology | 3 | 3 | 3 | 3 |
| SF-550 | Spiritual Life | 3 | 3 | 3 | 3 |
| BIBLE EXPOSITION | | | | | |
| OT-512 | The Pentateuch | | 3 | 3 | 3 |
| OT-514 | Historical Books | | 3 | 3 | 3 |
| OT-516 | Wisdom Literature | | | 3 | 3 |
| OT-618 | Major Prophets | | 3 | 3 | 3 |
| OT-620 | Minor Prophets | | | 3 | 3 |
| NT-513 | Gospels | | 3 | 3 | 3 |
| NT-515 | Acts and Pauline Epistles | | 3 | 3 | 3 |
| NT-517 | General Epistles and Revelation | | 3 | 3 | 3 |
| SYSTEMATIC THEOLOGY | | | | | |
| TH-563 | The Basis of Free Grace Theology | | 3 | 3 | 3 |
| TH-565 | Bibliology and Theology Proper | | 3 | 3 | 3 |
| TH-567 | Christology and Pneumatology | | 3 | 3 | 3 |
| TH-663 | Angel, Anthro. and Hamartiology | | | 3 | 3 |
| TH-667 | Ecclesiology and Eschatology | | 3 | 3 | 3 |
| TH-767 | Church History and Historical Theology | | | 3 | 3 |
| TH-780 | Advanced Theological Methods | | | | 3 |
| BIBLICAL LANGUAGES | | | | | |
| NT-772 | Elementary Greek 1 | | | 3 | 3 |
| NT-774 | Elementary Greek 2 | | | 3 | 3 |
| OT-771 | Elementary Hebrew 1 | | | 3 | 3 |
| OT-773 | Elementary Hebrew 2 | | | 3 | 3 |
| NT-876 | Fundamentals of Greek Exegesis | | | 4 | 4 |
| NT-878 | Advanced Greek Exegesis | | | | 4 |
| OT-875 | Introduction to Hebrew Exegesis | | | | 4 |
| OT-877 | Advanced Hebrew Exegesis | | | | 4 |
| OT- / NT- | Advanced Exposition in OT / NT | | | | 8 |
| MINISTRY SKILLS, Required (All MS courses are 2 credits each) | | 6 Credits | 6 Credits | 6 Credits | 6 Credits |
| MS-755 | Preaching & Teaching for Impact | 2 | 2 | 2 | 2 |
| MS-761 | Ministry Stewardship | 2 | 2 | 2 | 2 |
| MS-763 | Introduction to Ministry | 2 | 2 | 2 | 2 |
| MINISTRY CONCENTRATION (MM and M.Div. students will choose from the Concentration (8 credits) options below; MABS and Th.M. students may choose any MS courses.) | | 8 Credits | 6 Credits | 8 Credits | 6 Credits |
| INTERNSHIP | | | | | |
| MS-890 | Ministry Internship 1 | 2 | | 2 | |
| MS-891 | Ministry Internship 2 | 2 | | 2 | |
| RESEARCH | | | | | |
| RS-890 | Thesis Proposal | | | | 4 |
| RS-892 | Thesis Project | | | | 4 |
| OPEN ELECTIVES | | | | | |
| | | 6* | 6 | 6 | 9 |
| TOTAL CREDIT HOURS | | 36 | 60 | 94 | 122 |

GRADUATE DEGREE PROGRAMS

Master of Ministry (MM)

This 36-credit program is designed for maximum flexibility for the graduate level student who is primarily interested in acquiring general ministry skills. The student is able to choose from a wide variety of ministry classes that fit their needs and interests. The MM is designed to prepare students to serve in local churches or other forms of Christian work and ministry and can be completed in about one year (if attending full time). Ten credits may be transferred into the MM from another accredited graduate institution.

MM Program Learning Outcomes

Upon successful completion of the MM Program the student will be able to:

1. Describe major concepts of each area of ministry studied.
2. Acquire ministry skills in their area of interest and expertise.
3. Understand and articulate the Free-Grace principles of progressive sanctification.

Required Courses in the MM Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-503 Research Methods, Writing and Technology
SF-550 Spiritual Life
TH-560 Hermeneutics
TH-568 Soteriology

Ministry Skills – 6 credits (2 credits each)

MS-755 Preaching and Teaching for Impact
MS-761 Ministry Stewardship
MS-763 Introduction to Ministry

Ministry Concentration – 8 credits

[See below for Ministry Concentration Options.]

Ministry Internship – 4 credits (2 credits each)

MS-890 Ministry Internship 1
MS-891 Ministry Internship 2

Electives – 6 credits

Select from OT, NT, and/or TH courses

MM Course Distribution Summary

| | |
|------------------------|-------------------|
| Foundational Core | 12 credits |
| Ministry Skills | 6 credits |
| Ministry Concentration | 8 credits |
| Ministry Internship | 4 credits |
| Electives | 6 credits |
| TOTAL | 36 credits |

Master of Arts in Biblical Studies (MABS)

The MABS program (60 credits) at Grace offers graduate-level biblical and theological instruction aimed at providing a solid foundation in the Scriptures. It is designed with a particular focus on equipping those within a broad spectrum of Christian service, such as those in supporting roles within the local church, as well as those within para-church ministries and mission agencies.

The degree typically takes a little over two years to complete (if attending full time) and is uniquely structured to provide a comprehensive overview of the majority of the books of the he Bible and most categories of systematic theology. This degree program is designed for those seeking ministry opportunities in the local church or in other Christian ministry and is a stair-step degree for those who desire to continue their studies in the Master of Divinity degree. Students may transfer up to 18 credits into the MABS from another accredited graduate institution.

MABS Program Learning Outcomes

Upon successful completion of the MABS Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology and trace its development throughout church history.
3. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.
4. Understand and articulate the Free-Grace principles of progressive sanctification.
5. Communicate effectively, orally and in writing.

Required Courses in the MABS Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-503 Research Methods, Writing and Technology
SF-550 Spiritual Life
TH-560 Hermeneutics
TH-568 Soteriology

Bible Exposition – 18 credits

OT-512 The Pentateuch
OT-514 Historical Books
OT-618 Major Prophets
NT-513 Gospels
NT-515 Acts and Pauline Epistles
NT-517 General Epistles and Revelation

Systematic Theology – 12 credits

TH-563 The Basis of Free Grace Theology
 TH-565 Bibliology and Theology Proper
 TH-567 Christology and Pneumatology
 TH-667 Ecclesiology and Eschatology

Ministry Skills – 6 credits (2 credits each)

MS-755 Preaching and Teaching for Impact
 MS-761 Ministry Stewardship
 MS-763 Introduction to Ministry

Ministry Skills Electives – 6 credits

Choose any MS courses.

Open Electives – 6 credits**MABS Course Distribution Summary**

| | |
|---------------------------|-------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 18 credits |
| Systematic Theology | 12 credits |
| Ministry Skills | 6 credits |
| Ministry Skills Electives | 6 credits |
| Open Electives | 6 credits |
| TOTAL | 60 credits |

Master of Divinity (MDiv)

The Master of Divinity degree (94 credits) is traditionally the most common seminary degree for equipping those whose desire is to serve the Lord in some type of professional ministry capacity. It is especially common among those seeking preparation for pastoral or classroom ministry, or any other ministry where the primary task is expositing the Word of God. However, anyone whose ministry goals will be furthered by obtaining a firm grasp of the Scriptures, including the original languages, will benefit from a Master of Divinity degree from Grace School of Theology.

