

Andrews University Theological Seminary

**InMinistry Center**

Student Handbook

2011-2012



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## **The Andrews University Theological Seminary**

### **Mission Statement**

We are a learning and worshiping community of culturally diverse people, called to serve our Creator God, the Seventh-day Adventist Church, our congregations and our world by preparing faithful and effective leaders to make disciples of all nations and proclaim the everlasting gospel of Jesus Christ in the setting of the three angels' message of Revelation 14.

### **Core Values**

#### ***Faithfulness with expectation***

Being faithful in our relationship to Christ as Savior and Lord

Being faithful to God and his revelation as expressed in his Word

Being faithful in our quest for truth and beauty through a teachable and steadfast spirit

Being faithful to the Seventh-day Adventist Church and God's prophetic leading in our story.

#### ***Christ-likeness with humility***

Cultivating a Christ-like integrity which reflects the character of God

Submitting our whole selves, mind, body and spirit to God

Living a passionate and authentic life of obedience and service

#### ***Respect with justice***

Being Christians who are global in vision, sensitive to diversity and inter-culturally competent

Respecting all persons by exhibiting love, compassion and caring, recognizing everyone's unique giftedness and creative potential

Working for fairness, and advocating for justice for those without power



or voice

***Community with joy***

Worshiping with joy and keeping the Sabbath holy

Nurturing a community of healing, grace, restoration and renewal

Developing a sense of collegiality and friendship in our work as brothers and sisters in Christ

***Discipleship with wholeness***

Embracing the ongoing transformation by the Spirit in our own life of faith and learning

Seeking to see in one another the Spirit's work of restoring the image of our Maker

Mentoring others in knowing and following their call and vocation

***Service with passion***

Leading with a servant's heart to equip others for service

Striving with passion to reach the lost, serve the poor and grow the church

Valuing creation and our call to be stewards in all areas of life



## **InMinistry Center Mission**

### **Mission Statement**

InMinistry provides extension intensives for North American Division English-speaking pastors seeking a MA in Pastoral Ministry or the Master of Divinity degree, plus opportunity for pastoral continuing education utilizing a curricular design emphasizing contextualized learning, cohort community, and mentored relationships.

### **About InMinistry**

The InMinistry Center was created on the campus of the Seventh-day Adventist Theological Seminary in 2001. Originally designed to deliver the off-campus option of the Master of Divinity, it soon included the Master of Arts in Pastoral Ministry program as well. With over 200 students across the US, Canada, and Bermuda, the Center serves English-speaking North American Division Adventist pastors seeking masters-level theological education by providing:

- ❖ All classes necessary for the Master of Arts in Pastoral Ministry (MAPMin) degree
  - ❖ Up to 1/3 of the Master of Divinity (MDiv) degree
  - ❖ General continuing education opportunities and resources (CEU)
- Field-delivered intensive classes by Seminary professors and other ministry practitioners accentuate adult learning in the context of active ministry practice. Intensive classes are offered twice a year (mid-April and November) often integrating class projects applicable to ministry.

Depending on the particular degree, mentoring and cohort collaboration form meaningful components for ministerial growth. Classes cover the spectrum of biblical, theological, mission, ministry praxis, and church history. Admission requires an accredited bachelor degree, and may be age and ministry specific.

Course delivery currently occurs in seven unions of the North American Division (see degree program for specifics). A student in the MAPMin degree can expect to complete the full program in less than four years, including one session on the campus of Andrews University. MDiv students taking the intensives can earn up to 32 credits.



## **The Application Process**

**Step One:** Go online to [www.andrews.edu/inministry](http://www.andrews.edu/inministry). Each prospective student should take the time to navigate through our website so that he or she understands the expectations of the program, and retrieves useful information that will answer many common questions.

**Step Two:** Speak to a representative of the InMinistry Center. You may reach the office by calling (269) 471-3514, or if you prefer, email [inministry@andrews.edu](mailto:inministry@andrews.edu).

