

**MA (RELIGIOUS EDUCATION) HANDBOOK**  
**Updated Summer 2017**

## INTRODUCTION

This *Handbook* is published to help students and faculty in the planning and implementing of the MA (Religious Education) at the Seventh-day Adventist Theological Seminary at Andrews University. It does not supersede the *Andrews University Bulletin*.

Questions not answered in this *Handbook* or the *AU Bulletin* may be referred to the Department of Discipleship & Religious Education.

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## **MISSION**

*The MA (Religious Education) program prepares men and women to fulfill the teaching and discipling mandates of the gospel commission.*

## **WELCOME**

Welcome to the MA (Religious Education) Program!

This handbook has been prepared to help guide you through the program. In addition to the coursework, there are various steps along the way that you will need to follow as you matriculate through the program. We also hope that this handbook will answer any questions that you may have. As you use it, we ask you to give us suggestions for improving the material included in it and improving the way we explain things.

Our desire is to change the world by teaching you how to disciple others into a vibrant personal relationship with Jesus Christ. We are excited you have chosen this program to continue your education and look forward to working with you throughout your educational journey.

As you work through your courses, the Religious Education Program faculty and staff will advise you and be available to you. We see this as being one of the most important things that we do. It is important that you discuss any questions, changes or issues with your advisor in a timely manner, to allow us time to help you. We have set policies from which we work, but in the rare instances they conflict with your abilities to meet the requirements, we will try to arrange an alternative option.

We are devoted to your education and will work with you to achieve your goals.

Exactly what is religious education? We understand religious education to be the teaching/discipling function of the church. We believe religious education begins in the home and is nurtured by the church and the school. At Andrews University, the religious education program is an interdisciplinary, Christian academic degree program that utilizes the faculty resources of both the Seventh-day Adventist Theological Seminary and the School of Education.

Our mission statement supports the mission and core values of the Seminary:

### **SEMINARY'S 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.

### **SEMINARY'S CORE VALUES**

Faithfulness with expectation  
Christlikeness with humility  
Respect with justice  
Community with joy  
Discipleship with wholeness  
Service with passion

## STRUCTURE OF THE RELIGIOUS EDUCATION PROGRAM

We have structured our program around seven basic roles of the religious educator. Each student is to develop competencies in these seven areas. In addition, the student will gain knowledge in an area of emphasis, such as family life education, children's ministry, campus spiritual leadership and customized. The discipleship competencies look at the whole person: head, heart and hand; knowing, feeling, and doing. The competent religious educator is able to personally live, model and disciple others into this wholistic approach to the Christian life and ministry. The roles and competencies are listed below.

### **COMPETENCIES**

A student who completes the MA (Religious Education) degree will be a:

1. **CHRISTIAN APOLOGIST** who
  - 1.Values the salvation work of Christ as the foundation and rationale for religious education.
  - 2.Knows contemporary models of religious education and their theorists.
  - 3.Strengthens and supports the Christian faith through critique and appreciation of theism and other prevalent world views.
  - 4.Articulates a philosophy of religious education.
  - 5.Interprets and communicates Scripture effectively.
2. **PASTOR-TEACHER** who
  - 1.Values the teaching and discipling mandates of the gospel commission.
  - 2.Understands the divine-human partnership in spiritual growth.
  - 3.Articulates and applies current theories of development and transformational learning.
  - 4.Evaluates curriculum materials for area of emphasis.
  - 5.Uses appropriate teaching strategies for transformational learning.
3. **SERVANT LEADER** who
  - 1.Values the servant-leader model of ministry.
  - 2.Understands basic principles of leadership and administration for the church, school, or community setting.
  - 3.Supports mission-driven change in groups and organizations.
  - 4.Recruits and trains others for ministry.
  - 5.Uses content and methods of religious education contextualized to work effectively with various cultural and ethnic groups.
4. **REFLECTIVE RESEARCHER** who
  - 1.Values research as a means of exploring general and special revelation.
  - 2.Understands basic terminology, potential contributions, and limitations of scholarly research.
  - 3.Understands the functions of the standard sections found in research articles.
  - 4.Evaluates programs for decision-making.

