



# ACADEMIC CATALOG: 2012-2013



**Grace School of  
Theology**

**Academic Catalog**

**2012- 2013**



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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](mailto: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 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 seminary 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 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 with its administrative offices in The Woodlands, Texas, and its primary classrooms, academic/faculty offices, and Library located in the southwest section of Houston on and near the College of Biblical Studies campus. In June 2010, with the demands of a rigorous graduate curriculum and a growing student body, Grace School of Theology entered into a joint Library Agreement with the College of Biblical Studies of Houston, Texas. In the agreement, both parties are to share the extensive and modern Library facilities including all systems, collection, equipment, and staff.

From modest beginnings, Grace now employs fifteen (15) full-time staff and two part-time staff. As Grace has begun to significantly grow, teaching sites have been requested and developed in areas near Houston (Beaumont) and as far away as Midland and San Antonio where much support and encouragement from Christian leaders has developed. Grace is now positioned to move to a new level

of operations. In the population area served by the seminary, many believers and prospective believers are in need of the fundamental truth of free grace. Our graduates will be trained to meet this demand.

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 first 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 leading to certificates and graduate degrees in an environment where academic excellence is emphasized and a biblically based perspective is maintained. Grace is committed to enriching its students' lives 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 men 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 freely and 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**

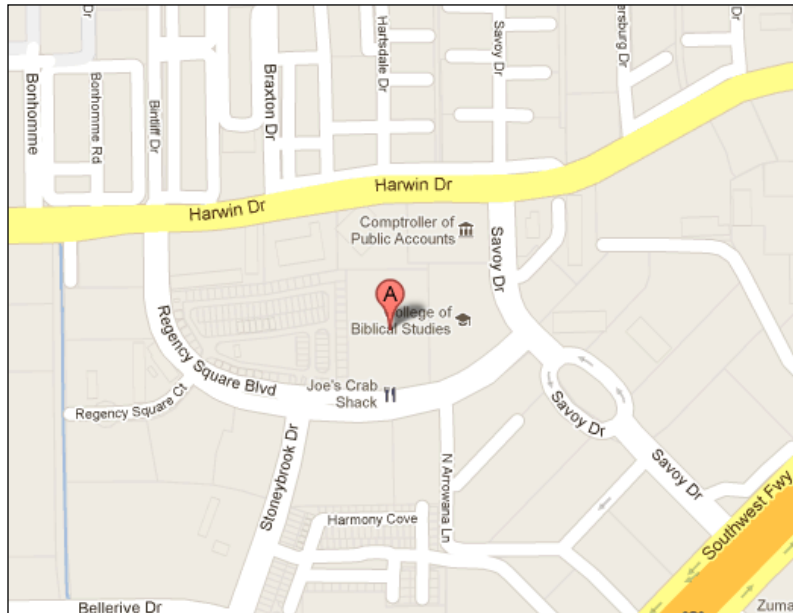
We believe that the personal and imminent return of Christ to rapture His church will be followed by a period of tribulation on this earth. At the conclusion of this period, Christ will return triumphantly and inaugurate His millennial reign over this earth. We believe in the everlasting conscious blessedness 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 Southwest (Main Campus):***  
7100 Regency Square Blvd, Suite 263, Houston, Texas 77036



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

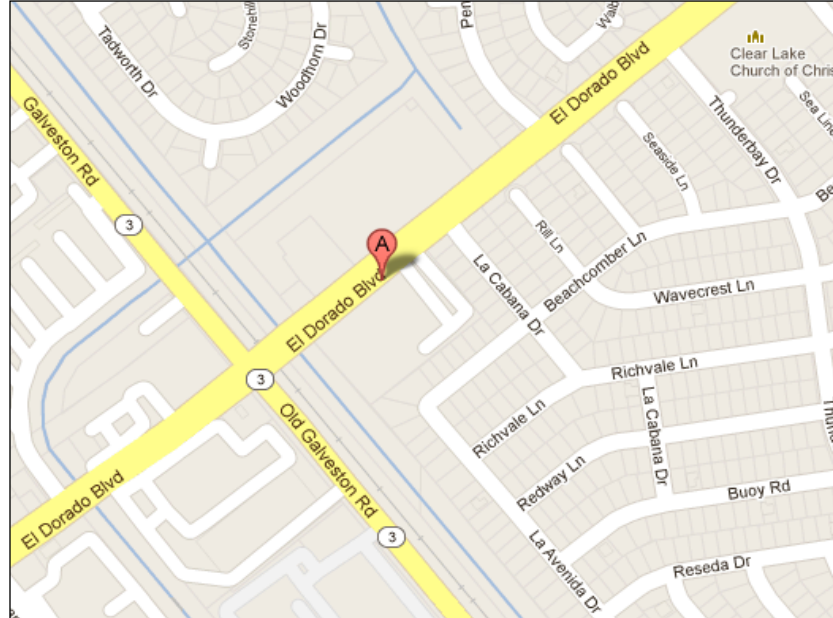


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- ***Clear Lake Teaching Site (Clear Lake Bible Church):***

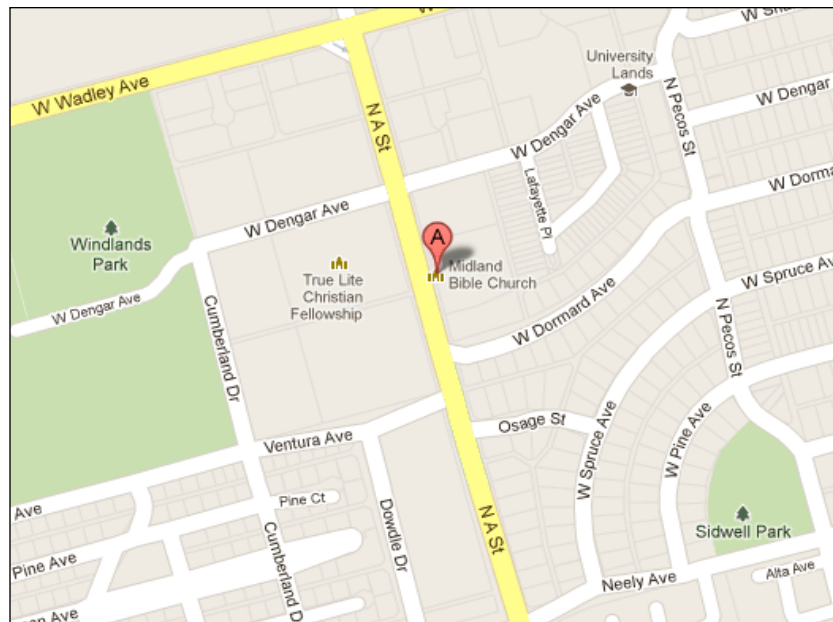


622 El Dorado Blvd, Houston (Clear Lake), Texas 77062



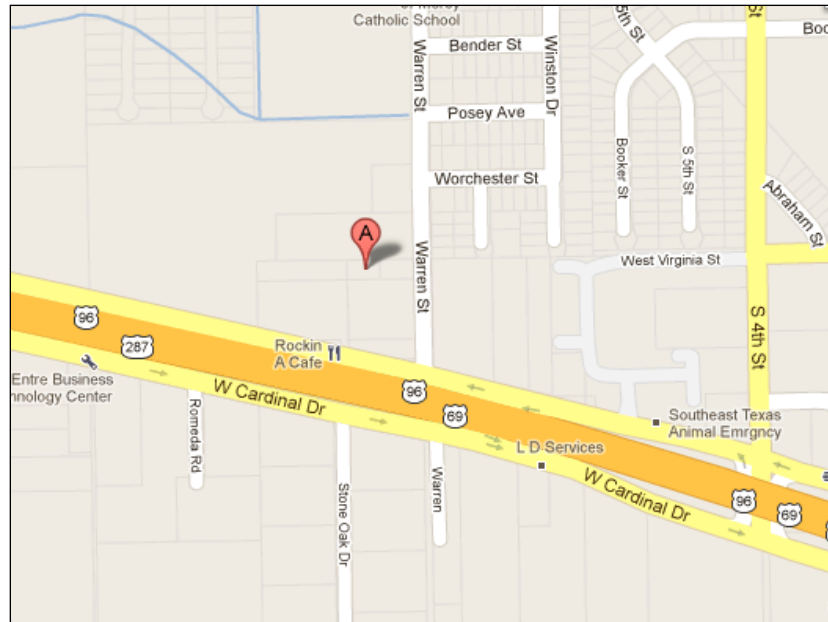
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- ***Midland Teaching Site (Midland Bible Church):***  
2800 North A Street, Midland, Texas 79705