**Step Three:** At least 6 months before the semester begins, start your application online at [www.andrews.edu/apply](http://www.andrews.edu/apply). Choose “Begin Application” then, “Graduate”. A large gray box will pop up below, and you may then scroll down and choose the program in which you want to apply for. Proceed to fill out the online application and submit it. (If the site does not have a working online application, click on the link, and it will open up an application that you will be able to print out, and send in the mail.)

### **Information You Should Know**

- ❖ Submit your application as is while you gather the rest of your documents.
- ❖ Please use the same full name throughout the admissions process as it appears on official documents.
- ❖ Contact recommenders; inform them that recommendations should be submitted weeks before the semester begins.
- ❖ Contact Educational Testing Services\*(ETS) and request an official copy of your GRE scores or contact Graduate Management Admission Council\* (GMAC) for your GMAT scores.
- ❖ Students whose native language is not English or who did not complete their high school/college education in the English language are required to take the TOEFL exam to prove English proficiency\*.
- ❖ Contact all previous colleges/universities and request official transcripts. All transcripts must be sent directly from the school to Andrews\*.
- ❖ Activate your preVue account to track your admissions process at



- www.andrews.edu/future. PreVue\* allows you to track your admissions process.
- ❖ Application acknowledgment letter is sent from the Office of Graduate Admissions.
  - ❖ Your application will be considered for admission only after we receive all the required documents.
- 2-3 months before the semester begins
- ❖ Contact any recommender who has not submitted a recommendation and request that he or she mail, fax, or email it as soon as possible.
  - ❖ Contact any college or university that has not sent your transcript.

### **Once the application is complete**

Within 5–10 days the Office of Graduate Admissions sends your application and credentials to the InMinistry Center. An acknowledgment email will be sent to you that day.

The Master's Admissions Committee reviews complete applications. Department returns application to the Office of Graduate Admissions with the admission decision.

Email is sent to applicant with an electronic copy attached of the committee's decision.

The InMinistry Center mails an official letter of admission decision.

### **HAVE QUESTIONS?**

**Email:** [gradenroll@andrews.edu](mailto:gradenroll@andrews.edu)

**Skype:** AndrewsGraduateSchool

**Call:** (269) 471-6013



## **PREVUE – ACTIVATION INSTRUCTIONS**

- ❖ Go to [www.andrews.edu](http://www.andrews.edu)
- ❖ Click on “Future Students”
- ❖ Click on prevue Account” graphic
- ❖ For your first visit click on “Activate your username now” and fill out the Username Activation pages and be sure to remember your Username and Password
- ❖ On the “Welcome” page, click on the link to your prevue page.
- ❖ For return visits repeat steps 1-3 and fill in your Username and Password

For problems with your prevue account, email: [dba@andrews.edu](mailto:dba@andrews.edu)



## **Master of Divinity**

A Master of Divinity requires on-campus residency, but the InMinistry MDiv option allows students to experience work-embedded theological education prior to their arrival on the Andrews campus. Pre-requisites such as placement tests and language proficiency are delayed until the on-campus residency. Finally, the InMinistry MDiv provides up to 1/3 of the MDiv program via 'live' intensives and distance learning courses over three years.

### **Unique InMinistry Advantages:**

- ❖ Take classes for up to three years before moving to campus
- ❖ New InMinistry MDiv cohorts begin each year
- ❖ Immediately applicable coursework
- ❖ Classmates sharing exposure and experience in actual ministry praxis
- ❖ Post-class projects customized to your actual ministry context
- ❖ Grading is primarily portfolio-driven rather than by exams
- ❖ Each teaching module (two classes) focuses around major developmental themes:
  - Module #1: Foundations for Formation
  - Module #2: Formation that Grounds
  - Module #3: Formation that Connects
  - Module #4: Formation for Identity
  - Module #5: Formation through Leadership
  - Module #6: Formation beyond Boundaries
- ❖ Coursework is contextualized. While you should expect an advanced theological degree to include extensive reading and writing, presenters concentrate on relating class subject matter to your unique setting.
- ❖ Post-class portfolios, where required, are evaluated for completeness including: steps toward implementation, personal reaction and reflection, and thoroughness of process, taking into consideration time, place, position, and receptivity.
- ❖ InMinistry learning is collegial. We place a high premium on group cohesiveness, interaction, learning and support. Your cohort may