5. **MATURING CHRISTIAN** who
  - 1.Values Christ as the author and perfecter of our faith and the source of joy and meaning in life.
  - 2.Practices the harmonious development of the spiritual, mental, physical, and social dimensions of life.
  - 3.Knows how to use Scripture and biblical spiritual disciplines to be open to the transforming work of God in his/her life
  - 4.Communicates the gospel through a Christian life well lived.
6. **LIFELONG SCHOLAR** who
  - 1.Values sustainable habits of scholarship as a creative expression of the Imago Dei.
  - 2.Practices critical self-evaluation.
  - 3.Demonstrates personal and professional development.
7. **AREA OF EMPHASIS** who  
Demonstrates the ability to apply all relevant core competencies to the area of emphasis.

## **COMPETENCIES**

For seminary assessment purposes, the program utilizes the following competencies.

### **1. CHRISTIAN APOLOGIST**

Articulate a philosophy of religious education

### **2. PASTOR-TEACHER**

Use appropriate methodologies to disciple.

### **3. SERVANT LEADER**

Demonstrate the ability to apply the principles of servant leadership.

### **4. RESEARCHER-EVALUATOR**

Understand basic terminology, potential contributions, and limitations of scholarly research in the evaluation and implementation of discipleship initiatives

### **5. MATURING CHRISTIAN**

Engage consistently with Scripture in biblical and spiritual disciplines to be open to the transforming work of the Holy Spirit in his or her life

### **6. LIFELONG SCHOLAR**

Demonstrate personal and professional development

### **7. EMPHASIS AREA**

Demonstrate the ability to apply all relevant core competencies to the area of emphasis.

## TIME LINE FOR PROGRESSING THROUGH THE MA (RELIGIOUS EDUCATION) PROGRAM

ADMISSION	IF PROVISIONAL ADMISSION	DEVELOP COURSE PLAN	<i>OPTIONAL:</i> REQUEST THESIS COMMITTEE	FILL OUT ADVANCEMENT TO CANDIDACY FORM AND GRADUATION APPLICATION	FILL OUT REQUEST TO TAKE COMPREHENSIVE EXAMS	OBTAIN COMPREHENSIVE EXAMS GUIDELINES	TAKE COMPREHENSIVE EXAM; MAKE PORTFOLIO PRESENTATION	GRADUATION WEEKEND EVENTS
See explanation below								
Complete all admission requirements.  If accepted, regular or provisional status, attend orientation weekend.	Work to get regular status as soon as possible. Complete any prerequisite courses; take GRE; pass English proficiency test.  Provisional status must be changed and regular status granted by the time the student completes 50% of their course work.	During your first semester, meet with your advisor to work out your Course Plan. An electronic copy will be kept on file and will be submitted to the Registrar office during semester of graduation.	If you choose to write a thesis for 3 credits of your course work, you need a 2-member committee to oversee the thesis. The committee request must be submitted no later than one semester before the anticipated graduation date, which is the same time you must register for thesis credit. Students who write a thesis must also present their portfolio.	The Advancement to Candidacy form and application to graduation must be filled out the semester before student's last semester.	You must complete all DGs (except for 3 credits and the DSRE620 course) before you can take the Comprehensive Exams.	After requesting to take Comp, obtain comps guidelines from the Department Discipleship & Religious Education. Keep these in mind throughout your program. The Department will send a question bank to study for COMPS a month before the exam.	Written Comprehensive Exams are given as scheduled and listed in the AU Bulletin.  The portfolio presentation can be given before or after Comprehensive Exams and arranged through the Department of Discipleship & Religious Education.	Be sure to attend all graduation weekend events, including the Thursday night rehearsal and the Sabbath afternoon Seminary dedication.

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## ***MA (RELIGIOUS EDUCATION)***

**48 Credits**

### **Please Note:**

Papers/forms are usually filed with the Administrative Assistant of the Department of Discipleship & Religious Education, Theological Seminary, Seminary Hall Room N210

### **COURSE WORK**

#### **1.1 ADMISSION STATUS**

##### **A. REGULAR**

If you meet all admission requirements of the Theological Seminary and the Religious Education Program, you are eligible for regular status.