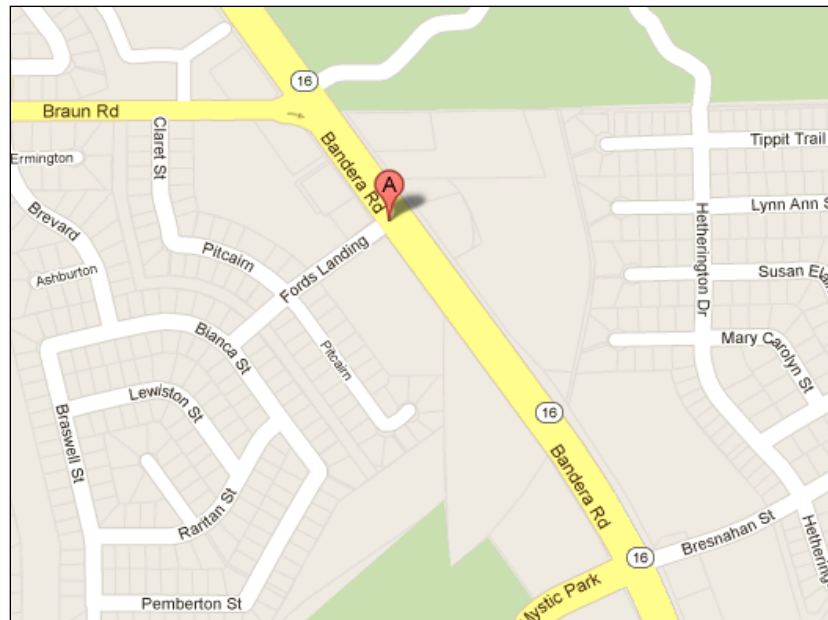
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- ***Beaumont Teaching Site (Antioch Baptist Church):***  
3920 W. Cardinal Drive, Beaumont, Texas 77705



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- ***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**

Grace School of Theology is constantly working to improve our academic programs, student services, and operations. From time to time you will be asked to help by completing course evaluations, student satisfaction surveys, and similar questionnaires. Your thoughts and opinions are important to us. Please take the time to thoughtfully respond.

## **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: TRACS CANDIDATE**

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 Candidate status as a Category III institution by TRACS' Accreditation Commission on November 8, 2011; 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 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. When the Seminary becomes an accredited institution, it has demonstrated a commitment "to provide quality postsecondary education within the context of Christian values." Grace is on target for meeting the timeline for Accreditation through TRACS with the objective to obtain such status in the near future.

## **POTENTIAL FACTORS CONCERNING STUDENTS WHO GRADUATE FROM GRACE**

### *Subsequent Degrees*

If you graduate and apply for an advanced degree program (e.g., DMin or PhD) in another institution before your graduate institution is accredited, then you may be less competitive or unable to enter the advanced degree program. However, this will vary widely depending on the institution with the advanced degree program. Further, if your graduate institution is accredited after you graduate but before you apply for an advanced degree program, generally you will be recognized as having a degree from an accredited institution. Finally, if your graduate institution is accredited after you matriculate but before you graduate, then you will certainly be recognized as having a degree from an accredited institution. Obviously, if you have no interest or plan to immediately apply for an advanced degree program from another institution after earning your initial seminary degree, then this factor does not apply to you.

### *Transferability of Credits*

Typically, it is easier to transfer credits from an accredited institution than from an unaccredited institution, especially if you are transferring into an accredited institution.

### *Scholarships*

Some scholarships and tuition reimbursement programs may only cover classes from an accredited institution. If this is an issue for you, you should request a scholarship from the unaccredited institution to match whatever scholarship you might otherwise have for education from an accredited institution.

### *Potential Employers*

Some institutional employers may require a seminary degree from an accredited institution.



# Academic Calendars and Class Schedules

## 2012-2013 Academic Calendar

### Fall Semester 2012 (Aug 20-Dec 23)

Open Registration  
Late Registration (fee applies)  
New Student Orientation  
Labor Day, no classes  
Thanksgiving, no classes  
Christmas Break, no classes

### Important Dates

June 18 – July 27  
July 30 – August 10  
August 2, 6 and 7  
September 3  
November 22-23  
December 24 – January 2, 2013

### Module 1

Syllabi available on the Populi  
Module 1 Class Dates

July 20  
August 20 – October 15

### Module 2

Syllabi available on the Populi  
Module 2 Class Dates

September 25  
October 25 – December 23

### Spring Semester 2013 (Jan 3 – May 26)

Open Registration  
Last Day of Registration for Intensive  
Late Registration (fee applies)  
New Student Orientation  
Martin Luther King Day  
Spring Break, no classes  
Graduation Banquet  
Commencement

### Important Dates

November 19-December 30  
December 21  
December 31-January 11  
January 7, 10 and 14  
January 21  
March 19 - 29  
June 7  
June 8

### Module 3

Syllabi available on the Populi  
Spring Intensive  
Module 3 Class Dates

December 21  
January 3-8  
January 22 – March 18

### Module 4

Syllabi available on the Populi  
Module 4 Class Dates

March 1  
April 1 – May 26

### Summer Semester 2013 (June 13 – Aug 11)

Open Registration  
Last Day of Registration for Intensive  
Late Registration (fee applies)  
Memorial Day (observed)  
New Student Orientation  
Independence Day

### Important Dates

April 8 – May 17  
May 17  
May 20-31  
May 27  
June 6  
July 4

### Module 5

Syllabi available on the Populi  
Summer Intensive  
Module 5 Class Dates

May 13  
May 28 – June 1  
June 13 – August 11

# 2012-2013 Course Schedule

## FALL SEMESTER 2012 (August 20 – December 23)

### Module 1 Class Dates

Monday Classes  
Tuesday Classes  
Wednesday Classes  
Thursday Classes  
Online Only Classes (Mon – Sun)

### August 20 – October 15

8/20 – 10/15 (No class on Labor Day)  
8/21 – 10/9  
8/22 – 10/10  
8/23 – 10/11  
8/20 – 10/14

### Module 2 Class Dates

Monday Classes  
Tuesday Classes  
Wednesday Classes  
Thursday Classes  
Online Only Classes (Mon – Sun)

### October 25 – December 20

10/29 – 12/17  
10/30 – 12/18  
10/31 – 12/19  
10/25 – 12/20 (No class on Thanksgiving)  
10/28 – 12/23

## SPRING SEMESTER 2013 (January 3 – May 26)

### Spring Intensive

### January 3-8 (except Sunday)

### Module 3 Class Dates

Monday Classes  
Tuesday Classes  
Wednesday Classes  
Thursday Classes  
Online Only Classes (Mon – Sun)

### January 22 – March 18

1/28 – 3/18  
1/22 – 3/12  
1/23 – 3/13  
1/24 – 3/14  
1/21 – 3/17

### Module 4 Class Dates

Monday Classes  
Tuesday Classes  
Wednesday Classes  
Thursday Classes  
Online Only Classes (Mon – Sun)

### April 1 – May 26

4/1 – 5/20  
4/2 – 5/21  
4/3 – 5/22  
4/4 – 5/23  
4/1 – 5/26

## SUMMER SEMESTER 2013 (June 13 – Aug 11)

### Summer Intensive

### May 28 – June 1

### Module 5 Class Dates

Monday Classes  
Tuesday Classes  
Wednesday Classes  
Thursday Classes  
Online Only Classes (Mon – Sun)

### June 13 – August 11

6/17 – 8/5  
6/18 – 8/6  
6/19 – 8/7  
6/13 – 8/8 (No class on July 4)  
6/17 – 8/11

# 2013-2014 Academic Calendar

## Fall Semester 2013 (Aug 19-Dec 22)

Open Registration  
Late Registration (fee applies)  
New Student Orientation  
Labor Day, no classes  
Thanksgiving, no classes  
Christmas Break, no classes

## Important Dates

June 17 – July 26  
July 29 – August 9  
TBD  
September 2  
November 28-29  
December 20 – January 2, 2014