At Grace, the MDiv degree is uniquely structured to balance biblical and theological studies with ministry skills courses that will result not only in increased knowledge of God's Word, but also preparation for the common demands of everyday ministry. The 94-credit hour degree typically takes a little over 3 years to complete (if one attends full time). Students may transfer up to 28 credits into the MDiv. program that are from another accredited graduate institution.

MDiv Program Learning Outcomes

Upon successful completion of the MDiv Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology and trace its development throughout church history.
3. Understand and articulate the Free-Grace principles of progressive sanctification.
4. Demonstrate a working knowledge of biblical Hebrew and Greek.
5. Lead a local church or para-church ministry by utilizing practical ministry skills and communicating effectively.
6. Communicate effectively, orally and in writing.

Required Courses in the MDiv Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-503 Research Methods, Writing and Technology
 SF-550 Spiritual Life
 TH-560 Hermeneutics
 TH-568 Soteriology

Bible Exposition – 24 credits

OT-512 The Pentateuch
 OT-514 Historical Books
 OT-516 Wisdom Literature
 OT-618 Major Prophets
 OT-620 Minor Prophets
 NT-513 Gospels
 NT-515 Acts and Pauline Epistles
 NT-517 General Epistles and Revelation

Systematic Theology – 18 credits

TH-563 The Basis of Free Grace Theology
 TH-565 Bibliology and Theology Proper
 TH-567 Christology and Pneumatology
 TH-663 Angelology, Anthropology, and Hamartiology
 TH-667 Ecclesiology and Eschatology
 TH-767 Church History and Historical Theology

Biblical Languages – 16 credits

NT-772 Elementary Greek 1
 NT-774 Elementary Greek 2
 OT-771 Elementary Hebrew 1
 OT-773 Elementary Hebrew 2
 NT-876 Fundamentals of Greek Exegesis (4 credits)

Ministry Skills – 6 credits (2 credits each)

MS-755 Preaching and Teaching for Impact
 MS-761 Ministry Stewardship
 MS-763 Introduction to Ministry

Ministry Concentration – 8 credits

[See below for Ministry Concentration Options.]

Ministry Internship – 4 credits (2 credits each)

MS-890 Ministry Internship 1

MS-891 Ministry Internship 2

Electives – 6 credits

MDiv Course Distribution Summary

| | |
|------------------------|------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 24 credits |
| Systematic Theology | 18 credits |
| Biblical Languages | 16 credits |
| Ministry Skills | 6 credits |
| Ministry Concentration | 8 credits |
| Ministry Internship | 4 credits |
| Open Electives | 6 credits |
| <hr/> TOTAL | <hr/> 94 credits |

Master of Theology (ThM)

The ThM degree (122 credit hours) is the highest graduate level academic degree available at Grace. The ThM typically takes a little over 4 years to complete (if one attends full time) and builds upon the MDiv by adding additional credit hours in biblical languages and research, culminating in the thesis. The ThM also prepares students to enter post-graduate theological programs. This degree is also beneficial for those who desire to teach in an academic institution and/or who desire to be more effective in their teaching and preaching.

Students may transfer up to 36 credit hours into the ThM Program from another accredited graduate institution.

ThM Program Learning Outcomes

Upon successful completion of the ThM Program the student will be able to:

1. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Articulate a synthesis of every major category of systematic theology and trace its development throughout church history.
3. Understand and articulate the Free-Grace principles of progressive sanctification
4. Lead a local church or para-church ministry by utilizing practical ministry skills and communicating effectively.
5. Demonstrate the ability to exegete the Hebrew and Greek texts of the Bible.
6. Conduct research at the advanced masters-level with breadth and depth within a specific field of study.

Required Courses in the ThM Program

(All courses are 3 credits except as noted; all MS courses are 2)

Foundational Core – 12 credits

RS-503 Research Methods, Writing and Technology

SF-550 Spiritual Life

TH-560 Hermeneutics

TH-568 Soteriology

Bible Exposition – 24 credits

OT-512 The Pentateuch

OT-514 Historical Books

OT-516 Wisdom Literature

OT-618 Major Prophets

OT-620 Minor Prophets

NT-513 Gospels

NT-515 Acts and Pauline Epistles

NT-517 General Epistles and Revelation

Systematic Theology – 21 credits

TH-563 The Basis of Free Grace Theology

TH-565 Bibliology and Theology Proper

TH-567 Christology and Pneumatology

TH-663 Angelology, Anthropology, and Hamartiology

TH-667 Ecclesiology and Eschatology

TH-767 Church History and Historical Theology

TH-780 Advanced Theological Methods

Biblical Languages – 36 credits

NT-772 Elementary Greek 1

NT-774 Elementary Greek 2

OT-771 Elementary Hebrew 1

OT-773 Elementary Hebrew 2

NT-876 Fundamentals of Greek Exegesis (4 credits)

NT-878 Advanced Greek Exegesis (4 credits)

OT-875 Introduction to Hebrew Exegesis (4 credits)

OT-877 Advanced Hebrew Exegesis (4 credits)

OT/NT Advanced Exposition in OT/NT (4 credits each)

Ministry Skills – 6 credits (2 credits each)

MS-755 Preaching and Teaching for Impact

MS-761 Ministry Stewardship

MS-763 Introduction to Ministry

Ministry Skills Electives – 6 credits

Choose any MS courses.

Research – 8 credits

RS-890 Thesis Proposal (4 credits)

RS-892 Thesis Project (4 credits)

Open Electives – 9 credits

ThM Course Distribution Summary

| | |
|---------------------------|--------------------|
| Foundational Core | 12 credits |
| Bible Exposition | 24 credits |
| Systematic Theology | 21 credits |
| Biblical Languages | 36 credits |
| Ministry Skills | 6 credits |
| Ministry Skills Electives | 6 credits |
| Research | 8 credits |
| Open Electives | 9 credits |
| TOTAL | 122 credits |

MINISTRY CONCENTRATION OPTIONS FOR MM AND MDiv STUDENTS

MINISTRY CONCENTRATION OVERVIEW

MM and MDiv students have an option of selecting a ministry concentration from four areas or remain in the interdisciplinary track that gives them the flexibility of exploring the multiple areas of study. In addition to 6 credit hours of ministry core, MM and MDiv students will be able to customize 8 credit hours with one of the four concentrations with respect to their interest. MABS and ThM students will take 6 credit hours of any ministry skills courses in addition to the required ministry courses. While the core courses lay the foundation for a multifaceted ministry, the concentration courses address the students' need for ministry skills unique to the students' concentration. Students who are interested in one of the following four concentrations should consult their Academic Advisor to determine their concentration and to map out the courses accordingly. The determination of concentration will vary based on students' academic record, background and interests.

Concentration in Church Planting

This concentration is designed to equip students for planting a church in local and cross-cultural settings. Courses will cover church planting principles and practice including the elements of vision, strategy, and leadership.

Concentration in Pastoral Ministry

This concentration is designed to prepare students for the task of effectively leading the congregation of a local church. The student will have opportunity to develop skills necessary in exercising servant leadership.

Concentration in Global Outreach

This concentration is designed to equip students with skills necessary in conducting outreach ministry in various cross-cultural settings, whether local or global.