##### **B. PROVISIONAL**

If you do not meet all the requirements for regular admission, but in the judgment of the Religious Education faculty or the Seminary's MA Committee show the ability to undertake successfully the proposed program, you are eligible for provisional status. At the time of provisional admission, the Religious Education faculty or the MA Committee specifies the nature of any deficiencies and the plan and deadline for their removal. The class load limit for students on provisional status is normally 8 credits. Deficiencies must be removed and regular status must be granted before the student is ready for graduation. If you fail to meet prescribed specifications, you may be dropped from the program.

#### **1.2 MINIMAL ADMISSION REQUIREMENTS (To be submitted to the Office of Graduate Enrollment Management)**

##### **A. PREREQUISITES FOR MASTER OF ARTS (RELIGIOUS EDUCATION)**

Student applicants must have an undergraduate or graduate degree from an accredited college or university.

*The following must be submitted to the Office of Graduate Enrollment.*

##### **B. QUALIFYING FOR REGULAR ADMISSION**

To qualify for regular admission to the MA program, you must submit official, final transcripts of all previous undergraduate and graduate work taken and meet **all** the general standards:

1. A bachelor's degree from an accredited university or its equivalent.
2. Evidence of ability to pursue advanced study in graduate-level work with a cumulative undergraduate grade-point average of at least 2.75 on a 4.00 system.
3. Submission of recent General Record Examination (GRE) General Test scores taken within five years of application.
4. Adequate undergraduate and/or graduate preparation in the proposed field of study and general education. Assessment of preparation is done by your department.

5. Evidence of ability to handle master's-level work in the English language. If your first language is not English, you must submit scores on an English language proficiency test (TOEFL or MELAB). Check the Andrews University bulletin for passing scores. Those who do not pass the test will be placed in the following categories, and may or not be accepted provisionally.

	ESL ONLY	BRIDGE 1	BRIDGE 2	MINIMUM ADMISSION REQUIREMENT
MELAB	Below 70	70-75	76-80	81
TOEFL iBT	Below 66	66-75	76-84	85
TOEFL ITP	Below 515	515-539	540-564	565
IELTS [Academic]	Below 6.0	6.0	6.0	6.5
PTE [Academic]	Below 46	46-51	52-57	58

6. A minimum of three satisfactory recommendations showing strong potential for educational leadership and service. The recommendations should come from a former college teacher, a pastor or second college teacher and a church administrator or recent employer.
7. A written statement of purpose for graduate study in the MA program.
8. The Sixteen Personality Factor Test completed and submitted online to the Seminary Psychologist.
9. Advanced Standing: The MA (Religious Education) is an academic degree awarded upon successful completion of 48 credits of interdisciplinary study in the Seminary and School of Education. Candidates with advanced theological or educational study or with prior extensive undergraduate studies in religion, religious education, or education may submit a petition requesting advanced standing of up to 16 credits. Evaluation of advanced standing is calculated as follows:
  - 15 or more credits of undergraduate or graduate religion or theology credit may qualify for advanced standing of up to 11 credits in appropriate areas of the course plan. Advanced standing based on less than 15 credits of prior undergraduate or advanced studies is prorated at a ratio of 0.72:1.
  - 7 or more credits of undergraduate or graduate education or religious education may qualify for advanced standing of up to 5 credits in appropriate areas of the course plan. Advanced standing based on less than 7 credits of prior undergraduate or advanced studies is prorated at a ratio of 0.72:1.

### 1.3 ACADEMIC ADVISEMENT

During your first semester discuss with and receive counsel from your advisor about academic requirements and expectations, and develop a course plan for you which meet program requirements.

Meet with your advisor at the end of each semester to discuss progress and registration for the next semester.

## 1.4 MASTER'S PROGRAM COURSE WORK

Upon program acceptance, you will meet with your advisor and plan to map out your program in the Course Plan (see pages 17-22 for sample course plans in all emphasis areas). The Course Plan will assist you in understanding the required courses and make future course registration less complex.

### A. PROGRAM COURSE WORK REQUIREMENTS

Plan your program carefully with your advisor. The MA (Religious Education) degree is 48 semester credits of graduate work.