### Module 1

Syllabi available on the Populi  
Module 1 Class Dates

July 19  
August 19 – October 14

### Module 2

Syllabi available on the Populi  
Module 2 Class Dates

September 24  
October 24 (Thurs) – December 22

## Spring Semester 2014 (Jan 3-May 25)

Open Registration  
Last Day of Registration for Intensive  
Late Registration (fee applies)  
New Student Orientation  
Martin Luther King Day  
Spring Break  
Graduation Banquet  
Commencement

## Important Dates

November 18-December 27  
December 20  
December 30 – January 10  
TBD  
January 20  
March 18 - 28  
June 6  
June 7

### Module 3

Syllabi available on the Populi  
Spring Intensive  
Module 3 Class Dates

December 21  
January 3-8  
January 21 – March 17

### Module 4

Syllabi available on the Populi  
Module 4 Class Dates

February 28  
March 31 – May 25

## Summer Semester 2014 (May 27-Aug 10)

Open Registration  
Last Day of Registration for Intensive  
Late Registration (fee applies)  
New Student Orientation  
Memorial Day (observed)  
Independence Day

## Important Dates

April 14 – May 23  
May 16  
May 26 – June 6  
TBD  
May 26  
July 4

### Module 5

Syllabi available on the Populi  
Summer Intensive  
Module 5 Class Dates

May 16  
May 27 – 31  
June 16 – August 10

# 2013-2014 Course Schedule

## FALL SEMESTER 2013 (August 19-December 22)

<b>Module 1 Class Dates</b>	<b>August 19 – October 14</b>
Monday Classes	8/19 – 10/14 (no class on Labor Day)
Tuesday Classes	8/20 – 10/8
Wednesday Classes	8/21 – 10/9
Thursday Classes	8/22 – 10/10
Online Only Classes (Mon – Sun)	8/19 – 10/13
<b>Module 2 Class Dates</b>	<b>October 24 – December 22</b>
Monday Classes	10/28 – 12/16
Tuesday Classes	10/29 – 12/17
Wednesday Classes	10/30 – 12/18
Thursday Classes	10/24 – 12/19 (no class Thanksgiving)
Online Only Classes (Mon – Sun)	10/28 – 12/22

## SPRING SEMESTER 2014 (January 3-May 25)

<b>Spring Intensive</b>	<b>January 3-8</b>
<b>Module 3 Class Dates</b>	<b>January 21 – March 17</b>
Monday Classes	1/27 – 3/17
Tuesday Classes	1/21 – 3/11
Wednesday Classes	1/22 – 3/12
Thursday Classes	1/23 – 3/13
Online Only Classes (Mon – Sun)	1/21 – 3/16
<b>Module 4 Class Dates</b>	<b>March 31 – May 25</b>
Monday Classes	3/31 – 5/19
Tuesday Classes	4/1 – 5/20
Wednesday Classes	4/2 – 5/21
Thursday Classes	4/3 – 5/22
Online Only Classes (Mon – Sun)	3/31 – 5/25

## SUMMER SEMESTER 2014 (May 27-August 10)

<b>Summer Intensive</b>	<b>May 27 – May 31</b>
<b>Module 5 Class Dates</b>	<b>June 16 – August 10</b>
Monday Classes	6/16 – 8/4
Tuesday Classes	6/17 – 8/5
Wednesday Classes	6/18 – 8/6
Thursday Classes	6/19 – 8/7
Online Only Classes (Mon – Sun)	6/16 – 8/10

# Admissions

## GENERAL ADMISSION REQUIREMENTS

### ***Non-Credit Programs***

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

### ***Certificate Programs (Biblical Studies and Theological Studies, for Credit)***

Anyone with a high school diploma, GED, or equivalent can apply for the Certificate Programs offered at Grace for credit; a bachelor's degree is not required. Applicants must complete the credit student application for admission before his/her acceptance is considered. Please Note: Those who wish to use the course credits earned in a Certificate Program to count toward a Master's Degree in the future must meet the admissions requirements for Masters Degree Programs (Refer to the 'Change of Program' section located in this Catalog for details.)

### ***Masters Degree Programs (M.A. in Biblical Studies, Master of Divinity, and Master of Theology)***

Applicants for the 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 2.5 or higher.

Applicants for the Th.M. program must have completed the Master of Divinity (a minimum of 90 credit hours, including one year of biblical Greek and Hebrew) 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 the Grace School of Theology website ([www.gsot.org](http://www.gsot.org)). Once the admissions office has received the application and all necessary information, the Admissions Committee will review the application promptly 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.

- 1) Complete a Preliminary Application Form:
  - a) Visit the Grace School of Theology website ([www.gsot.org](http://www.gsot.org)) and click on the button that says "Apply Today."
  - b) From the Registration Site Information page, click on button that says, 'Begin Application for Admission New Users Only.'
  - c) Complete the preliminary application form and submit.
- 2) Applicants will then receive an email from Populi Notifications (Grace's online student management system) providing instructions on how to set up a password to log in to Populi to complete the application for admission. A username will be provided in this email. To continue filling out an application, the applicant can visit [www.grace.populiweb.com](http://www.grace.populiweb.com) and type in the username provided via email and the newly created password.



From the Homepage of Populi, the Applicant can click on 'Continue Filling out your Application' link. This will take the Applicant to several application components that can be completed entirely online.

- a) Credit Program Applicants (Certificate or Masters)
  - (1) Applicants applying for either the Certificate or Masters Programs, or as a Special Status student, will need to complete the online components in addition to the written component (Admissions Essay that can be uploaded to the 'Admissions Statement' component).
  - (2) Detailed instructions on how to complete the application for admission are provided to the applicant via email.
- b) Non-Credit Program Applicants (Audit/Enrichment)
  - (1) Applicants applying for the Non-Credit Programs must only complete the online components of the application for admission.
- 3) Once the Admissions Department receives all application components, the completed application is sent to the Admissions Committee

## **SPECIAL ADMISSIONS**

### ***Dual Enrollment***

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 the student's undergraduate grade point average is below 2.5 then the student may be admitted on probation. Students admitted on probation must complete 12 credit hours of satisfactory work with a minimum overall grade point average of 3.0 in order to be removed from Probation Status to Full Admission status. The student's status will be stated in the acceptance letter. The Registrar's Office will monitor student's progress and keep the Academic Advisor informed.

### ***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 a *General Petition Form*, requesting provisional entrance. Provisional Entrance is only for students applying for either the Certificate or Masters Programs. In order to be considered for provisional acceptance, the Admissions department must have received transcripts from all schools listed under

the 'Education' online component. Additionally, the Applicant must follow steps 1-3 above and have completed the following on the Online Application:

- a) Personal Information
- b) Emergency Contact Information
- c) Marital Status and Spousal Statement
- d) Christian Life and Ministry
- e) Employment
- f) Education
- g) Criminal History
- h) Admissions Statement
- i) Pastoral or Church Recommendation form

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 Student Services 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**

Students who do not meet the entrance 2.5 minimum GPA requirement for a degree program (MABS and M.Div. only), may enter on Probationary Status (see section above). The Registrar's Office will monitor student's progress in the *Populi* system (grades and progress) and keep the Academic Advisor informed of their 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 students are required to take RS-503, *Graduate 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.

### **RESIDENCY REQUIREMENTS**

Students are required to complete at least 70% of their program either online or in the classroom (including Teaching Sites) at Grace School of Theology.

### **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 a *General Petition Form* to the Registrar's Office for the Vice President of Academic Affairs approval. Details containing: 1. What exception is being made, and 2. Why the exception should be made are to be included.

## **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 graduate institutions 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 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 graduate credit.

Students may apply for an evaluation of their credits after they have applied for admission through the Student Services Department. However, prospective students may confer with the VP of Academic Affairs and/or the VP of Student Services 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 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 "B" grade (3.0 on a 4.0 scale) or higher.

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 Appeal Process.

## **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 (M.Div.) 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 M.A. or M.Div. 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 B (3.0) or better.

### **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

## Registration

### **ENROLLMENT DEADLINES**

The ***open registration period*** normally begins nine weeks before the first day of the coming semester and lasts six 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 (formerly called first start, second start).

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 Registrar.

### **STUDENT COURSE OVERLOAD**

The maximum course load per semester in all programs is 9 credits, normally 3 courses. Students who desire to enroll for more than 9 credits per semester must 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/NON-CREDIT**

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 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. Grace usually offers all Bible exposition, theology, and ministry skills courses required for the TSC, BSC, MABS, and M.Div. online, periodically. Th.M. required courses beyond the M.Div. program requirements and any language courses may or may not be offered or available online.