- be your lifeline both now and for years to come. Treasure their uniqueness and commitment to the call of ministry.
- ❖ Post-class contact between teacher and seminarian is expected to maintain a sense of familiarity and helpfulness in answering questions, as well as keeping accountability and interest level high. It is expected that teachers will occasionally include phone contact to supplement electronic communication.
  - ❖ Course syllabi, though slightly modified at class time, are included on this website to offer preliminary information as a handy reference for students, mentor and employers.
  - ❖ InMinistry MDiv classes occur face-to-face at Andrews University in July and via distance learning during spring semester (January-April).
  - ❖ Students may opt to begin their on-campus residency at any time during the InMinistry MDiv delivery.

### **Self-motivated Learning**

InMinistry is a vast departure from traditional classroom learning models, with motivation arising from the context of actual ministry application rather than from competition from other students. This means you and your ministry setting ARE the driving force in your own learning. We encourage participants to:

- ❖ Expect Challenge: InMinistry students experience unique challenges relating to time management, priorities, punctuality, and conflicting expectations.
- ❖ Recognize Your Position: There may be differences in priority expectation between being an Associate, and being THE pastor of a church(es).
- ❖ Don't Wait: Procrastinating on your InMinistry coursework will result in compounding stress and frustration.
- ❖ Learn to Multi-task: a key of ministry reality
- ❖ Communicate! Stay in touch with fellow travelers and professors.
- ❖ Expect Flexibility: of yourself and InMinistry
- ❖ Solve Problems: Commit to resolving questions and confusion ASAP!



## **Admissions**

All MDiv applicants must meet the Graduate Programs Admission Requirements applicable to all graduate students and the general seminary requirements found in the current Academic Bulletin. Applicants to the MDiv program must also complete all the forms in the application packet, available at [www.andrews.edu/grad/admission/application.html](http://www.andrews.edu/grad/admission/application.html), and meet the requirements listed below:

- ❖ Hold a baccalaureate degree, usually in theology or religion.
- ❖ Normally hold membership in the Seventh-day Adventist Church inasmuch as the MDiv program is specifically designed for Adventist ministers and is sponsored and financed by the Adventist church.
- ❖ Represent high moral integrity with a character, lifestyle, and spiritual commitment reflective of the beliefs and practices of the Seventh-day Adventist Church and show promise of usefulness for Adventist ministry through personal maturity and adequate experience in the Church. (Persons of other faiths who are willing to live in harmony with these standards are welcome to apply.)
- ❖ Submit an autobiographical history and statement of purpose reflecting the applicant's family and religious development, sense of calling to ministry, experience in church work, and future goals in relationship to the MDiv program. (If married, the spouse of the applicant is also asked to complete a statement in regard to her or his feelings and relationship to the partner's aspirations for future ministry.)
- ❖ An interview with a representative of the MDiv program may be required, either by personal contact, telephone, or video.
- ❖ Complete and return the Sixteen Personality Factor Questionnaire as directed.

## **Costs**

Andrews University establishes the fees for all graduate programs. The University will ask students to present a financial plan prior to



acceptance. As part of the InMinistry MDiv option you will be charged a set registration fee, an orientation/cohort fee, and a Seminary Distance Learning Center fee each summer semester. During the fall and spring semesters you will be charged a distance education fee.

Fees as posted for the 2011-12 academic year are:

Registration fee	\$1,838
Orientation fee (2011 Cohort)	\$375
Return-Cohort fee (2009 and 2010 Cohorts)	\$100
Seminary Distance Learning Center fee	\$400
Distance education fee	\$104/semester for fall and spring

Travel, lodging, meals, and class materials are additional costs and not included in the costs mentioned above.