Check the *Theological Seminary* section in *AU Bulletin* for more in-depth discussion of requirements. Requirements include:

1. At least 50 percent of the total credits must be numbered 500 and above.
2. Course plan must not contain more than 6 credits of independent study and/or 6 credits of workshop/tour and no more than a combined total of 9 credits.
3. EDFN500-Philosophical Foundations of Education and Psychology must be taken at Andrews University.

### B. CURRICULUM REQUIREMENTS

A total of 48 credits is required to complete the Master of Arts (Religious Education). The course requirements are divided into seven sections. The student must earn a specified number of credits in each section. The emphasis areas are Family Life Education, Children's Ministry, Campus Spiritual Leadership, and customized. Course plan forms for these emphases are provided in this booklet so that you can "see at a glance" the curriculum for each.

How to read the form:

If a course number is listed in the course number column, that course is **required**. If no specific course is listed, but a subject area is given in parenthesis, you may select a course within that area. Often there is a **recommended** course for a subject area.

## 1.5 TRANSFER OF CREDITS

### A. FROM ANOTHER RECOGNIZED INSTITUTION

If you wish to transfer credits from outside Andrews University, you must complete a "Transfer of Credit" form (online). Forms are submitted to the Department of Discipleship & Religious Education office for processing.

You may transfer graduate courses that you have taken at another recognized institution and apply them toward the MA degree at Andrews University provided that:

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is at least a B (3.00).

3. The courses apply toward a comparable degree at that institution.
4. The courses meet similar requirements or electives within the Andrews program.
5. The transferring credits do not exceed 20 percent of the minimum credits required.
6. Such courses are recommended by your advisor and approved by the Department of Discipleship & Religious Education faculty within the first semester of your residence.
7. An official transcript is on file in the Records Office.
8. A petition is submitted and approved before the course is taken if the course is to be taken after admission to Andrews University.
9. The computation of the GPA does not include grades earned in transfer courses.

**B. FROM A PREVIOUS DEGREE AT ANDREWS UNIVERSITY**

If you wish to transfer between departments, you must complete a Change of School/Program form and attach a Statement of Purpose. Forms are submitted to the Department of Discipleship & Religious Education for processing. Your undergraduate transcript will need to be reviewed in order to determine if you meet the Department of Discipleship & Religious Education prerequisites.

You may transfer graduate courses taken at Andrews University as part of another completed graduate degree providing all the following are satisfied:

1. The courses were taken less than six calendar years before your expected graduation year.
2. The grade earned in each course is at least a B (3.00) and the cumulative grade-point average at Andrews University is at least 3.00.
3. The courses meet similar requirements or electives within the new MA program.
4. Transfer credits are allowed from other programs and/or accredited institutions upon instructor's approval. Andrews University requires a minimum of 32 credits taken at the institution in order to confer a degree.
5. Such courses are recommended by your advisor and are approved by the Department of Discipleship & Religious Education faculty.
6. Include the grades earned in courses transferred from another MA program at Andrews University in the computation of the grade-point average. (Both the overall grade-point average and the grade-point average of the remaining courses taken for the MA degree meet the minimum 3.00 required for graduation).

## C. PERMISSION TO TAKE CLASSES (PTC) / GUEST STUDENT

Only 8 credits taken on PTC status may apply toward a degree. To transfer PTC courses into your program, you must submit a petition that is approved by your advisor, the program director, and the chair of the Department of Discipleship & Religious Education.

### 1.6 STUDENT RESPONSIBILITY FOR BULLETIN REQUIREMENTS

You should become familiar with the regulations governing academic matters. The *Theological Seminary* section in the *AU Bulletin* covers general questions about academic policies that you are to observe. Although the policies of the *AU Bulletin* have the weight of faculty action, practice and precedent, occasionally special circumstances may suggest an exception. Such circumstances are handled by petitions processed through the Department of Discipleship & Religious Education and the School of Graduate Studies.

### 1.7 GOVERNING BULLETIN

You may choose the requirements of any *AU Bulletin* in force after your official acceptance as long as you remain active in your program. Master's degree students maintain academic residence by enrolling for credit for a least one semester during each academic year (*See AU Bulletin*). If a break of enrollment occurs or you are placed on inactive status, you must meet the requirements of an *AU Bulletin* in effect after enrollment resumes.