#### **FREQUENCY OF REQUIRED COURSE OFFERINGS**

Bible exposition courses and theology courses required by the certificate programs, MABS and M.Div. degree programs, as applicable, are typically offered at least once annually per course. Ministry skills courses and language courses required by the certificate programs, MABS and M.Div. degree programs, as applicable, are typically offered at least once every two years per course. Courses required in the Th.M. program not included above are typically offered at least once every three years per course.

#### **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 been absent for whatever reason for more than one year 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 education. Initial advisement for new students is available through the Student Services Office. Once enrolled, the Registrar assigns a faculty mentor/advisor to each new student based on his or her enrolled program and sometimes on the delivery mode; some assignments overlap. Currently, these are the assignments:

Dr. Bruce Baker	M.Div. and Th.M. students
Dr. Joe Wall	Th.M. students
Dr. Al Letting	MABS students
Dean Haywood	Certificate students
Dr. JB Hixson	Online only students

Advisors have access to students' *Populi* page which 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 them.

## CLASSIFICATION OF STUDENTS

The school year runs from the beginning of the fall semester through the end of the summer semester. Full-time students are students enrolled in nine (9) or more hours per semester, 18 or more per school year.

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

## **ATTENDANCE**

Grace School of Theology believes classroom interaction between the professor and students is a vital part of training. Absence from two class sessions during a 15-week course or one class session during an 8-week course may result in a grade reduction for the course. Absence from more than two class sessions during a 15-week course or one class session during an 8-week course will result in failure of the course. Exceptions to this may be granted via General Petition.

Students who enroll in online only courses, or in courses using synchronous or archived video as part of the course delivery system demonstrate weekly attendance by their participation in group discussions, completing online requirements, and by submitting assignments on time as required in the course syllabus. The professor determines attendance and is responsible for reporting attendance 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). No points are given for a grade lower than a C- (1.7 grade points). The grade point values are as shown in the following chart.

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
F	0-77	0.0
AUD	Audit	n/a
WP	Withdrawal during the first nine weeks of a 15-week course or first five weeks of an 8-week course	n/a
WF	Withdrawal after the first nine weeks of a 15-week course or first five weeks of an 8-week course	0.0
I	Incomplete	n/a
IP	Class in Progress	n/a

#### **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. A degree students is considered "in good standing" when they maintain a minimum of 3.0 grade point average and when a certificate student maintains a 2.5 grade point average. If a degree student's cumulative grade point average falls below a 3.0, or if a certificate student's cumulative grade point average falls below a 2.5, 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 a degree program whose grade point average falls below 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 Appeal Process.

Incoming students may be admitted on academic probation if the student's undergraduate grade point average is below 2.5. In such cases, probationary status may be removed after the completion of 12 credit hours with a minimum GPA of 3.0 for degree students and 2.5 for certificate students.

## **READMISSION**

### ***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.

### ***General Readmission Process***

Readmission of returning students is subject to review by the administration. Students who withdrew from Grace, have graduated, have been dismissed for academic or disciplinary reasons from Grace, or have been gone for more than a twelve-month period, and desire to be re-admitted, must submit the following to the Registrar's office:

1. A completed General Petition and the application fee.
2. Transcripts from all schools attended subsequent to withdrawal from Grace.
3. Recommendation from the applicant's pastor or church.
4. A brief essay by the applicant on his 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.

### ***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 45 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 15-week semesters. Most courses are 8 weeks in length while courses in biblical language are 15 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 112 hours of assignments such as reading, research and writing, exam preparation would be needed to complete the minimum requirement of 135 course hours. For courses offered via archived video and/or online, the lecture time may be adjusted accordingly depending on the length of the actual lectures used, as well as the assignment course hours needed.

***Fifteen-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 45 hours of in-class time, another 90 hours of assignments such as reading, research and writing, exam preparation would be needed to complete the minimum requirement of 135 course hours. For courses offered via archived video and/or online, the lecture time may be adjusted accordingly depending on the length of the actual lectures used, as well as the assignment course hours needed.

### **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 MABS degree must be completed within six years.
- All work leading to the M.Div. degree must be completed within eight years.
- All work leading to the Th.M. 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.

Complete the prescribed course of study and achieve the minimum required grade point average as outlined in this catalog.

2. Settle all financial obligations, including payment of the graduation fee.
3. Receive the recommendation of the Faculty and approval by the Board of Trustees for graduation.
4. Submit an official *Intent to Graduate Form* to the Registrar's Office prior to enrolling for their final semester.
5. 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.

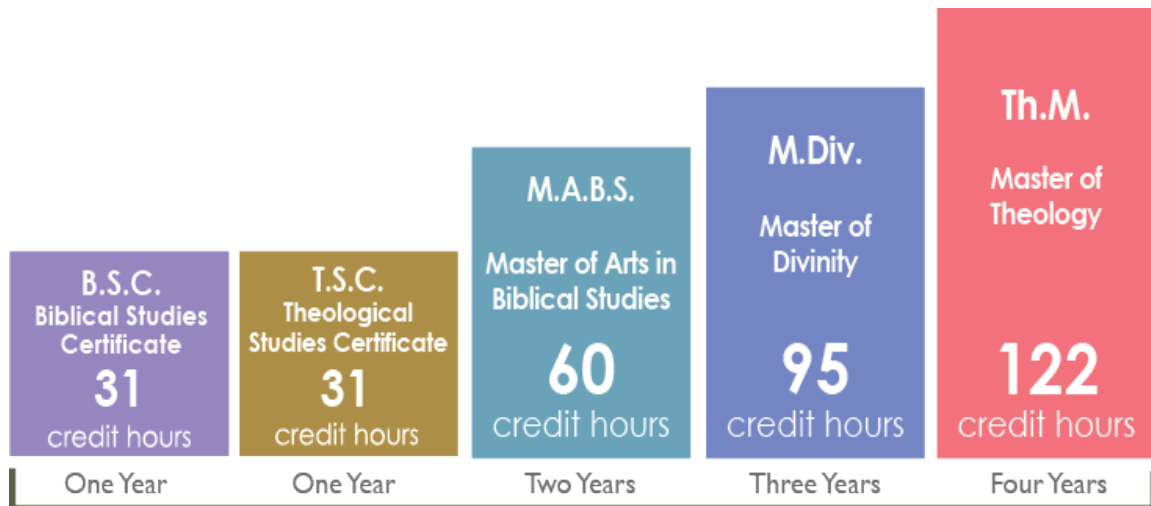
Students who have not completed all academic requirements may petition to participate in commencement if the remaining requirements will be completed by the end of summer semester and if 6 credit hours or less remain for completion. Students must enroll in and pay in advance for any such pending classes. 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

## OVERVIEW OF CERTIFICATE AND DEGREE PROGRAMS



## SUMMARY OF DISCIPLINES WITHIN EACH PROGRAM

Course Focus	BSC	TSC	MABS	MDiv	ThM
Introductory Core	4	4	9	9	9
Bible Exposition	24		24	24	30
Systematic Theology		24	21	24	24
Biblical Languages				16	28
Ministry Skills				15	21
Research				4	4
Electives	3	3	6	3	6
<b>Total Units Required</b>	<b>31</b>	<b>31</b>	<b>60</b>	<b>95</b>	<b>122</b>