Concentration in Biblical Counseling

This concentration is designed to equip students with some basic theories and skills for Christian counseling in a non-professional environment.

| Graduate Programs: Ministry Concentrations (8 credits; courses may be taken in any order) | | | | |
|---|---|-----------------------------|--|--|
| Interdisciplinary | Church Planting | Pastoral Ministry | Global Outreach | Counseling |
| Choose any 4 Ministry Skills courses from this catalog | MS-870 Church Planting Principles and Practice | MS-854 Pastoral Ministries | MS-753 Missions & Outreach | MS-757 Christian Counseling |
| | MS-858 Vision and Strategic Planning | MS-756 Expository Preaching | MS-870 Church Planting Principles and Practice | MS-864 Crisis Counseling |
| | MS-759 Servant Leadership | MS-759 Servant Leadership | MS-880 Short Term Experience in Missions | MS-856 Conflict Resolution |
| | MS-860 Edification Programs in the Local Church | MS-856 Conflict Resolution | MS-866 Cross-Cultural Communications | MS-868 Foundations of the Christian Home |

Course Descriptions

[All courses are 3 credit hours unless otherwise noted.]

UNDERGRADUATE COURSES

Bible Exposition

BI-201 Old Testament Survey

A survey of the books of the Old Testament, with an emphasis on the Pentateuch, God's providential dealing with His people Israel, poetic and wisdom literature, and the messages of the prophets and their contribution to Israel's history and faith.

BI-203 New Testament Survey

A survey of the books of the New Testament with an emphasis on author, genre, structural outline, and main teachings of every book of the New Testament.

BI-303 Pentateuch

A study of the first five books of the Old Testament (Genesis, Exodus, Leviticus, Numbers, and Deuteronomy) with an emphasis on God's redemptive plan, creation, fall, flood, nations, key persons, and dealings with the children of Israel.

BI-305 The History of Israel

A study of the history of Israel in light of the Old Testament books of Joshua through Esther. Emphasis will be on God's activities and interventions into the affairs of mankind, as well as on how heroes of faith impacted their culture.

BI-307 Prophetic Books

A study of the Major and Minor Prophetic Books of the Old Testament (Isaiah through Malachi). Emphasis is on messianic prophecies and how heroes of faith impacted their culture.

BI-309 Poetic Books

A study of the Poetical Books of the Old Testament (Job through the Song of Solomon). Emphasis is on Old Testament wisdom and worship literature.

BI-340 The Life of Christ

The life of Christ, his teaching and work, will be studied in light of the unique perspective of each of the four Gospels: Matthew, Mark, Luke and John.

BI-342 Pauline Epistles (less Romans)

A study of the Epistles of Paul emphasizing exegetical and expositional analysis of 1 and 2 Corinthians, Galatians, Ephesians, Philippians, Colossians, 1 and 2 Thessalonians, 1 and 2 Timothy, Titus, and Philemon. Emphasis is placed on proper application to life and ministry. (Romans will be studied separately.)

BI-343 Acts

An analysis of the book of the Acts of the Apostles emphasizing the birth and growth of the early church and its beginning expansion beyond Jerusalem. Attention is also given to the historical context, literary structure, and practical applications of their content for the church today.

BI-344 Romans

A study of Paul's Epistle to the Romans with an emphasis on the great theological themes of the sinfulness of man, justification by faith, and sanctification through the Holy Spirit. Emphasis is given to the dispensational aspects of Israel and the Church in chapters nine through eleven.

BI-346 General Epistles and Revelation

A study of the General Epistles with an emphasis on the exegetical and expositional analysis of Hebrews, James, 1 and 2 Peter, 1, 2, and 3 John, and Jude and their importance on the growth of the believer. In addition, a review of important aspects in the book of Revelation will be analyzed.

Systematic Theology

TH-250 Survey of Bible Doctrine

A broad survey of the basic doctrines found in the Scriptures, presented in a systematic and theological manner. Twelve major areas will be reviewed that include an introduction to theological terms and definitions.

TH-300 The Life of the Believer

This course is a practical study of the biblical principles and practices that develop Christian character and service, with emphasis on the primacy of the Scriptures and the building of a

devotional life, as well as challenges in the Spiritual Life. The goal is a personal devotional method which can be used throughout your life.

TH-310 Principles of Biblical Interpretation

A directed study of the principles of the literal-grammatical-historical (L-G-H) system of biblical interpretation, with guided practice in using those principles in interpreting representative passages.

TH-330 Doctrine of Salvation

A study of the doctrine of salvation. Topics include election, faith, regeneration, justification, adoption, sanctification, assurance of salvation, eternal security and glorification.

TH-407 Doctrine 1 – The Bible and God

A study of the biblical doctrines of the Bible and of God. Topics include, revelation, inspiration, authority and canon, as well as God's existence, attributes, and trinity.

TH-412 Doctrine 2 – Man, Sin, and Spirit Beings

The study of angelic beings, both good and fallen, their existence, nature, and activities, as well as the study of man's creation, nature, and fall into sin will be studied in light of the Scriptures.

TH-415 Doctrine 3 – Christ and the Holy Spirit

A course designed to provide a theological understanding of the doctrines of Christ and the Holy Spirit and to help develop the student's walk with Jesus in the power of the Holy Spirit. The course includes a study of the preparations for the coming of Christ, his life, is person (His full deity, His sinless humanity, the kenosis, and the hypostatic union), and His work (the substitutionary atonement). The course also includes a study of the person and work of the Holy Spirit, including His deity, His personhood, and His ministries to both unbelievers and believers, with special emphasis on the filling of the Holy Spirit in the life of the believer.

TH-420 Doctrine 4 – The Church and Last Things

An examination of the biblical doctrine of the Church and biblical prophecy. Topics include, the beginning of the church, its nature, governance, its two ordinances, as well as things to come such as the rapture, tribulation and millennial kingdom.

TH-430 Doctrinal Summary 1

A written production and defense of a student's own doctrinal statement, including statements on the twelve major theological areas of consideration. In this first trimester the first 6 theological themes will be presented. Prerequisites: Doctrine of the Bible, Doctrine 1-4. *4 Credits; Semester.*

TH-435 Doctrinal Summary 2

This is a continuation of the written production and defense of a student's own doctrinal summary. The last 6 theological themes will be completed and defended. Prerequisites: Doctrine of the Bible, Doctrine 1-4, and Doctrinal Summary 1. *4 Credits; Semester.*

Ministry Skills

MS-310 Conflict Resolution

The course will address the importance of building and sustaining decision making teams, mentoring, delegating, resolving conflict, and handling and overcoming opposition. Styles of communication will also be studied with a view of functioning more effectively and efficiently as a team leader in handling routine and crisis situations.

MS-312 Ministry Stewardship

This course takes a three-pronged approach toward stewardship: 1. Exploring biblical texts related to the personal use of money and possessions, 2. Learning practical skills to obtain peace in personal finance, and 3. Implementing a plan to share one's mission and vision with ministry partners. Students will develop a biblical worldview of personal resources that translates into a way of life. Attention will be placed on practical implementation of biblical financial principles in the students' life and vocation. Topics to be covered include materialism & spirituality, honesty, giving, counsel, saving, investing, debt, credit, work, eternity, and personal and ministerial fundraising.

MS-402 Homiletics

A study of basic theory and skills on expository preaching, with attention to the preparation of the exegetical, theological, and homiletical outlines and propositions for selected texts from Wisdom books and Epistles. Students will preach twice before the class and be evaluated by the students and the instructor. *Semester*

MS-404 Spiritual Leadership

An introduction to the subject of Christian leadership as well as a study of the biblical text on leadership; an analysis of each student's leadership potential is discussed.

MS-420 Short-Term Ministry Experience

A practical study designed to provide the student with cross-cultural missionary experience and enhance his/her understanding of the value and limitations of short-term ministries.