### 1.8 TIME LIMITATIONS

You must complete the requirements for the MA degree normally within six calendar years from the beginning of the first semester of class work, irrespective of admission classification. Transfer courses must also be taken within these time limits. However, outdated course work taken at Andrews University may be considered appropriate for updating between six and ten years from your expected graduation date.

### 1.9 INACTIVE STATUS

Inactive status results in not writing to or making a personal visit with your advisor or the Program Director for more than two years. The Department of Discipleship & Religious Education will try to contact you to determine if you are actively pursuing your program of studies and are making progress. You are responsible for keeping the Department of Discipleship & Religious Education informed about your current contact information.

After deactivation, you must request the Department of Discipleship & Religious Education for reinstatement before you may continue in your program. Upon reactivation, you must meet the requirements of the *AU Bulletin* in force at that time.

### 1.10 MINIMUM STANDARDS OF SCHOLARSHIP

#### A. SCHEDULE OF STUDIES

You must fulfill satisfactorily the schedule of studies outlined in your Course Plan as submitted and approved.

## B. PROVISIONAL STATUS

If you have been accepted provisionally:

1. Due to low admission GPA standards, you must achieve a cumulative Andrews University grade-point average of 3.00 for the first 12 credits after acceptance in courses graded A-F to continue in the program.
2. If GRE scores were not submitted, you must submit scores within the first semester of classes. If the GRE scores are not submitted, you will not be able to register the following semester.
3. If you are on provisional status you may not register for thesis, independent study or workshop credits, advance to degree candidacy, or take the comprehensive examination.

## C. GRADE-POINT AVERAGE

To remain in the program, you must maintain a grade-point average of 3.00 overall and in your major or concentration. Only grades of B or better count toward the MA (Religious Education) degree. Although C grades are permitted outside the degree, an overall grade-point average of 3.00 or better must be maintained.

If you repeat a course, only the grade for the repeated course will be used in the grade-point average. Accumulation of more than four grades below a B- (including U), normally terminates your enrollment.

## D. ACADEMIC PROBATION

If the cumulative grade-point average in your MA work at Andrews University drops below 3.00 in any given semester, you will be placed on academic probation. You and your advisor must develop a plan to raise your grade-point average above 3.00, normally within the next semester. The Department of Discipleship and Religious Education must approve this plan.

When your cumulative grade-point average again reaches 3.00, the Religious Education program will reinstate you to regular status. However, if you have not reached the minimum grade-point average within the time limits stated in the approved plan, you may be dropped from the program.

If you are on academic probation, you may not register for thesis, independent study or workshop credits, advance to degree candidacy, or take the comprehensive examination.

## E. OTHER STANDARDS

1. The MA degree does not accept credit by examination.
2. You must successfully pass the comprehensive examination and formally defend a master's thesis, if the thesis option is selected.

## 1.11 SATISFACTORY ACADEMIC PROGRESS

For full information concerning Satisfactory Academic Progress required for continued financial aid eligibility, read the *Andrews University Bulletin* under the heading *Satisfactory Academic Progress*.

## **1.12 ACADEMIC PORTFOLIO**

### **A. DESCRIPTION**

The portfolio documents your experiences and competencies. The portfolio should be online and be divided into seven sections as identified below. There should be one for each Religious Educator role and the student's emphasis area.

1. Christian apologist
2. Pastor-teacher
3. Servant leader
4. Researcher-evaluator
5. Maturing Christian
6. Lifelong scholar
7. Emphasis area

Learning how to develop an academic portfolio is one of the goals of DSRE 620 Professional Development. Ask the Department of Discipleship & Religious Education for the syllabus.

### **B. PRESENTATION**

Upon completion of your course work and shortly before or after you sit for the comprehensive exam, you will present your portfolio to the Department of Discipleship & Religious Education faculty. You will make a 20-30 minute presentation, which will be followed by a Question-and-Answer session. The presentation is open to guests.