### CERTIFICATE AND DEGREE PLANS

BSC	TSC	MABS	M.Div.	Th.M.	Code	Course Name
1	1				RS-501	Bible Study and Technology
		3	3	3	RS-503	Research Methods, Writing, and Technology
3	3	3	3	3	TH-560	Bible Study Methods (Hermeneutics)
3		3	3	3	OT-512	Old Testament Survey - Pentateuch
3		3	3	3	OT-514	Old Testament Survey - Historical Books
3		3	3	3	OT-516	Old Testament Survey - Wisdom Literature
3		3	3	3	OT-618	Old Testament Survey – The Major Prophets
3		3	3	3	OT-620	Old Testament Survey – The Minor Prophets
3		3	3	3	NT-513	New Testament Survey - The Gospels
3		3	3	3	NT-515	New Testament Survey - Acts and Pauline Epistles
3		3	3	3	NT-517	New Testament Survey - Hebrews, General Epistles and Revelation
		3	3	3	MS-550	Spiritual Life
	3	3	3	3	TH-562	Intro. to Systematic Theology and Bibliology
	3	3	3	3	TH-564	Theology Proper
	3	3	3	3	TH-566	Christology and Ecclesiology
	3	3	3	3	TH-568	Soteriology
	3	3	3	3	TH-661	Sanctification and Pneumatology
	3	3	3	3	TH-663	Angelology, Anthropology and Hamartiology
	3	3	3	3	TH-665	Dispensationalism and Eschatology
			4	4	NT-670	Fundamentals of Greek Exegesis
			3	3	NT-772	Greek 1
			3	3	NT-774	Greek 2
			3	3	OT-771	Hebrew 1
			3	3	OT-773	Hebrew 2
			3	3	MS-751	Evangelism
	3		3	3	TH-767	Church History
			3	3	MS-753	World Missions
			3	3	MS-755	Biblical Preaching & Teaching
			3	3	MS-757	Basic Biblical Counseling
			3	3	MS-759	Leadership
			2		RS-791	Doctrinal Summary 1
			2		RS-793	Doctrinal Summary 2
				3	NT-840	New Testament Introduction
				3	OT-840	Old Testament Introduction
				3	NT-876	Greek 3
				3	NT-878	Greek 4
				3	OT-875	Hebrew 3
				3	OT-877	Hebrew 4
				3	MS-852	Christian Education
				3	MS-854	Pastoral Ministries
				2	RS-890	Thesis Proposal
				2	RS-892	Thesis Project
3*	3*	6	3	6		Electives
<b>31</b>	<b>31</b>	<b>60</b>	<b>95</b>	<b>122</b>		<b>TOTAL CREDIT HOURS</b>

## NON-DEGREE PROGRAMS

### ***Biblical Studies Certificate (BSC) – 31 Credit Hours***

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 one year (31 credit hours) 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 master's level degree program at this time.

All courses required for the Biblical Studies Certificate program must be taken for credit (not enrichment) and may count towards any of our other degree programs if the student wishes to continue his or her formal theological education and is accepted into one of the degree programs. Only 9 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. Explain a comprehensive overview of the basic content and theme of each book in the Old and New Testament.
2. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.

### **Required Courses in the BSC Program** *(all courses are 3 credits unless otherwise noted)*

#### **Introductory Core – 4 credits**

RS-501	Bible Study and Technology (1 credit)
TH-560	Bible Study Methods (Hermeneutics)

#### **Bible Exposition Core – 24 credits**

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

#### **Elective – 3 credits**

\_\_\_\_\_ Elective in Systematic Theology

### **BSC Course Distribution Summary**

Introductory Core	4 credits
Biblical Exposition	24 credits
Elective	3 credits
TOTAL .....	31 credits



### ***Theological Studies Certificate (TSC) – 31 Credit Hours***

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 systematic theology and basic hermeneutical principles. This one year (31 credit hours) 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 master's level degree program at this time.

All courses required for the Theological Studies Certificate program must be taken for credit (not enrichment) and may count towards any of our other degree programs if the student wishes to continue his or her formal theological education and is accepted into one of the degree programs. Only 9 credit hours of this Program are transferrable from another accredited institution.

### **TSC Program Learning Outcomes**

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

1. Articulate a synthesis of every major category of systematic theology and trace its development throughout church history.
2. Exegete and apply Scripture using inductive methods and principles of literal-grammatical-historical hermeneutics.

### **Required Courses in the TSC Program** *(all courses are 3 credits unless otherwise noted)*

#### **Introductory Core – 4 credits**

RS-501	Bible Study and Technology (1 credit)
TH-560	Bible Study Methods (Hermeneutics)

#### **Theology Core – 24 credits**

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

#### **Elective – 3 units**

_____	Elective in Bible Exposition
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### **TSC Course Distribution Summary**

Introductory Core	4 credits
Systematic Theology	24 credits
Elective	3 credits
<b>TOTAL</b>	<b>31 credits</b>

## DEGREE PROGRAMS

### *Master of Arts in Biblical Studies (MABS) – 60 Credit Hours*

The MABS degree program 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 two years to complete and is uniquely structured to provide a comprehensive overview of each book of the Bible and every major category of systematic theology. With fewer electives, this degree program is not designed for those seeking preparation for pastoral ministry or other ministries where the primary task is the teaching and preaching of the Scripture. Only 19 credit hours of this Program are transferrable from another accredited 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.

**Required Courses in the MABS Program** *(all courses are 3 credits unless otherwise noted)*

### **Introductory Core – 9 credits**

TH-560	Bible Study Methods (Hermeneutics)
RS-503 -	Research Methods, Writing, and Technology
MS-550	Spiritual Life

### **Bible Exposition – 24 credits**

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

### **Systematic Theology – 21 credits**

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology

**Open Electives – 6 credits**

_____	Open Elective
_____	Open Elective

**M.A.B.S. Course Distribution Summary**

Introductory Core	9 credits
Bible Exposition	24 credits
Systematic Theology	21 credits
Open Electives	6 credits
<b>TOTAL</b>	<b>60 credits</b>

***Master of Divinity (M.Div.) – 95 Credit Hours***

The Master of Divinity degree 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 M.Div. 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 95-credit hour degree typically takes three years to complete. Only 28 credit hours of this Program are transferrable from another accredited institution.

**M.Div. Program Learning Outcomes**

*Upon successful completion of the M.Div. 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.

**Required Courses in the M.Div. Program** *(all courses are 3 credits unless otherwise noted)***Introductory Core – 9 credits**

TH-560	Bible Study Methods (Hermeneutics)
RS-503	Research Methods, Writing, and Technology
MS-550	Spiritual Life

**Bible Exposition – 24 credits**

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel

OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation

### **Systematic Theology – 24 credits**

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

### **Biblical Languages – 16 credits**

NT-670	Fundamentals of Greek Exegesis (4 credits)
NT-772	Greek 1
NT-774	Greek 2
OT-771	Hebrew 1
OT-773	Hebrew 2

### **Ministry Skills – 15 credits**

MS-753	World Missions
MS-759	Leadership
MS-755	Biblical Preaching and Teaching
MS-757	Basic Biblical Counseling
MS-751	Evangelism

### **Research – 4 credits**

RS-791	Doctrinal Summary 1
RS-793	Doctrinal Summary 2

### **Open Elective – 3 credits**

_____	Open Elective
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### **M.Div. Course Distribution Summary**

Introductory Core	9 credits
Bible Exposition	24 credits
Systematic Theology	24 credits
Biblical Languages	16 credits
Ministry Skills	15 credits
Research	4 credits
Open Elective	3 credits
<b>TOTAL</b>	<b>95 credits</b>

### ***Master of Theology (Th.M.) – 122 Credit Hours***

The Th.M. degree (122 credit hours) is the highest master's level degree program available for those in professional ministry. Like the M.Div. degree program, this program is designed primarily to equip pastors and others whose desire is to serve the Lord in some type of professional ministry capacity. The Th.M. degree typically takes 4 years to complete and builds upon the M.Div. by adding additional credit hours in biblical languages, biblical introduction, practical ministry, and the thesis, in addition to electives. Only 37 credit hours of this Program are transferrable from another accredited institution.