## **Curriculum**

### **First Year (11 credits)**

#### **Module #1: Foundations for Formation (at Andrews University)**

CHIS 674 Development of SDA Theology (3 credits)

DSRE 541 Foundations of Biblical Spirituality (3 credits)

#### **Module #2: Formation that Grounds (via Seminary Distance Learning Center)**

❖ GSEM 510 Revelation, Inspiration, and Hermeneutics (3 credits)

❖ GSEM 530 Doctrine of the Sanctuary (2 credits)



## **Second Year (10 credits)**

### **Module #3: Formation that Connects (at Andrews University)**

CHMN 503 Marriage, Family, and Interpersonal Relationships (3 credits)

MSSN 561 Christian Witness and World Religions (3 credits)

### **Module #4: Formation for Indentity (via Seminary Distance Learning Center)**

GSEM 534 Issues in Ellen G. White Studies (2 credits)

GSEM 539 Issues in Origins (2 credits)

## **Third Year (11 credits)**

### **Module #5: Formation through Leadership (at Andrews University)**

CHMN 543 Christian Leadership in a Changing World (3 credits)

CHMN 539 Church Growth and the Equipping Pastor (3 credits)

### **Module #6: Formation beyond Boundaries (via Seminary Distance Learning Center)**

GSEM 626 Contemporary Adventist Theological Issues (2 credits)

MSSN 546 Ministry in Cultural and Religious Context (3 credits)

## **Orientation**

Each summer the InMinistry Center hosts a new, incoming InMinistry MDiv cohort on the Andrews University campus. This 11-day event is required of all new students (the first Sunday and last Friday are for travel to and from Andrews). Attendance is mandatory up to the close of activities on the second Thursday evening. A number of key things occur during this event that are crucial to cohort formation and function:

Students take the first two classes:

CHIS 674 Development of SDA Theology

DSRE 541 Foundations of Biblical Spirituality



Introduction to seminary and InMinistry Center services  
Welcome Banquet: You will be treated to an evening of fine food  
and fellowship with Seminary leaders and InMinistry Center  
professors  
Friday evening picnic and vespers  
A Sabbath trip to visit the Historic Adventist Village in Battle  
Creek, hosted by Jim Nix of the EG White Estates and Garth  
(Duff) Stoltz Director of the Village  
A canoe trip down the Saint Joseph River  
An evening stroll and ice cream treat in quaint Saint Joseph, by  
Lake Michigan  
Closure with a Thursday evening Agape Feast and Dedication

Our rationale for all these activities during Orientation is to bond you as a team, a cohort of ministers who will support each other as you journey through ministerial formation in the years ahead. Consistently, this feature of the InMinistry MDiv is highly appreciated by all our participants. *Attendance at orientation is required and necessary to begin the InMinistry MDiv journey.*

## **Mentorships**

Participation in the InMinistry MDiv delivery requires mentoring relationships. Mentors are usually an ordained, skilled and experienced person, who serves as defender, role model, encourager, facilitator and counselor for an entering, unordained, less skilled and/or less experienced ministerial candidate. The purpose of this relationship is to facilitate personal, spiritual, and professional development of pastoral competencies and accountability in the candidate.

## **Mentor**

The InMinistry MDiv program seeks experienced, ministry persons possessing above average knowledge and insight into holistic and wholesome clergy ministry. Mentors are committed to assisting and supporting a seminarian's accountability toward personal and professional growth. Such mentors exemplify exceptional behavioral



qualities in building trust, giving advice, encouraging alternatives, providing challenge, promoting motivation, and instilling initiative.

### **Mentees (Seminarists)**

InMinistry MDiv seminarists who anticipate benefiting from a mentoring relationship should expect to actively pursue all possible opportunities for personal and professional growth offered in a mentored relationship. Successful mentoring occurs when mentees reciprocate to the mentor's gifts of trust, advice, alternatives, challenges, motivating, and initiative. Topics of growth naturally cover a variety of ministry issues and should also include accountability for InMinistry assignments.