## **ADVANCEMENT TO DEGREE CANDIDACY**

### **2.1 PROCEDURE**

Upon completion of 50 percent of your course work and no later than the semester before taking the comprehensive examination (last semester), you should apply for advancement to degree candidacy (see page 23). These forms must be:

- A. Completed by you and/or with the assistance of the Administrative Assistant of the Department.
- B. Approved by your advisor and the program director
- C. Approved by the Associate Dean of the Seminary
- D. Submitted to the Registrar office.

### **2.2 CRITERIA FOR APPLYING FOR ADVANCEMENT TO DEGREE CANDIDACY**

At the time you file an "Advancement to Degree Candidacy" form you should:

- A. Have completed all deficiencies that may have existed such as pre-requisite courses and/or exams.
- B. Have shown English language proficiency where required
- C. Be on regular status



- D. Have maintained a cumulative grade-point average of 3.00 or higher
- E. Removed all DG grades

### 2.3 APPROVAL

Once your “Advancement to Degree Candidacy” has been checked and all signatures of approval have been obtained, you may take the comprehensive exam. Again, this should be done the semester before the comprehensive examination is taken.

## **COMPREHENSIVE EXAMINATION**

### 3.1 PURPOSE

The MA (Religious Education) program requires that students take and pass a comprehensive examination. The purpose of the comprehensive examination is to assess your competency in the cognitive, affective and skill domains of the program including your area of emphasis. It also examines your ability to integrate theory and practice.

### 3.2 APPLICATION

You may take the comprehensive examination after you have been officially advanced to degree candidacy. No more than 3 DG credits and the DG for DSRE 620 – Scholarly and Professional Development can be pending when comprehensive exams are taken.

### 3.3 NATURE OF THE EXAM

Your exam will include questions based on the six role categories and your emphasis area, which requires specific knowledge, application of knowledge, and defense of a position on specific issues.

You will receive a pool of possible questions, from which your actual exam questions will be taken. Your advisor may review guidelines for the general education and emphasis area.

When necessary, follow-up oral or written exams may be prescribed by the Department of Discipleship & Religious Education.

You will be provided with the essentials for the exam such as a computer, paper and pen for notes, and a non-marked Bible. You will receive no assistance during your exam. You may take no notes of any kind into the exam room. If it is discovered that a student had unauthorized assistance of any kind, the department may choose to request partial or complete retaking of exam or terminate that student from the program.

### 3.4 SCHEDULING AND TIME ALLOWANCES

The comprehensive examination is normally taken during the last semester of course work and as scheduled on specific dates each semester. **You are required to submit your "Advancement to Candidacy" form and have it approved during the semester before you wish to take your comprehensive examination or you will not be permitted to sit for this examination.** The examination takes five hours: three hours in the morning and two hours in the afternoon. Scheduled exam times are negotiated with the Department staff.

You may petition to take the examination off campus with the following conditions:

- A. You must obtain the names, addresses and phone numbers of three potential proctors (school principal, teacher, minister, etc). You must submit the names to the Religious Education Office for approval by the Religious Education faculty.
- B. The exam is ordinarily taken at the same time it is offered on campus. A special proctoring fee of \$40 is charged for this service.
- C. The check, made payable to Andrews University, should arrive in the Department of Discipleship & Religious Education before the exam needs to be sent to the proctor.

### **3.5 GRADING AND REPORTING**

Each part of the examination is evaluated as a whole and graded as "pass," "pass subject to satisfactory follow-up exam (oral or written)," or "not pass." In the case of "not pass" you can take the examination only once more, normally at the next regularly scheduled time. Failing to pass the second time may result in termination from the program.

The Department of Discipleship & Religious Education will officially notify you of your performance on the comprehensive examination within three weeks after completion.

## **GRADUATION REQUIREMENTS**

### **4.1 APPLICATION FOR GRADUATION**

You must file your application for degree conferral/graduation online on the Graduate Studies and Research website according to the dates shown in the *Academic Calendar*. If you have missed the deadlines, your degree conferral/graduation must be deferred until the next regularly scheduled time.

### **4.2 COMPLETION OF PROGRAM REQUIREMENTS**

You must complete all program requirements and receive financial clearance from the Student Finance Office one week before commencement. (See the *General Information Bulletin* for graduation fees.)