MS-430 Internship

A supervised, directed ministry experience for students in their specific area of interest and skill. This includes practical training in the local church, mission field, or school, working in the areas of counseling, teaching, church leadership, and evangelism. This course is taken during the senior year of studies.

Credit/No-Credit. Semester.

MS-450 Christian Counseling

A study of the models, theories, and techniques of Christian counseling and the central issues addressed in counseling in the Christian community.

Research Skills**RS-210 Research Writing and Technology**

A course designed to teach the serious student of the Word proper research methodology, college-level writing skills, and the effective use of technology for conducting research, following *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian (8th ed.). Methods for using technology to discover information appropriate for college-level research through the use of electronic databases, internet resources, library collections, and information literacy are addressed.

GRADUATE COURSES

Bible Exposition: Old Testament

OT-512 The Pentateuch

A study of the Pentateuch (Genesis to Deuteronomy) with an emphasis on the historical setting, genre, structure, purpose, biblical theology, and application of these books. Special attention will be given to creation, fall, flood, God's creation of Israel and His covenants and dealings with her.

OT-514 Historical Books

A study of the Old Testament historical books (Joshua through Esther) with an emphasis on the setting, genre, structure, key dates and persons, biblical theology, and key events of these books. Special attention will be given to the conquest of Canaan, the sin cycle of Judges, the development of the monarchy, the Davidic Covenant, the rise and fall of Israel and Judah, the Assyrian and Babylonian threats and the Exile.

OT-516 Wisdom Literature

A study of Old Testament wisdom literature (Job through the Song of Solomon) with an emphasis on the historical setting, literary genre, purpose, theology, and application of these books. Special attention will be given to the concept of Hebrew wisdom, type and function of Hebrew poetry, retribution theology, figures of speech, and hermeneutical issues.

OT-618 Major Prophets

A study of the Old Testament major prophets (Isaiah through Daniel) with an emphasis on historical setting, message, purpose, genre, structure, dates, theological emphasis and application of these books. Special attention will be given to the history of Old Testament prophecy, the role of the prophets, divine judgment and salvation, and God's plan for Israel and the nations.

OT-620 Minor Prophets

A study of the Old Testament minor prophets (Hosea through Malachi) with an emphasis on the historical setting, purpose, dates, genre, structure, theme, and theology and application of these books. Special attention will be given the canonical and chronological order, prophetic oracles, rhetorical devices and God's

redemptive plan for Israel and the nations.

OT-708 Genesis

A detailed survey and exposition of the Old Testament book of Genesis, with an emphasis on the book's biblical theology, genre, and application. 2 credits

OT-730 Psalms

A detailed survey and exposition of the Old Testament book of Psalms, with an emphasis on the book's biblical theology, genre, and application. 2 credits

OT-750 Daniel and Revelation

A detailed survey, exposition and synthesis of the Old Testament book of Daniel and the New Testament book of Revelation, with an emphasis on the biblical theology, genre, and application of these two books.

Bible Exposition: New Testament

NT-513 Gospels

A survey and exposition of the Gospels, with an emphasis on the biblical theology of these books, their genre, and their application.

NT-515 Acts and Pauline Epistles

A survey and exposition of the New Testament book of Acts and the Pauline epistles, with an emphasis on the biblical theology of these books, their genre, and their application.

NT-517 General Epistles and Revelation

A survey and exposition of the New Testament books of Hebrews and the General Epistles, with an emphasis on the biblical theology of these books, their genre, and their application. In addition, a review of important aspects in the book of Revelation will be analyzed.

Biblical Languages: Hebrew

OT-771 Elementary Hebrew 1

A study of the basic principles of biblical Hebrew for students who have not had Hebrew or who would benefit from a review of the elements of the language.

OT-773 Elementary Hebrew 2

A continuation of study of the basic principles of biblical Hebrew followed by an introduction to Hebrew syntax, textual criticism and to the basic tools and methods of lexical analysis.

OT-875 Introduction to Hebrew Exegesis

An introduction to the exegesis of Hebrew narrative and poetry, including a review of Hebrew morphology, syntax, and lexical analysis in conjunction with the translation of selected Old Testament passages.

OT-877 Advanced Hebrew Exegesis

The application of exegetical methods to selected passages from historical, prophetic and wisdom books of the Old Testament. The exegetical consideration includes a survey of the literary, historical, and theological backgrounds unique to the texts under study.

OT-890, -892 Advanced Exposition in the Old Testament

Advanced level exposition of selected Old Testament passages are examined utilizing Hebrew exegetical skills. Students may choose to focus on Hebrew or Greek, or, select from each. *[4 credits each; Th.M. only.]*

Biblical Languages: Greek**NT-772 Elementary Greek 1**

A study of the basic principles of New Testament Greek for students who have not had Greek or who would benefit from a review of the elements of the language.

NT-774 Elementary Greek 2

A continuation of the study of the basic principles of New Testament Greek for students who have not had Greek or who would benefit from a review of the elements of the language.

NT-876 Fundamentals of Greek Exegesis

An introduction to the procedure and practice of New Testament Greek exegesis with an emphasis on the process of analysis and synthesis of the Biblical text which will result in the writing of a commentary on a New Testament epistle. *[This course is only offered for credit; for M.Div. and Th.M. students only. Prerequisite: NT-772 and NT-774]*

NT-878 Advanced Greek Exegesis

A study of New Testament Greek syntax and an introduction to New Testament textual criticism. The course will improve the ability of the student to (1) read the Greek New Testament, (2) analyze it grammatically and syntactically, and (3) determine its original wording.

NT-890, 892 Advanced Exposition in the New Testament

Advanced level exposition of selected New Testament passages are examined utilizing Greek exegetical skills. Students may choose to focus on Hebrew or Greek, or, select from each. *[4 credits each; Th.M. only.]*

Spiritual Formation**SF-550 Spiritual Life**

This course is a practical study of the biblical principles and practices that develop Christian character and service, with emphasis on the primacy of the Scriptures and the building of a devotional life, as well as challenges in the Spiritual Life. The goal is a personal devotional method which can be used throughout your life.

Systematic Theology**TH-560 Hermeneutics**

A directed study of the principles of the literal-grammatical-historical (L-G-H) system of biblical interpretation, with guided practice in using those principles in interpreting representative passages.

TH-563 Basis of Free Grace Theology

This course examines the major doctrines of Free Grace Theology in comparison with Roman Catholic, Orthodox, Calvinist, and Arminian theologies. The emphasis will be upon the divergent views of justification, faith, anthropology, hamartiology, sovereignty and providence, predestination and free will in relation to divine election, eternal security and assurance of salvation, the extent of Christ's propitiation, the process of sanctification, and God's payment ("rewards") and punishment of Christians.

TH-565 Bibliology and Theology Proper

An in depth study of the doctrines of revelation, inspiration, inerrancy, illumination, and theological hermeneutics will be conducted. The study of the existence and attributes of the one God, the Triune Godhead, the Father, Son, and Holy Spirit in Scripture and in Christian history, and the ramifications of Trinitarian belief today will be addressed in detail.

TH-567 Christology and Pneumatology

A course designed to provide a theological understanding of the doctrines of Christ and the

Holy Spirit and to help develop the student's walk with Jesus in the power of the Holy Spirit. The course includes a study of the preparations for the coming of Christ, his life, his person (His full deity, His sinless humanity, the kenosis, and the hypostatic union), and His work (the substitutionary atonement). The course also includes a study of the person and work of the Holy Spirit, including His deity, His personhood, and His ministries to both unbelievers and believers, with special emphasis on the filling of the Holy Spirit in the life of the believer.