### **Matching**

InMinistry MDiv mentorships function best when the mentor selection involves the mentee (seminarian). Proximity is second only to the quality of the matching. These pairs are then trained by the InMinistry Center Director in an on-line 2-hour orientation for all participants. Thereafter, regular contact between mentoring teams is required with an evaluation of progress a joint responsibility of employer and seminary staff. Mentorships normally last until the seminarist arrives at Andrews University for the residency portion of the program.



## **MA in Pastoral Ministry**

The Master of Arts in Pastoral Ministry (MAPMin) degree is a collaborative arrangement between North American Division Union Conferences and the SDA Theological Seminary to provide advanced theological education via field-based intensives. It is specifically designed for mature persons in ministry (employed or lay) who hold a BA degree, have served in a local ministry leadership role for at least the last 5 years, and are 35 years of age or older. While not a substitute for the MDiv, the basic degree for the Adventist ministry, the MAPMin degree does provide ministerial education for Adventist pastors employed by NAD conferences who otherwise could not attend traditional on-campus classroom learning.

Classes are delivered twice a year at sites within most Union territories. Each teaching module usually includes two back-to-back classes thus conserving time and travel expenses. Pastors are able to complete the full 48-hour program in about four years.

Courses covered in the MAPMin delivery mimic those included in the MDiv program. In other words all applicants will be required to accumulate certain credits in each of the Seminary's major departments. Annual progress reports (check sheets) allow pastors to track their journey through each of the following disciplines; Church Ministry (CHMN), Discipleship & Religious Education (DSRE), Church History (CHIS), Biblical Studies (NTST) & (OTST), Theology and Christian Philosophy (THST), and World Missions (MSSN), plus a few electives.

Your progress through the MAPMin program is monitored by the use of an academic check sheet. This is a virtual inventory of classes you have taken (or need to take) as you journey through the academic curriculum delivery. Note that each category has a required number of credits expected. In some cases specific classes are required, but generally you are free to choose within the categories or departments listed.

You will note that the headings on the check sheet correspond with the academic departments of the Seminary: Biblical Studies (OTST & NTST),



Theology & Christian Philosophy (THST), Christian Ministry (CHMN) and/or Discipleship & Religious Education (DSRE), Church History (CHIS), World Missions (MSSN), and electives which can come from any of the above.

Check sheets indicate what you have done as well as have yet to do. The sheet indicates when you took a particular class, what academic credits it generated, and your grade. Since it takes some time to officially 'post' grades, you will often see a DG by a class, meaning Deferred Grade, until either your work is turned in to the professor or the professor has posted that grade with Graduate Records.

The InMinistry Center Administrative Assistant manages check sheets and updates and distributes them annually. Any questions or problems should be reported immediately at (269) 471-3514.

## **Admissions**

Admission to the MA in Pastoral Ministry is based on the following requirements in addition to the general admission requirements for all graduate students and the general Seminary admission requirements. Applicants must also complete and return the Sixteen Personality Factor Questionnaire as directed.

## **Ministerial Applicants**

- ❖ Hold at least a BA degree from an accredited institution
- ❖ Provide evidence of successful ministerial experience during the past five years

## **Lay Leader Applicants**

- ❖ Be at least 35 years of age
- ❖ Demonstrate excellent academic skills
- ❖ Provide evidence of extensive, active, and successful ministry in service areas such as Sabbath school teacher, youth leader, elder, deacon, etc., during at least the past five years



- ❖ Recommended by their local church pastor and local conference leadership

## **Program Requirements**

The MA in Pastoral Ministry degree is awarded upon completion of a minimum of 48 credits of formal course work.

Course work in North America is offered off campus twice annually in one- and two-week intensives, normally at Adventist educational institutions. Students should expect pre- and post-class assignments as part of the total academic requirements of each course. The intensives generate the equivalent of 6-12 credits. Course work should be completed within 10 years of beginning the program.

Attendance of at least one session on campus at Andrews University is required.