### **4.3 GRADUATION GOWN**

Your “one tripper” graduation gown can be purchased at the Andrews University Bookstore Website. This gown is made of shear material with black mortar board hat.

### **4.4 ANNOUNCEMENTS/NAME CARDS**

You may purchase announcements and name cards through the Andrews University Bookstore Website. Personalized and generic announcements are available. For more information, call the Andrews University Bookstore at 269-471-3287.

### **4.5 LODGING**

You may have friends who will be attending graduation ceremonies. Should you need to arrange a place to stay, you can call Guest and Convention Services at 269-471-3360 ([lodging@andrews.edu](mailto:lodging@andrews.edu)) to reserve a room on campus. Make these arrangements as soon as possible as this will be a busy weekend.

#### **4.6 GRADUATION SCHEDULE**

Graduation ceremonies fill the weekend. Rehearsal practice is Thursday evening. Consecration is Friday evening; baccalaureate is Saturday morning; and commencement is Sunday morning. Sabbath afternoon the Seminary holds a special dedication ceremony for its graduates. On Saturday night, the University President hosts a reception for graduates and their families.

#### **4.7 CONFERRAL OF DEGREE**

Conferral of degrees are awarded when you have successfully completed all degree requirements. There are two commencement services each year, scheduled for May and August. Degree conferral without the graduation ceremony is available in December.

#### **4.8 GRADUATION IN ABSENTIA**

You may graduate in absentia by indicating your request in the Graduation Application form (online).

### **THESIS**

#### **5.1 CONTENT AND PURPOSE**

Your thesis must:

- A. Prove your awareness of the proper literature and your competence to do independent research.
- B. Focus on a clearly defined, possible, scholarly, and legitimate problem.
- C. Present a logically organized and readable account of the investigation, its findings, conclusions, and implications.
- D. Students who choose the Thesis option must also present a portfolio to program faculty.

#### **5.2 REGISTRATION FOR THESIS CREDITS**

If you choose to write a thesis, you should register for it in a semester prior to the semester in which you plan to graduate. You may register for 3 credits for a thesis. A committee of at least two members, appointed before the initial registration for thesis credits, will guide you from the beginning of thesis preparation.

#### **5.3 THESIS COMMITTEE**

Your advisor will help you structure a Thesis Committee of two members, one of whom will serve as chair. A "Request for Thesis Committee" form (online) is used for this selection.

#### **5.4 WORKING WITH THE COMMITTEE**

The chair of your committee or, in special cases, a committee member appointed by the committee, guides you in the research. Both members of your committee are available for consultation and should be informed regularly about your progress.

It is vital that you work in the closest possible relationship with your committee as you write your thesis.

- A. First, submit a proposal. When approved, submit a copy of your title page with the

- committee members' signatures and date of approval to the Department of Discipleship & Religious Education.
- B. Complete a literature review.
  - C. You must secure your chair's permission before sending out any questionnaires or instruments. Approval by the Institutional Review Board may be required.
  - D. You should plan to submit your draft copy chapter-by-chapter to your chair.

Plan to pace your submissions to your chair. The chair of the thesis committee carries the primary responsibility for guiding the thesis and holds the prerogative of deciding when your draft copy is or is not ready for examination by the other member(s) of the committee. While the preferred method of thesis development in the Theological Seminary is chapter-by-chapter submission to the committee, the committee may prescribe another method. It is necessary to have committee satisfaction that the final draft copy of the thesis is ready for consideration in its entirety to clear the thesis for evaluation conference.

## **5.5 HUMAN SUBJECTS RESEARCH**

If you are conducting research involving human subjects as part of your degree program, you must submit a proposal of research to the Office of Research and Creative Scholarship for approval by the Institutional Review Board. Contact the Office of Research and Creative Scholarship at 269-471-3042 regarding questions and forms.

## **5.6 THESIS FORMAT**

A brief visit with your chair at the onset of thesis preparation alerts you to possible pitfalls and problem areas. This is especially true of letters, instruments, and handouts that later become a part of the thesis. Assurance that you are on the right track with your thesis format, style, etc., is extremely important. This early check enables you to spot possible errors or weak areas--a procedure that saves time and money.