### **Th.M. Program Learning Outcomes**

*Upon successful completion of the Th.M. 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 Th.M. Program** *(all courses are 3 credits unless otherwise noted)*

#### **Introductory Core – 9 credits**

TH-560	Bible Study Methods (Hermeneutics)
RS-503	Research Methods, Writing, and Technology
MS-550	Spiritual Life

#### **Bible Exposition – 30 credits**

OT-512	Old Testament Survey - Pentateuch: Genesis - Deuteronomy
OT-514	Old Testament Survey - History: Joshua - Esther
OT-516	Old Testament Survey - Wisdom Literature: Job - Song of Solomon
OT-618	Old Testament Survey - Major Prophets: Isaiah - Daniel
OT-620	Old Testament Survey - Minor Prophets: Hosea - Malachi
NT-513	New Testament Survey - The Gospels
NT-515	New Testament Survey - Acts and Pauline Epistles
NT-517	New Testament Survey - Hebrews, General Epistles and Revelation
NT-840	New Testament Introduction
OT-840	Old Testament Introduction

#### **Systematic Theology – 24 credits**

TH-562	Introduction to Systematic Theology and Bibliology
TH-564	Theology Proper
TH-566	Christology and Ecclesiology
TH-568	Soteriology
TH-661	Sanctification and Pneumatology
TH-663	Angelology, Anthropology and Hamartiology
TH-665	Dispensationalism and Eschatology
TH-767	Church History

**Biblical Languages – 28 credits**

NT-670	Fundamentals of Greek Exegesis (4 credits)
NT-772	Greek 1
NT-774	Greek 2
NT-876	Greek 3
NT-878	Greek 4
OT-771	Hebrew 1
OT-773	Hebrew 2
OT-875	Hebrew 3
OT-877	Hebrew 4

**Ministry Skills – 21 credits**

MS-753	World Missions
MS-759	Leadership
MS-755	Biblical Preaching and Teaching
MS-757	Basic Biblical Counseling
MS-751	Evangelism
MS-852	Christian Education
MS-854	Pastoral Ministries

**Research – 4 credits**

RS-890	Thesis Proposal
RS-892	Thesis Project

**Open Electives – 6 credits**

_____	Elective
_____	Elective

**Th.M. Course Distribution Summary**

Introductory Core	9 credits
Bible Exposition	30 credits
Systematic Theology	24 credits
Biblical Languages	28 credits
Ministry Skills	21 credits
Research	4 credits
Open Electives	6 credits
Total	122 credits



# Course Descriptions

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

## **BIBLE EXPOSITION: OLD TESTAMENT**

### **OT-512 Old Testament Survey - Pentateuch: Genesis - Deuteronomy**

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

### **OT-514 Old Testament Survey -History: Joshua - Esther**

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

### **OT-516 Old Testament Survey - Wisdom Literature: Job - Song of Solomon**

A survey and exposition of Old Testament wisdom literature, wity of these books, their genre, and their application.

### **OT-618 Old Testament Survey - Major Prophets: Isaiah - Daniel**

A survey and exposition of the Old Testament major prophetic books, with an emphasis on the biblical theology of these books, their genre, and their application.

### **OT-620 Old Testament Survey - Minor Prophets: Hosea - Malachi**

A survey and exposition of the Old Testament minor prophetic books, with an emphasis on the biblical theology of these books, their genre, and their application.

### **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.

### **OT-840 Old Testament Introduction**

A study of the historical background and canon of the Old Testament and an evaluation of Old Testament criticism.

## **BIBLE EXPOSITION: NEW TESTAMENT**

### **NT-513 New Testament Survey - The Gospels**

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

### **NT-515 New Testament Survey - 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 New Testament Survey - Hebrews, General Epistles and Revelation**

A survey and exposition of the New Testament books of Hebrews, Revelation and the general epistles, with an emphasis on the biblical theology of these books, their genre, and their application.

### **NT-707 Life of Christ**

A historical and theological synthesis and overview of the life and ministry of Christ, with a primary focus on the synoptic Gospels. *2 credits*

### **NT-709 Gospel of John**

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

### **NT-710 Acts**

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

### **NT-711 Romans**

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

### **NT-712 Galatians**

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

### **NT-715 Hebrews**

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

### **NT-716 The Epistle of James**

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

### **NT-717 The Epistles of Peter**

A detailed survey and exposition of the New Testament books of 1 and 2 Peter, with an emphasis on the book's biblical theology, genre, and application. *2 credits*

### **NT-718 Johannine Epistles**

A detailed survey and exposition of the New Testament books of 1, 2, 3 John, with an emphasis on the biblical theology of these books, their genre, and their application. *2 credits*

**NT-840 New Testament Introduction**

A study of the historical background and canon of the New Testament and an evaluation of New Testament criticism.

**BIBLICAL LANGUAGES: HEBREW****OT-771 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 Hebrew 2**

A study of Hebrew morphology and syntax as well as an introduction to textual criticism and to the basic tools and methods of lexical analysis.

**OT-875 Hebrew 3**

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 Hebrew 4**

An application of Hebrew exegesis built upon the exegetical study of selected passages, and a survey of the cultural, literary, and theological backgrounds of the Old Testament and an introduction to various forms of Old Testament criticism.

**BIBLICAL LANGUAGES: GREEK****NT-670 Fundamentals of Greek Exegesis**

An introduction to in-depth Bible study using Greek references, principles of Greek grammar, and a process of analysis and synthesis resulting in the student's drafting of a commentary on a New Testament epistle. No prior Greek language study is required. This course is helpful and useful for any student of the Bible, regardless of the student's knowledge level of the Greek language prior to the course. *[This course is only offered for credit and may not be taken for non-credit/audit. For M.Div. and Th.M. students only.] 4 credits*

**NT-772 Greek 1**

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

**NT-774 Greek 2**

A study of the grammar and syntax of the Greek New Testament and an introduction to New Testament textual criticism.

**NT-876 Greek 3**

An introduction to exegetical procedures in selected New Testament genres. Procedures include outlining the argument of passages, doing word studies, validating exegetical decisions, and using exegetical tools properly.

**NT-878 Greek 4**

An exegetical study of the book of Romans, emphasizing the theological synthesis of the book.

**SYSTEMATIC THEOLOGY****TH-560 Bible Study Methods (*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-562 Introduction to Systematic Theology and Bibliology**

This is the introductory course in Systematic Theology. It is a directed study of prolegomena, the nature, method, and sources of theology, and bibliology, the doctrines of revelation, inspiration, inerrancy, illumination, and theological hermeneutics.

**TH-564 Theology Proper**

A study of the existence and attributes of the one God, the Holy Trinity; the Father, Son, and Holy Spirit in Scripture and in Christian history; and the ramifications of Trinitarian belief today.

**TH-566 Christology and Ecclesiology**

A study of the person and work of Christ from eternity as set forth in the Scriptures. A biblical and historical examination of the following areas of Christian theology: (1) The doctrine of Christ, including discussion of His full deity, sinless humanity, and His substitutionary atonement; (2) the hypostatic union; (3) the Church as the Body of Christ and its role and function in God's eternal plan.

**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-661 Sanctification and Pneumatology**

A study of the Person and work of the Holy Spirit, including discussion of His deity, personhood, and ministries to unbelievers, and to believers, with special emphasis on His sanctifying role in the life 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-665 Dispensationalism and Eschatology**

An introduction to the dispensational system of Bible interpretation will be made. Contrasts will be drawn with Covenant Theology and progressive dispensationalism. This course also includes a study of eschatology, including 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. 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.

**TH-767 Church History**

An overview and study of the history of the Christian church. This course traces the history of the church from its foundation to the present, with a focus on significant leaders and events.

**TH-769 Contemporary Issues Regarding the Gospel**

A study of biblical and theological principles related to the doctrine of soteriology (salvation), with special emphasis on the influence of postmodern thought on the Gospel within American evangelicalism at large. *2 credits*

**TH-771 Special Issues in Contemporary Theology**

An introduction to and critique of current issues in evangelical theology. *2 credits*

**TH-773 Spiritual Gifts in the Church Today**

A study and synthesis of the New Testament teaching on spiritual gifts. *2 credits*

**TH-775 Introduction to Apologetics**

An overview and comparison/contrast of various approaches to Christian Apologetics with a focus on evangelism.

**TH-777 The Doctrine of Eternal Rewards**

A comprehensive synthesis of the New Testament teaching on the Bema Judgment and the believer's rewards for faithful service during the Church Age. *2 credits*

**TH-779 Special Issues in Pneumatology and Christology**

A study of selected biblical and theological principles related to the doctrines of pneumatology (Holy Spirit) and Christology (Christ).

**MINISTRY SKILLS****MS-550 Spiritual Life**

A study of the biblical principles that govern true Christian character and service, with emphasis on the sufficiency of the Scriptures and the yieldedness of the believer for holy living and spiritual effectiveness in ministry.

**MS-751 Evangelism**

A study of the methods of personal and group evangelism, with emphases on equipping laypersons to evangelize, the use of church and para-church structures in evangelism, the care of new converts and discipleship, and the use of apologetics as well as current issues in evangelism.

**MS-753 World Missions**

A study of the biblical meaning and purpose of missions, missions agencies and instruments, and missions accomplishments, trends, needs, and possibilities.

**MS-755 Biblical Preaching and Teaching**

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.

**MS-757 Basic Biblical Counseling**

A study of the principles of biblical counseling, emphasizing the priority of Scripture for theory and practice.

**MS-759 Leadership**

A comprehensive introduction to the subject of Christian leadership as well as a systematic study of the biblical philosophy of leadership; an in-depth analysis of each student's personal identity, integrity, temperament, and spiritual gifts.