TH-568 Soteriology

A study of the doctrine of salvation with special attention given to the work of Christ, the nature and extent of the atonement, the terms of salvation, election and human responsibility, and the eternal security of the believer.

TH-663 Angelology, Anthropology and Hamartiology

A study of angelology (the doctrines of the unfallen angels, Satan and the fallen angels), anthropology (creation of humanity, the material and immaterial aspects of humanity, and the fall of humanity), and hamartiology (original and personal sin).

TH-667 Ecclesiology and Eschatology

This course is an analysis of the biblical teaching concerning last things, a discussion of the coming of Christ, and other end times events from a pre-millennial perspective. The students will be given a comprehensive outline of the future events of God's prophetic program. Contrasts will be drawn with Covenant Theology and progressive dispensationalism. The major millennial views will be presented along with various views relating to the Rapture. Attention will be given to the unconditional covenants of the Old Testament. Finally, a definition of the Church as the Body of Christ and its role and function in God's eternal plan will be examined.

TH-767 Church History and Historical Theology

This is an overview studying the history of the Christian Church. The course traces the church from its foundation to the present, focusing on significant leaders and events. Major periods of theological formation will be emphasized, including the Patristic period, the Middle Ages, and the Reformation and Counter-Reformation. The responses of Christianity to the Enlightenment and modern theories will be analyzed alongside the demise of Western Christianity and subsequent shift of power to

eastern and southern nations.

Ministry Skills

(All MS Courses are 2 credits each)

MS-753 Missions and Outreach

A course designed to develop effective disciplers and effective participants and supporters of world missions. The course includes a study of the biblical mandate and models for evangelism and missions and the importance of a clear gospel and the teaching of grace, a study of major contemporary evangelism and missionary strategies, training in personal evangelism and discipleship, a study of current challenges and issues in world missions, and exposure to examples of effective mission-minded churches and missionary agencies.

MS-755 Preaching & Teaching for Impact

An introduction to basic biblical communication theory and skills, emphasizing the preparation and delivery of a textually derived proposition with accuracy, interest, clarity, and relevance. This is a practical course where students gain experience in the preparation, organization, and presentation of lessons using different delivery models.

MS-756 Expository Preaching

This course guides students to develop and deliver expository messages that present biblical truths in a way that changes peoples' lives. This is a practical course that will help students prepare and present biblically accurate and culturally relevant sermons in creative ways. Students will preach twice and receive evaluations from fellow students and the professor.

MS-757 Christian Counseling

A study of the models, theories, and techniques of Christian counseling; and the central issues addressed in counseling in the Christian community.

MS-759 Servant Leadership

Principles of servant leadership are discovered from the biblical text. Students will develop a personal plan to apply biblical principles and requirements for leadership in ministry. A self-evaluation of the student's current role and leadership style will be completed.

MS-761 Ministry Stewardship

This course takes a three-pronged approach toward stewardship: 1. Exploring biblical texts related to the personal use of money and possessions, 2. Learning practical skills to obtain peace in personal finance, and 3. Implementing a plan to share one's mission and vision with ministry partners. Students will develop a biblical worldview of personal resources that translates into a way of life. Attention will be placed on practical implementation of biblical financial principles in the students' life and vocation. Topics to be covered include materialism & spirituality, honesty, giving, counsel, saving, investing, debt, credit, work, eternity, and personal and ministerial fundraising.

MS-763 Introduction to Ministry

A study of biblical, theological, and cultural foundations of Christian ministry. Topics include call to the ministry, philosophy of ministry, mission and vision, interpersonal relationship, pastoral care, spiritual gifts, disciplines, and effective leadership for ministry.

MS-854 Pastoral Ministries

A practical study of key areas of pastoral ministry designed to equip pastors to effectively administer the day-to-day tasks of a typical church ministry.

MS-856 Conflict Resolution

The course will address the importance of building and sustaining decision-making teams, mentoring, delegating, resolving conflict, and handling and overcoming opposition. Styles of communication will also be studied with a view of functioning more effectively and efficiently as a team leader in handling routine and crisis situations.

MS-858 Vision and Strategic Planning

This course will examine the importance of having a shared vision and how a leader can communicate it and implement it using a systematic process to develop it within a ministry. The strategic planning process, based on the vision, will be examined in detail and put into practice for the student's ministry.

MS-864 Crisis Counseling

The student gains an understanding of the anatomy of crisis and learns to apply biblical principles. Attention is focused on the crises of PTSD, trauma, depression, spousal abuse, suicide, death, divorce and adolescence.

MS-866 Cross-Cultural Communications

An examination of the many trans-cultural dynamics for effective intercultural communication including values, tradition, non-verbal expression, and language expression.

MS-868 Foundations of the Christian Home

A study of the biblical principles and practices for establishing and building the Christian home. Emphasis is placed on marriage issues such as the divinely designed differences between men and women; the individual responsibilities for both husband and wife; and building a better marriage through improved communication and conflict resolution. In addition, there will be a focus on biblical responsibilities that equip parents to build and launch the next generation.

MS-870 Church Planting Principles and Practice

A course designed to encourage and prepare church leaders and missionaries to facilitate the growth and multiplication of churches. The course includes a study of biblical principles for church growth and church planting, an overview of church government as it relates to new churches, kinds of church planting, effective strategies for planting and growing churches, the importance of a kingdom-mentality and a grace-orientation, and challenges church planters encounter.

MS-880 Short Term Experience in Missions

A guided experience in cross-cultural missions through participation in a short term mission trip and relevant training provided by an approved mission agency or church.

MS-890 Ministry Internship 1

A supervised, directed ministry experience for students in their specific area of interest and skill. This includes practical training in the local church, mission field, or school, working in the areas of counseling, teaching, church leadership, and evangelism. This course is taken during the final year of studies. *Credit/No-Credit. Semester.*

MS-891 Ministry Internship 2

A continuation of MS-890. *Credit/No-Credit. Semester.*

Research and Technology

RS-503 Research Methods, Writing, & Technology

A course designed to teach the serious student of the Word proper research methodology, graduate level writing skills, and the effective use of technology for creating graduate level papers and projects, following *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian. Methods for using technology to discover information appropriate to graduate work through the use of electronic databases, Internet resources, library collections, and information literacy are addressed. *Purchase of Logos Software required; Required for MABS, M.Div., and Th.M.*

RS-890 Thesis Proposal

This course is the beginning of the capstone project for Th.M. candidates through which the student produces independent research and writing of a thesis on an approved topic under the supervision of his faculty advisor. The thesis proposal is comprised of a title, thesis statement, introduction that defines the need for the research, literature review, and methodology, with a preliminary annotated bibliography. *Credit/No Credit, Semester, 4 credits*

RS-892 Thesis Project

After the successful completion of RS-890, *Thesis Proposal*, the candidate completes the thesis under the guidance and supervision of the thesis advisor. After the advisor determines that the candidate's thesis is ready for defense, the student defends his or her thesis before the thesis committee. If the thesis is not completed by the end of the semester, students will be required to enroll continuously. Students have up to three years to complete the thesis from the time of their first enrollment in this course. *Prerequisite: RS-890; Credit/No Credit, Semester, 4 credits*

Learning Resources

“YOUR LIBRARY ONLINE: AVAILABLE ANYTIME, ANY PLACE!”