Students failing to maintain a minimum GPA of 2.50 are placed on probation. Any student remaining on probation for the equivalent of two years (maximum of 18 credits) must withdraw from the program.

## **Transfer Credits**

Upon approval by the dean, a maximum of 24 graduate credits may be transferred from approved seminaries or universities, including Andrews University. Approved credits under the Credit Through Learning in Professional Experience provision are considered part of the electives. A maximum of 8 credits may be transferred from another conferred degree upon approval by the dean.

## **Application Procedures**

Each applicant must submit the following documents and data to the Graduate Admissions Office:

Official application form completely filled out, available at [www.andrews.edu/grad/](http://www.andrews.edu/grad/)



Application fee

Complete the required PF16 Personality Profile

Official transcript from each college/university attended

Three recommendations:

A conference administrator/employer who is well acquainted with the applicant's work

A colleague in pastoral ministry or church pastor if applicant is a lay leader

A local church elder well acquainted with the current work of the applicant

A career history

A statement of purpose (350 words) for seeking this degree

## **Curriculum**

The MA in Pastoral Ministry degree requires students take a total of 48 credits. The credits are distributed as follows:

### **Biblical Studies (12 credits)**

**Old Testament (6 credits)** OTST 520 Introduction to Old Testament Theology OTST 570 Readings in the Old Testament (English)

**New Testament (6 credits)** NTST 550 Exegesis of the English New Testament NTST 567 Theology of the English New Testament

### **Theology and Christian Philosophy (9 credits)**

Two courses in Theology One course in Ethics

### **Christian Ministry and/or Discipleship and Religious Education (12 credits)**

Courses selected in at least two of the following areas: Preaching; Church Leadership; Pastoral Care; Evangelism; Communication; Sacred Music and Worship; Discipleship and Religious Education

### **Church History (6 credits)**

CHIS 674 Development of SDA Theology One elective course

### **World Mission (3 credits)**



One World Mission course

## **Electives (6 credits)**

Two courses

## **Graduation**

### **1. Application for Graduation**

It is your responsibility to obtain and file an "Application for Graduation" or an "Application to March without completion" request with the Records office (1-269-471-6230). Both forms are available for download in PDF format at

[www.andrews.edu/grad/resources/forms](http://www.andrews.edu/grad/resources/forms). Graduation ceremonies are in May and August; there is also a December graduation when degrees are conferred, but students do not march. Consult the academic calendar in the bulletin for application deadlines, which are 3-4 months in advance of graduation. The InMinistry Center can submit the form on your behalf, but you must communicate with the InMinistry Center administrative assistant to request the service.

### **2. Graduation Gown**

The regular black "one-use" gown is made of a lightweight material with a black mortarboard hat and a Master of Arts hood in scarlet red. The price is under \$100; purchase through the AU Bookstore (800-385-2001).

### **3. Announcements/Name Cards**

These are purchased through the AU Bookstore (800-385-2001). Personalized and generic announcements are available. Don't wait until the last minute.

### **4. Lodging**

If you wish to reserve a dormitory room, call the office manager of Meier Hall (men's residence), 269-471-3397, or Lamson Hall (women's residence) at 269-471-3439. Generally, guest rooms are available for either gender and for families at both dormitories. Reservations should be made as early as possible--it will be a busy weekend! (Some make campus guest room reservations a year in advance for this weekend)



Hotels are available within a range of 10-20 miles. For more complete lodging and transportation information, see the AU Website at [www.andrews.edu/visitors](http://www.andrews.edu/visitors).

### **5. Transportation**

The AU Transportation Department offers a shuttle service to the Michiana Regional Airport. This service is by prior reservation; call 269-471-3519, or e-mail [transpo@andrews.edu](mailto:transpo@andrews.edu).

### **6. Graduation Schedule**

It is a full weekend with rehearsal practice on Thursday evening. There are ceremonies Friday evening, Saturday morning and Sunday morning. You are encouraged to attend. Details can be obtained from the Records Office.