**MS-852 Christian Education**

A study of the educational ministry of the local church, with attention to aims, principles, leadership, organization, and agencies of a Christian education for all age groups.

**MS-854 Pastoral Ministries**

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

**MS-856 Marriage and Family Ministry**

A study of the biblical principles of marriage and family relationships and how to effectively minister to the needs of the church in these areas. *2 credits*

**MS-858 Special Issues in Marital Counseling**

A focused study of the biblical principles of marital counseling. *2 credits*

**MS-860 Effective Small Group Ministry**

A focused study of the principles and practices for implementing and maintaining an effective small group ministry in the local church. *2 credits*

**MS-862 Advanced Biblical Counseling**

An expansion and application of the principles covered in Basic Biblical Counseling, including case studies in unique counseling situations. *2 credits*

**RESEARCH AND TECHNOLOGY****RS-501 Bible Study and Technology (1 credit)**

An in-depth look at technological resources for Bible study, with a primary emphasis on *Logos Bible Software* training. (1 credit hour) *Purchase of Logos Software required; Required for BSC, TSC*

**RS-503 Research Methods, Writing, and 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-791 Doctrinal Summary 1**

This course requires the writing of a summative research paper on the major areas of Christian doctrine that must be supported by the Scriptures. The product enables the student to be better prepared for ordination and professional ministry. Under the supervision of their academic advisor, the M.Div. student writes the first 3 chapters in the first phase of this capstone project. *Semester, 2 credits*

**RS-793 Doctrinal Summary 2**

This course requires the writing of a summative research paper on the major areas of Christian doctrine that must be supported by the Scriptures. The product enables the student to be better prepared for ordination and professional ministry. Under the supervision of their academic advisor, the M.Div. student prepares and defends the remainder of the chapters in the second phase of this capstone project. *Prerequisite: RS-792; Semester, 2 credits*

**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, 2 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, 2 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. We share the library with the College of Biblical Studies (CBS) and Dallas Theological Seminary (DTS). This is an outstanding library with thousands of print and electronic resources, computer workstations, study rooms, meeting rooms, etc. The library is located inside the main CBS building adjacent to the Grace Southwest campus. The address for the library is 7000 Regency Square Blvd, Houston, TX 77036. The main library phone number is [832-252-4618](tel:832-252-4618).

When you are present at the physical library, you may sign on to one of the library computers, allowing you to type, save, e-mail, upload or download material as needed.

The library is open during the following hours: Monday/Tuesday/Thursday: 8:30 a.m. - 9:00 p.m. Wednesday: 8:30 a.m. - 6:00 p.m. Saturday: 8:30 a.m.- 3:00 p.m. The library is CLOSED on Fridays and Sundays.

To gain access to the library, please see the librarian or clerk on duty and let them know you are a current student at Grace School of Theology. The library staff person will verify that you are on the list of Grace students and you will be asked to show some proof of ID (driver's license, etc.).

### **INFORMATION LITERACY AND ETHICAL USE OF INFORMATION**

As a Grace Student, you have automatic access through the CBS website to eight major electronic databases (See the Student Handbook and the Grace website for more information.) Remember, only registered students of Grace School of Theology, College of Biblical Studies, and Dallas Theological Seminary are allowed to access these databases with the passwords below. 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 above 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**

This 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 AACR2 cataloging standards and may be electronically searched through the KOHA operating system online at nine terminals in the Library proper or online from any computer logged into the CBS website ([www.cbshouston.edu/library](http://www.cbshouston.edu/library)) through a “Library click-on button”. Materials may be put on reserve hold or renewed through the website login. The holdings of the Grace/ CBS Library are adequate to support academic programs. As of May 2011, Library holdings exceeded 41,000 volumes. The growth rate of Library holdings reflects the commitment to provide adequate academic support resources for faculty and students.

### **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!

Your Grace Librarian **Mrs. Debbie Cox** works from the Main Campus in the Woodlands and is available to take your afternoon and evening telephone calls M-Th. between 6:00 and 8:00 pm, and Saturday 4:30-8:30. The best number to reach Mrs. Cox is 281-298-6427, or simply call the campus toll-free number 877-476-8674 and your information can be forwarded to her for a quick call-back. If you do not reach Mrs. Cox the first time you call, leave a message, and your call will be answered within 24 hours during the week and within 48 hours on weekends. You may reach Mrs. Cox by email at [dcox@gsot.org](mailto:dcox@gsot.org)

You can contact the Grace Assistant Librarian, **Mr. John Witmer**, in person at the Grace/CBS Library between the hours of 8:00 am and 6:00 pm, T-Th. On Mondays, Mr. Witmer's schedule is different but another librarian is available. You may call Mr. Witmer at the main library number at 832-252-4618 or use our toll-free number 877-476-8674. By email, you may reach Mr. Witmer with any information or research needs at [jwitmer@cbsouston.edu](mailto:jwitmer@cbsouston.edu). Never hesitate to ask a librarian for help. Most librarians went into the 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.

Mrs. Debbie Cox, 281-298-6427, 877-476-8674; [dcox@gsot.org](mailto:dcox@gsot.org)

Mr. John Witmer, 832-252-4618 877-476-8674; [jwitmer@cbsouston.edu](mailto:jwitmer@cbsouston.edu)

# 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 as determined by their specific program. The program is divided into 8 courses (MP01-MP08) and are to be completed based on the student's certificate or degree plan/program. 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.*

## ***MP01- MP08 REQUIREMENTS***

The program is divided into 8 courses (MP01-MP08) and are to be completed based on the student's certificate or degree plan/program. Each program requires a specific number of mentorship courses that are to be successfully completed ("pass") prior to graduating.

1. *Certificate Program Students (BSC/TSC)*: Students enrolled in either the BSC/TSC must successfully complete ("pass") **MP01-MP02** prior to graduating.
2. *M.A.B.S. Students*: Students enrolled in the Masters of Biblical Studies (M.A.B.S.) Program must successfully complete ("pass") **MP01-MP04** prior to graduating.

3. *M.Div. Students:* Students enrolled in the Masters of Divinity (M.Div.) Program must successfully complete (“pass”) **MP01-MP06** prior to graduating.
4. *Th.M. Students:* Students enrolled in the Masters of Theology (Th.M.) Program must successfully complete (“pass”) **MP01-MP08** prior to graduating.

No more than **one** MP course may be taken at once in a given semester. Upon completion of a mentorship course, the student **is not** automatically enrolled for the following mentorship course in the upcoming semester; therefore, the student must be mindful to register for the next mentorship course during the proper registration period.

Students should refer to the Student Handbook and communicate with Student Services for further information and guidelines by calling Linus Nguyen, Senior Advisor of Student Activities, at 713.876.6459 or via email at: [lnghuyen@gsot.org](mailto:lnghuyen@gsot.org)

### **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](mailto:info@tracs.org)

Website: [www.tracs.org](http://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.org](mailto:mhaywood@gsot.org)

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**

Phone # 713-897-8290, Email: [esanger@gsot.org](mailto:esanger@gsot.org)

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

#### **Linus Nguyen – Senior Advisor for Student Activities**

Phone# 713-897-8029, Email: [lnguyen@gsot.org](mailto:lnguyen@gsot.org)

Any questions or concerns regarding:

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

#### **Taryn Phillips – Student Services Administrative Assistant**

Phone# 713-897-8299, Email: [tphillips@gsot.org](mailto:tphillips@gsot.org)

Any questions or concerns regarding:

1. Completing Application for Admission
2. General Information



# 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.

## TUITION AND FEE SCHEDULE

The schedule of charges reflects tuition as 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 FEES		
Non-Credit/Audit Tuition	\$55	Per credit hour (for 15 week or 1 week intensive)
Non-Credit/Audit Tuition	\$27.50	Per credit hour (for 8 week course)
Credit Tuition	\$150	Per credit hour
Application Fee	\$44	One time charge, any program
Administration Fee	\$33	Per course
Technology Fee	\$66	Per semester (credit students only or for non-credit students taking one or more
Graduation Fee	\$120	Per Program
Transcript Fee	\$18	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.

## TUITION BENEFIT FOR SPOUSES

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

## **TUITION ASSISTANCE PROGRAMS**

At the time of printing this publication, federal financial aid is not available. However, there are currently two Tuition Assistance Programs offered through Grace School of Theology; The Student Referral Program and the Grace Tuition Assistance Program.