VISITING THE LIBRARY IN PERSON

All currently enrolled Grace students have access to wonderful library resources and services. With two librarians and an excellent student/librarian ratio, students can speak to a librarian for any research issues. The library is located at the North Campus where you can reach your librarians by email, phone, or in person.

The Grace Library contains thousands of books appropriate to biblical and theological study. It also contains books appropriate to life as the pastor of a church and a minister of the Gospel. Other appropriate materials are included. You can find the library catalog by going to the GSOT.edu website where the library is listed under Students, Academics, and at the bottom of the page under Library login. In the Grace library collection, you will see books, videos, and audio resources to meet your research needs.

ELECTRONIC RESOURCES

The best sources for college research are books and journals. Since the advent of the Internet, e-books and journal articles can best be found in databases. Students, faculty, and staff may use these password protected databases for all your research needs at any time of the day or night.

ATLA Databases

ATLA is the theological database of the Association of Theological Libraries. This is the most complete theological database in America, and we are happy to offer it to you for all your biblical research needs. This Database contains full-text articles from academic journals and citations to other articles which may be useful in your research.

EBSCO EBooks

This database offers online books, complete and exactly like the printed copy, word for word. Over 14,000 e-books are available here on a wide variety of topics. Over 7,000 biblical and theological books are to be found in this collection.

EBSCO Academic EBooks

This database offers academic and scholarly

ebooks appropriate to the college and graduate school levels. Currently this database contains over 120,000 ebooks.

TWENEL

Grace students and Faculty have access to The William E. Nix Electronic Library (TWENEL) electronic database that is hosted by *Veritas Evangelical Seminary*. You will be amazed by the quality and quantity of the resources offered at this site. There are nearly 160,000 e-files that consist of several significant collections. You will be able to access TWENEL with a password (found in Populi). A few of these resources require a second login and password; however, most of the TWENEL library resources require no passwords beyond the first login.

INFORMATION LITERACY AND ETHICAL USE OF INFORMATION

As a Grace Student, you have automatic access through the website to several electronic databases (See the Student Handbook and the Grace website for more information.) It is unethical and illegal to allow anyone who is not a student, faculty member, or staff member at one of these schools to use the usernames and passwords provided to Grace students. As Christians we are called upon to take an ethical stand on these issues. When you are off-campus, you may access the databases from home or any other computer Internet connection using the URL, user names, and passwords (found in *Populi*). Access to these databases is restricted to Grace students only. Please do not share this information with non-Grace students.

THE LIBRARY CATALOG IS OPEN ONLINE 24/7 FOR YOUR RESEARCH NEEDS

The digital catalog shows you what is available in our on-campus library. Library materials are organized according to the Library of Congress classification scheme and cataloged according to AARC2 cataloging standards and may be electronically searched from your own computer.

Materials may be put on reserve, hold or renewed through the website login. The holdings of the Grace Library are adequate to support academic programs. The collection has grown

from 500 volumes in early 2012 to close to 15,000 volumes. This is a 3000% increase. The growth rate of Library holdings reflects the commitment to provide adequate academic support resources for faculty and students.

HOW TO REQUEST A BOOK REMOTELY

To request a library book when you are not at the North Campus, simply email your librarian and provide your name address and phone number along with the title and author of the book you wish to check out. If you come to the library, you may take the book with you. Books are due in two weeks in person, but may be renewed for an additional week by email.

If you are not close to the physical library, find the book in our online library catalog and email one of the Librarians with the information listed above. Your book will be sent to you by mail. You may check out up to five books at a time by mail. When you return one or all of them, you may check out more. By mail, books are checked out for three weeks or more to make sure transit time does not cut into research time for you. All books must be returned at the end of each module.

HOW TO REACH YOUR LIBRARIANS

Your Grace School of Theology Librarians are eager to help you achieve all your educational

goals. Librarians can help you understand your assignments, limit your topic, and find research materials in physical and electronic libraries. In fact, in graduate school, many students say that the librarian is their best friend!

Mrs. Debbie Cox, Seminary Librarian
Phone: 713-897-8025; dcox@gsot.edu

Miss Judy Traweek, Assistant Librarian
Phone: 713-897-8304; jtraweek@gsot.edu

Mrs. Cox is also available for consultations regarding research papers, both format and content, in person, by phone, or by email. Do not hesitate to call her about your research needs. Most librarians went into their profession in order to help people!

Think of these individuals as your personal research librarians. Grace librarians can help you more than you can even begin to imagine—just ask! Never wait until the last minute to get the library and information help you need! Remember the educator's 6 P Rule: *Proper Prior Planning Prevents Poor Performance*. Please be aware that library research takes time, you cannot expect to do it the night before the assignment is due.

Student Life

CHURCH ATTENDANCE

Students and their families are encouraged to be actively involved in a local church, including regular weekly worship attendance. The Seminary desires to nurture the student's spiritual health and development throughout their academic and ministry pursuits. GRACE intends to monitor the student's progress and involvement through the Mentorship Program, which helps the student develop as individuals in various areas of life, academics, ministry, accountability, discipleship, etc... This program is structured in such a way that will assist the student in building life-long relationships that are critical to their health as a believer, while serving as a mechanism for GRACE to be an active part in the student's life.

MENTORING PROGRAM

The GRACE Mentorship Program is designed to help the student develop as individuals in various areas of life, academics, ministry, accountability, discipleship, etc. This program is structured in such a way that will assist the student in building life-long relationships that are critical to their health as a believer, while serving as a mechanism for GRACE to be an active part in the student's life. Each student must have a Faculty Mentor (assigned by the seminary), a Pastoral Mentor, and a Personal Mentor.

In regards to the student's file or transcript, the mentorship program courses are 0 credit hours, and are considered as "pass/fail" courses. This means that the student will either "pass" by completing what is required according to the proper timelines, or the student will "fail" if he/she is unable to complete the requirements. These courses do not affect the student's overall GPA, but is considered on a completion basis. The mentorship courses will be conducted through the *Populi* system as a way for the Seminary and student to know what is required and to maintain proper records of progress and completion.

Each credit student enrolled in a *certificate* or *degree* program must complete the mentorship requirements each semester. It is the student's responsibility to: (1) ensure that **all** forms are submitted on their allocated due dates; (2)

coordinate and schedule regular meeting times with their mentors (e.g. face-to-face, video-chat, phone, etc.); and (3) keep a simple record of such meetings (e.g. date, time frame, and a basic summary of the areas of discussion). *Please note: e-mail communication **does not** qualify as an acceptable method of completing mentorship requirements.*

Students should refer to the Student Handbook and communicate with Student Services for further information and guidelines by calling Willie Gaines, Senior Enrollment Specialist, at 713.897.8293 or via email at: wgaines@gcot.edu

COUNSELING SERVICES

There are numerous services available to students who desire to receive counseling. Professors are prepared to give general counsel to students regarding personal, spiritual or theological matters as needed. Students are encouraged to utilize the services available through the Mentoring Program as another means of receiving counseling. The Student Services department is in the process of establishing other avenues such as peer counseling and further life planning and development services in order to assist the student in any way possible. In addition, the seminary maintains a list of recommended professional counselors for those desiring specialized counseling.