### **7. Graduation Application Deadlines**

View the Andrews University Academic Calendar for Graduation Application deadlines.



## **Student Resources**

### **Textbooks**

For a list of the book titles you will need, please refer to the course outline/syllabus on the webpage for the class you plan to take.

As most classes require some pre-class assignments, all books should be ordered in enough time for you to arrive at the first class prepared.

The following list is an excellent resource for finding books at a good rate and fast delivery:

[www.amazon.com](http://www.amazon.com)

[www.barnesandnoble.com](http://www.barnesandnoble.com)

[www.bookfinder.com](http://www.bookfinder.com)

[www.abebooks.com](http://www.abebooks.com)

[www.alibris.com](http://www.alibris.com)

[www.half.com](http://www.half.com)

\*A few required books may only be available via the professor, the Seminary, or the Andrews University Bookstore. Please be sure to check the syllabus for instructions on ordering.

### **Canadian and Bermudian Students**

All international students entering the US to take InMinistry classes are required to come on a student visa, which requires an I-20. An I-20 is only available for students accepted into a degree program. While Canadian citizens do not need a visa to enter the United States, they must have an I-20 to present at the border. Students need a new I-20 each time they come across the border.

Students must be financially cleared in order for International Student Services to be able to process the I-20 paperwork. Please contact the International Financial Advisor at (269) 471-3834 for details pertaining to financial clearance. For questions regarding the I-20, please contact International Student Services at (269) 471-6395. Without the proper documentation students will not be able to register or attend classes.



## **Grades**

Students should send projects and final assignments prior to published deadlines. Students can expect professors to grade their work without delay, annotating the documents, indicating their strengths and weaknesses. The following assignment submission deadline and penalties are to be applied:

Assignments received by due date:	(possible A grade)
Delay up to 60 days:	(no better than an A- grade)
Delay up to 90 days:	(no better than a B+ grade)
Delay up to 120 days:	(no better than a B grade)
Delay up to 150 days:	(no better than a C grade)

## **DG—Deferred Grade**

Frequently InMinistry students are completing class assignments across semesters. During this 'lag' time prior to final grades, a 'deferred grade' (DG) may be posted. Upon final submission of all required work, students will be informed of their final grade.

\*The InMinistry Center requires that students who have four (4) or more deferred grades (DGs) on their transcript may not take further classes until the number of DGs are brought down to no more than three (3).

## **Grade Reports**

Andrews University students can view and print their grades via the university website once they have obtained an Andrews email address and password.

## **Library**

Andrews University's James White Library provides services and resources for the research needs of students who are located off-campus. Please access the off-campus resources by visiting <http://www.andrews.edu/library/ocls/offcamp.html>.



## **Locations**

The InMinistry Center does not coordinate lodging arrangements; you must reserve your own accommodations. Locations within these unions are subject to change.

### **Atlantic Union**

Atlantic Union - South Lancaster, Massachusetts (interim)

### **Columbia Union**

Chesapeake Conference Office/Columbia, Maryland  
Columbia Union Conference Office/Columbia, Maryland

### **Lake Union**

Andrews University/Berrien Springs, Michigan

### **Mid-America Union**

Mid-America Union Conference Office/Lincoln, Nebraska  
Union College/Lincoln, Nebraska

### **North Pacific Union**

North Pacific Union Conference Office/Ridgefield, Washington  
Walla Walla University/College Place, Washington

### **Pacific Union**

Southeastern California Conference Office/Riverside, California

### **Southern Union**

Collegedale Community Church/Collegedale, Tennessee  
Forest Lake SDA Church/Apopka, Florida

### **Southwestern Union**

Southwestern Adventist University/Keene, Texas



## **Contact Us**

InMinistry Center  
Seventh-day Adventist Theological Seminary  
Andrews University  
4145 East Campus Circle Drive  
Berrien Springs, MI 49104-1525

Phone: 269-471-3514 or 3353

Fax: 269-471-3347

Email: [InMinistry@andrews.edu](mailto:InMinistry@andrews.edu)