*Student Referral Program:* This program allows a student the opportunity to earn at least ½ off tuition for one class a semester. Please contact Student Services for details.

*GRACE Tuition Assistance Program:* Students can 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 details.

*Raising Support:* Students can ask their church/ministry leaders/family and friends to support them financially to continue their theological training.

For more information regarding forms and due dates please contact the Student Services Department.

## **BILLING, PAYMENT PLANS, AND COLLECTIONS**

### ***Billing***

The Registrar's Office is responsible for maintaining financial records for all students through the use of a centralized billing system. This department 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 Registrar's Office.

Enrolled students statement of account is available in the Registrar'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 Registrar'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)  
**John Sustek**, PhD, Chairman of the Board of Advisors  
**Bob Tebow**, Th.M. (Advancement)

## BOARD OF ADVISORS

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**Tom Albers** (Student Life Committee)  
**John Allison** (Advancement Committee)  
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**Skip Colvin** (Advancement Committee)  
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**Simon Eastwick** (Advancement Committee)  
**Powell Fancher** (Advancement Committee)  
**Win Fleming** (Audit Committee)  
**Tom Gardner** (Finance Committee)  
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**Dan Greer** (Student Life Committee)  
**Manuel Haro** (Executive Committee; Audit Committee Chairman)  
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**Rob Kase** (Audit Committee)  
**Garry Kiker** (Student Life Committee)  
**Mike Kowalski** (Finance Committee)  
**Tom Lancaster** (Advancement Committee)  
**Scott McEwen** (Advancement Committee)  
**Mark McLane** (Student Life Committee)  
**Joe Nowiczewski** (Advancement Committee)  
**Carl Oelze** (Student Life Committee)  
**John Romain** (Executive Committee; Finance Committee Chairman)  
**Roger Shillow** (Advancement Committee)  
**Stephen Tucker**, MD (Prayer Team)  
**John Sustek**, Ph.D. (Chairman; Executive Committee)  
**Carl Volke** (Student Life Committee)  
**Brant Wallace**, Ph.D. (Advancement Committee)  
**Alex Warmath** (Executive Committee; Advancement Committee Chairman)  
**Hakim Zadok** (Executive Committee)

## ADMINISTRATION

**Dave Anderson, Ph.D., *President & CEO***

Ph.D., Dallas Theological Seminary  
Th.M., Dallas Theological Seminary  
B.A., Rice University

**Tom Kruppstadt, J.D., *Executive Vice President & General Counsel***

J.D., Baylor University School of Law  
B.S., United States Military Academy

**Albert Letting, III, Ed.D., *Vice President of Academic Affairs***

Ed.D., Alliant International University  
Th.M., Capital Bible Seminary  
M.Div., Capital Bible Seminary  
M.A. Ed., United States International University  
B.S., Philadelphia Biblical University

**Mark Haywood, Th.M., *Vice-President of Student Services***

Ph.D., (Student) Baptist Bible Seminary  
Th.M., Dallas Theological Seminary  
J.D., John F. Kennedy University  
B.A., San Francisco State University

**Bob Miller, *Director of Institutional Effectiveness***

Ph.D., Southwestern Baptist Theological Seminary  
M.A., Southwestern Baptist Theological Seminary  
B.A., Georgetown College

## STAFF

**Betty Anderson, *Director of Public Relations***

**Bonnie Baker, *Financial Aid & International Students Coordinator***

**Hannah Beard, *Administrative Services & Events Coordinator***

B.S., Texas A&M University

**Tameka Coleman, *Financial Administrator***

B.B.A., Texas A&M University

**Deborah Cox, *Librarian***

M.L.S., Texas State University  
M.A., Southwest Missouri State University  
B.A., Evangel College

**Micke Goteman, *IT and Facilities Coordinator***

**J. B. Hixson, Ph.D., *Director of Certificate Programs***

Ph.D., Baptist Bible Seminary  
Th.M., Dallas Theological Seminary  
B.A., Houston Baptist University

**Merritt Johnston, *Marketing & Communications Manager***

M.A.B.S., (Student) Grace School of Theology  
B.A., University of Mary Hardin-Baylor

**Linus Nguyen, *Senior Advisor for Student Activities***

M.A.B.S., Grace School of Theology  
B.S.C.M., College of Biblical Studies  
B.B.A., University of Houston

**Taryn Phillips, *Student Services Administrative Assistant***

B.A., (Student), Sam Houston State University

**Erica Sanger, *Director of Admissions & Enrollment***

B.A., Texas State University

**Diana Smith, *Registrar and Assessment Coordinator***

B.B.A., Sam Houston State University

**Joe Wall, *Director of Masters Programs***

Th.D., Dallas Theological Seminary  
Th.M., Dallas Theological Seminary  
B.A., Baylor University

**John Witmer, *Assistant Librarian***

M.L.S., East Texas A&M Commerce  
B.S., West Texas A&M University

## **FACULTY**

### ***Full Time***

**Baker, Bruce, Ph.D., (ABD) Assistant Professor of Bible & Systematic Theology**

Ph.D., (ABD) - Baptist Bible Seminary  
M.Div., Calvary Theological Seminary  
B.S., Calvary Bible College

**J.B. Hixson, Ph.D., Professor of Systematic Theology**

Ph.D., Baptist Bible Seminary  
Th.M., Dallas Theological Seminary  
B.A., Houston Baptist University  
*Director of Certificate Programs*

**Joe Wall, Th.D., Professor of Systematic Theology**

Th.D., Dallas Theological Seminary  
Th.M., Dallas Theological Seminary  
B.A., Baylor University  
*Director of Masters Programs*

### ***Part Time***

**Anderson, Dave, Ph.D., Professor of Systematic Theology and Biblical Languages**

Ph.D. - Dallas Theological Seminary  
Th.M. - Dallas Theological Seminary  
B.A. - Rice University  
*President, CEO*

**Deborah Cox, M.L.S., Assistant Professor of Library Sciences**

M.L.S., Texas State University  
M.A., University of Missouri at Springfield  
B.A., Evangel College  
*Librarian*

**Haywood, Mark, Th.M., Assistant Professor of Bible Exposition**

Ph.D., (Student) Baptist Bible Seminary  
Th.M., Dallas Theological Seminary  
J.D., John F. Kennedy University  
B.A., San Francisco State University  
*Vice President of Student Services*

## ***Adjunct Faculty***

### **Campbell, Glenn, *Adjunct Professor of Philosophy & Bible Exposition***

Ph.D. Studies (ABD), University of Dallas  
Th.M., Dallas Theological Seminary  
M.A., University of Dallas  
B.A., Sam Houston State University

### **Choate, Mark, *Adjunct Professor of Missions***

D.Min., (Student) Dallas Theological Seminary  
Th.M., Dallas Theological Seminary  
B.B.A., University of Houston

### **Eckman, Tom, *Adjunct Professor of Biblical Languages***

Ph.D., (Student) University of Texas in Arlington  
M.Div., Capital Bible Seminary  
M.A., Criswell College  
B.A., Criswell College

### **Loken, Israel, *Adjunct Professor of Bible Exposition***

Ph.D., Dallas Theological Seminary  
Th.M., Dallas Theological Seminary  
B.S., Lancaster Bible College

### **Moody, Chris, *Adjunct Professor of Systematic Theology***

Ph.D., Southwestern Baptist Theological Seminary  
Th.M., Dallas Theological Seminary  
B.A., Texas A&M University

### **Parle, Joseph, *Adjunct Professor of Bible Exposition***

Ph.D., Baptist Bible Seminary  
Th.M., Baptist Bible Seminary  
M.A., Biblical Studies - Dallas Theological Seminary  
B.A., University of Houston

### **Saathoff, Brent, D.Min., *Adjunct Professor of Christian Ministry***

D. Min., Dallas Theological Seminary  
S.T.M., Dallas Theological Seminary  
M. Div., Southwestern Baptist Theological Seminary  
B.A., University of Texas at San Antonio

### **Scholl, John, *Adjunct Professor of Church History***

Ph.D., University of California Santa Barbara  
M.A., Western Michigan University  
B.A., Texas A&M University





## CONTACTUS:

PO Box 7477

The Woodlands, TX 77387-7477

877.GSOT.ORG (877.476.8674)

[www.gsot.org](http://www.gsot.org)