STANDARDS OF CONDUCT

For the testimony of the Lord and the Seminary, we ask you to walk worthy of the vocation for which you are preparing. There are certain things expected of those in the Lord's work that may not be expected of the average believer (1 Timothy 3:1-8 and Titus 1:6-9). We trust your Christian maturity has allowed you to accept that responsibility and rejoice in it. It is our desire that your life on and off campus radiate Jesus Christ, demonstrate commitment and dedication to spiritual things, and be characterized by the heartbeat of the apostle Paul when he said, "Therefore, whether you eat or drink, or whatever you do, do all to the glory of God" (1 Corinthians 10:31). In light of our commitment to biblical living, the Seminary asks that students

conduct themselves according to the highest standards of Christ-like behavior. Students whose testimony becomes a hindrance to the work of the Gospel and the reputation of the seminary may face disciplinary action according to the guidelines stated in the Student Handbook.

Be Respectful: Respect the learning/classroom environment and the dignity and rights of all persons. Be tolerant of differing opinions.

Be Courteous/Considerate: Extend courtesy in discourse. Please do not interrupt speakers. Avoid distractions such as cell phones, beepers, and irrelevant discussions. Do not eat or drink in class without permission.

Be Supportive/Caring: Exhibit concern for others and promote a caring environment. Think about how your behavior affects others. Help distressed peers find appropriate resources/assistance.

Be Informed: Familiarize yourself with the course and instructor expectations. Read the course syllabus.

Be Honest and Fair: Grades should reflect individual work, unless group work is authorized. Maintain the code of academic honesty.

Be Attentive: Mentally prepare yourself for listening. Resist distractions, emotional reactions, or boredom.

Be Punctual: Attend classes regularly and on time. Instead of closing your notebook early, listen carefully to information given near the end of class; summary statements and instructions may be important. Moreover, leaving class early distracts from a lecture.

Be Organized/Prepared: Prepare for class by completing readings and assignments. Avoid procrastinating and set realistic goals.

Be Participatory/Curious: Contribute and participate in class discussions; display interest during class by raising thoughtful and relevant questions that enrich discourse.

Be Communicative: Interact with the instructor and discuss assignments, grading and subject matter. Express complaints and concerns in a calm and respectful manner.

Be Enthusiastic: Enjoy the educational experience. Seek ways to make your coursework meaningful and relevant. Give your best effort.

Be Dedicated/Committed: Show initiative and desire to excel and make your studies a priority. Avoid over-committing your time to activities that do not support your goals.

STUDENT GRIEVANCE/COMPLAINT PROCEDURES

A *grievance* is a just or supposed basis for complaint arising out of any alleged unauthorized or unjustified act or decision made by a member of the Grace community that in any way adversely affects the status, rights, or privileges of a student. An aggrieved student may complain to the administration to correct the problem. The burden of proof is on the individual who submits a complaint. The grievance process is *not* the correct means for appealing disciplinary actions or for contesting a grade (see separate policies within the Catalog and/or Student Handbook).

Step 1—Informal Action

Seek resolution first through direct, informal communication with the responsible person (Matthew 18:15). Discussion between those involved is encouraged at all stages, but is essential in the early stages of resolution. Following an unsuccessful attempt to resolve the conflict one-on-one, students are encouraged to discuss the matter with their faculty mentor or with Student Services, as appropriate. After the student has made every available effort to resolve the conflict in an informal manner, formal action may be taken.

Step 2—Formal Action

The following procedure is used to resolve a formal complaint.

1. State the grievance in writing (write a complaint) within 60 days of the alleged event and submit the complaint to the Executive Vice President. No special form is needed, but the complaint must include:
 - The date you submit the complaint;
 - A description of the grievance that includes all relevant information such as date(s) when the problem was evident, evidence substantiating the grievance, and witnesses; and
 - A proposed resolution, that is, what you want to happen to resolve the grievance.

2. The Executive Vice President has two working days from the date of receipt to forward the grievance to the administrator who will serve as mediator to resolve the matter. Care will be taken to ensure that the mediator has the expertise necessary to resolve the grievance.
3. The mediator has two working days from the date of receipt to:
 - Send to the student an acknowledgement that briefly summarizes the grievance and informs the student that a resolution will be sent within ten working days, and
 - Forward to the President a copy of the grievance and acknowledgement.
4. The mediator has ten working days from the date of receipt to:
 - Investigate the alleged basis for the complaint;
 - Investigate previous efforts taken to resolve the grievance
 - Investigate any contingencies and take such action that may help resolve the grievance;
 - Send to the aggrieved student a *formal response* (a statement describing what was or will be done to resolve the grievance); and
 - Forward to the President a copy of the formal response.
5. If the student is satisfied with the formal response, the grievance is resolved.
6. If the student is not satisfied with the formal response, a request for a hearing may be made to the Grievance Committee, which:
 - Shall be given a copy of the case to date;
 - Shall schedule a hearing date and time within seven working days of the request and notify all concerned (but not necessarily invite them to attend);
 - May invite the student and any witnesses

to attend the hearing—the student does not have a right to attend;

- Shall conduct the hearing as informally as possible, while reviewing and evaluating the case;
- Shall keep its deliberations confidential; and
- Shall, by majority vote, recommend to the President a course of action to finally resolve the grievance.

7. The President will issue a decision, which shall be final, in writing to the student within three working days of the hearing.

The Office of the Executive Vice President is tasked with the overall responsibility for collecting and securing documentation, and for ensuring confidentiality of all matters related to any filed grievance or complaint. The Executive Vice President may delegate these responsibilities to the Vice Presidents.

In accordance with requirements issued by the U.S. Department of Education, any student who has already followed the Grievance/Complaint Procedures as noted above, and feels the issue is not resolved, may contact the our accrediting agency:

Transnational Association of Christian Colleges & Schools (TRACS)

15935 Forest Road, Forest, Virginia 24551

Phone: 434-525-9539
 FAX: 434-525-9538
 E-Mail: info@tracs.org
 Website: www.tracs.org

OR may make a complaint to the State of Texas by contacting:

Texas Higher Education Coordinating Board
 P.O. Box 12788
 Austin, TX 78711
 Phone: 512-427-6101

STUDENT SERVICES STAFF AND CONTACT INFORMATION

Dr. S. Mark Haywood
Vice President of Student Services

Phone# 713-897-8294,

Email: mhaywood@gsot.edu

Any questions or concerns regarding:

1. Transcript Evaluation
2. Student Grievances
3. All matters dealing with Student Services

Erica Sanger
Director of Admissions and Enrollment Management

Phone # 713-897-8290,

Email: esanger@gsot.edu

Any questions or concerns regarding:

1. Admissions
2. New Students
3. Registration
4. Student Orientation
5. Exhibiting Events: How the seminary can be involved in exhibiting opportunities

Willie Gaines
Senior Enrollment Specialist

Phone# 713-897-8293,

Email: wgaines@gsot.edu

Any questions or concerns regarding:

1. Student Activities
2. Mentoring
3. Returning Students
4. Grace Ambassadors

Taryn Littles
Administrative Assistant

Phone# 713-897-8299,

Email: tphillips@gsot.edu

Any questions or concerns regarding:

1. Completing Application for Admission
2. Billing, paying tuition and fees
3. General Information

Alyssa Himebaugh
Financial Aid Administrator

Phone# 713-897-8295,

Email: ahimebaugh@gsot.edu

Any questions or concerns regarding:

1. Financial Aid: Title-IV; VA, Grace Scholarships
2. Student Visas for International Students

Financial Information

Grace School of Theology seeks to offer a high quality of training in a cost-effective way. A significant portion of the cost of training is paid for through the generous gifts of God's people. This allows us to keep students' cost to a minimum.

determined by credit status. The seminary reserves the right to change tuition and other charges without notice as necessitated by seminary or Board action. Incidental fees, and cost of books and supplies are examples of additional fees other than the mandatory fees listed.

TUITION AND FEE SCHEDULE

The schedule of charges reflects tuition as

| TUITION AND FEES | | |
|---------------------------|--------------------------------------|---|
| Non-Credit/Audit Tuition | \$60 | Per credit hour (for 15 week or 1 week intensive) |
| Non-Credit/Audit Tuition | \$30 | Per credit hour (for 8 week course) |
| Credit Tuition | \$180 | Per credit hour |
| Application Fee | \$50 | One time charge, any program |
| Administration Fee | \$36 | Per course |
| Technology Fee | \$73 | Per semester (credit students only or for non-credit students taking one or more) |
| Graduation Fee | \$135 | Per Program |
| Transcript Fee | \$20 | Per Transcript Request |
| Late Registration Fee | \$25 | Per Semester |
| TUITION REFUND POLICY | | |
| Before Module Begins | 100% tuition and \$66 technology fee | |
| After First Class Session | 75% tuition, no fees | |
| After Drop Date | 0% tuition, no fees | |

REFUNDS RELATED TO OFFICIAL DROPS

Refunds are never due for *unofficial* drops. Be sure to follow the approved procedure to drop a course.

TUITION AND FEES REFUND POLICY

If a student drops a course before the first day of the module, he will be refunded 100% of his tuition plus the technology fee. If a student drops a course after the first class session but before the Drop Date for the module/semester, the student is still responsible for 25% of his tuition plus all the fees. After the Drop Date there are no refunds. All refunds must be requested from the Registrar's Office. Refunds are based on the amount billed, not what has been paid.

FINANCIAL AID PROGRAM

Grace School of Theology is now offering Title IV Financial Aid for the Graduate programs for the 2014-2015 academic year. We prayerfully will be able to extend the Financial Aid Programs to the Undergraduate Degree level for the 2014-2015 Academic Calendar Year.

FINANCIAL AID APPLICATION PROCESS FOR THE 2014-2015 ACADEMIC YEAR:

1. Student applies for PIN on FAFSA Website: <http://www.pin.ed.gov/PINWebApp/pinindex.jsp>
2. Student completes FAFSA (school code: B42154) and signs with PIN at <http://www.fafsa.ed.gov/>.
3. Student completes the VFAO interview (can be done the same day as the FAFSA as

long as the student signed with a PIN and was shown their EFC)

Go to <https://gsot.vfao.com/> to complete your interview ** NOTE: You will need to register with a username and password

4. Student signs the Federal Direct Loan MPN at <https://studentloans.gov>
 - a. Your award will not be able to be packaged until you sign your MPN

After you have completed the steps above, either Weber and Associates, our third party processor, or Alyssa Himebaugh, Grace's Financial Aid Administrator, will contact you on the progress of your application. Be sure to review the Seminary's Policies and Procedures located at www.gsot.edu

OTHER TUITION ASSISTANCE OPPORTUNITIES:

GRACE Tuition Assistance Program

Prior to the start of every semester, students may apply for tuition assistance by completing a request for tuition assistance form online. Students may be asked for an interview at the end of this process. Please contact Student Services for further details. The awarding of tuition assistance, if any, is for the current semester registration only. Students must re-apply for tuition assistance before each semester registration. Please note: tuition assistance is not guaranteed. Students who accept and receive tuition assistance are required to take MS-761/MS-312, *Ministry Stewardship* during the semester in which tuition assistance is received or as soon as the course is offered. Students who fail to complete the course for credit will forfeit their tuition assistance and may be required to pay the tuition for courses taken. If you have any questions, contact Student Services for details.

Veteran's Benefits for Credit-Seeking Students

Veteran's benefits are available for eligible Grace students. Veterans who have not applied for VA benefits need to go to www.gibill.va.gov and fill out the requested information. Once the student receives the certificate of eligibility, the seminary can proceed with certifying the student under one of our programs. For more information, contact Alyssa Himebaugh, ahimebaugh@gsot.edu or 713.897.8295.

The student will need to provide Grace School of Theology with the following:

1. Certificate of Eligibility (go to <http://www.gibill.va.gov/> to obtain)
2. DD-214 (go to <http://www.archives.gov/veterans/military-service-records/>)
3. Military Transcripts (go to <https://jst.doded.mil/smart/signIn.do> to obtain)
4. Transcripts from all post secondary schools (anything above high school)

Texas Hazelwood Act

The Hazelwood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit at public institutions of higher education in Texas. Because the Hazelwood Act is available only for use at a Texas public college or university, it is **not available** and does not apply to Grace School of Theology students and programs.

Student Referral Program

This program allows a student the opportunity to earn at least ½ off tuition for one class a semester. Download the Student Referral Discount Form from our website www.gsot.edu or contact student services at 713.897.8299 if you have additional questions.

Raising Support

Students can ask their church/ministry leaders as well as family and friends to support them financially to continue their theological training.

Tuition Benefits for Spouses

In order to encourage spouses to participate in training, Grace School of Theology offers a special tuition benefit. Spouses of credit students taking 6 or more credit hours in a semester may take courses for non-credit/audit in that semester with no charge for tuition (fees still apply).

BILLING, PAYMENT PLANS, AND COLLECTIONS

Billing

The Bursar's Office is responsible for maintaining financial records for all students through the use of a centralized billing system. This office is also responsible for processing refunds and providing payment plans to any student who wishes to utilize this method of payment. If you need to speak with someone about your account, please contact the Bursar.

Enrolled students statement of account is available in the Bursar's Office. The seminary cannot accept responsibility for the non-notification of student bills to students, both current and former, due to incorrect address or e-mail. Each student is therefore required to have a current e-mailing address on file in the Registrar's Office. The Bursar's Office will not remove late fees from a student's account in cases where a student claims not to have seen a statement. It is the student's responsibility to know the due dates for all payments.

Payment Plans

The seminary requires that all students must

complete their arrangement to pay for the semester prior to the first day of classes. This means the student must either pay 100% of all tuition and fees due or enter into the payment plan for that semester. In no case will the payment plan cover prior semester charges. Any prior charges must be paid in full.

Collections

Failure to legitimize payment within the time allotted will result in financial disenrollment. Failure to pay within the time allotted will also result in a hold on the student's record and the student may not register until all fees are paid.

Personnel

BOARD OF TRUSTEES

Mark Albers (Business & Finance)
Dave Anderson, PhD, President & CEO of Grace School of Theology
Glenn Darby, DDS, Chairman of the Board of Trustees (Academic Affairs)
Tim Dunn (Student Services)
Tim Leach (Strategic Planning)
Bob Tebow, Th.M. (Advancement)
Scott McEwen

BOARD OF ADVISORS

Bobby Adolph, D.Min. (Advancement)
Tom Albers (Student Life Committee)
John Allison (Advancement Committee)
Samuel Audwin
Gerardo Cardenas (Executive Committee)
Skip Colvin (Advancement Committee)
Win Fleming (Audit Committee)
Tom Gardner (Finance Committee)
Dan Greer (Student Life Committee)
Hakim Zadok (Executive Committee)
Manuel Haro (Executive Committee; Audit Committee Chairman)
Bob Johnson (Finance Committee)
Rob Kase (Audit Committee)
Garry Kiker (Student Life Committee)
Mike Kowalski (Finance Committee)
Tom Lancaster (Advancement Committee)
Mark McLane (Student Life Committee)
Joe Nowiczewski (Advancement Committee)
John Romain (Executive Committee; Finance Committee Chairman)
Roger Shillow (Advancement Committee)
Stephen Tucker, MD, (Prayer Team)
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