## **5.7 THESIS SECRETARY**

The Thesis Secretary is responsible for assuring conformity to the University's *Standards for Written Work*. A brief visit with the Dissertation Secretary as you begin writing your thesis will alert you to possible problems. This is especially true of letters, instruments, and handouts that later become part of the thesis. The Dissertation Secretary's office is in the Administration Building, room 308.

## **5.8 THESIS MANUSCRIPT PREPARATION**

Type and submit your thesis in standard form for binding as outlined in the University *Standards for Written Work* and either the *APA Style Manual* or *Turabian*, as specified by your advisor.

If you desire the services of Lithotech, you should allow three to five days for copies of the manuscript to be duplicated.

## **5.9 FINAL THESIS MANUSCRIPT CHECK**

Before submitting your final copy of the thesis to your committee, you should double-check all parts to make certain that it is both complete and correct. The following checklist will help you.

## 5.10 THESIS CHECKLIST

### CHECK

A brief explanation of each item follows:

- \_\_\_\_\_ 1. **Title of Abstract and Thesis match.**  
The titles on these two documents should match perfectly, word for word.
- \_\_\_\_\_ 2. **Titles in Table of Contents match titles in text.**  
The titles in both locations should match perfectly, word for word.
- \_\_\_\_\_ 3. **Pagination in Table of Contents matches pagination in text.**  
Check pagination each time there is a change in the text.
- \_\_\_\_\_ 4. **Titles in List of Tables match titles in tables.**  
The titles in both locations should match perfectly, word for word.
- \_\_\_\_\_ 5. **Pagination in List of Tables matches pagination in text.**  
Check pagination each time there is a change in the text.
- \_\_\_\_\_ 6. **Tables appear immediately after first reference in text.**  
Tables, whether included in the text or on separate pages, should appear as soon as possible after making reference to the table. This might be the very next line (in the middle of a paragraph) immediately following the paragraph or on the next page. A table should never appear before making the reference to it.
- \_\_\_\_\_ 7. **Titles in List of Figures match titles in figures.**  
Titles in both locations should match perfectly, word for word.
- \_\_\_\_\_ 8. **Pagination in List of Figures matches pagination in text.**  
Check pagination of figures each time there is a change in the text.
- \_\_\_\_\_ 9. **Formation of tables and figures are correct.**  
Check the style guide you are using to make certain that formation of each table or figure is correct. Is the title properly placed? Is spacing correct? Are the lines correct?
- \_\_\_\_\_ 10. **Correct word division.**  
Go down the right-hand edge of each page and note each divided word. If you are uncertain, check a dictionary to make certain that each division is correct.
- \_\_\_\_\_ 11. **Overall pagination.**  
Check each page number to make certain that all pages are in order.
- \_\_\_\_\_ 12. **Hierarchy of headings.**  
Each style has its own hierarchy of headings. While you may skip one or more levels of headings, you must be consistent throughout the text. You cannot use one hierarchy in one chapter and a different hierarchy in another.

13. **Capitalization.**

Whether you use the APA style (which reduces capitalization) or Turabian style, you must be consistent throughout the text.

14. **Bibliographic references in text.**

All references used in the text must appear in the bibliography. (However, you may have additional references in the bibliography which do not appear in the text.) All references should be cross-checked for:

A. **Consistency in spelling of authors' names**

Make certain that all authors' names in the text agree with those in the bibliography.

B. **Consistency in use of dates**

Make certain that any date used with a reference in the text is the same date used in the bibliography.

C. **Multiple references by same author and same year**

If you have included more than one reference that was written within the same year by a given author, you must distinguish between each reference by using the letters "a", "b", "c", etc. (e.g. 1986a, 1986b, 1986c, etc.)

D. **Multiple authors identified correctly**

Identify all authors in the first entry in the text. After that you may use et al but you must use it consistently. You cannot mix entry styles.

15. **Bibliography format.**

A. **Order of elements**

Arrange each bibliographic entry to make certain that each element is in the proper sequence.

B. **Consistency in elements**

Compare each bibliographic entry to make certain that each element is consistent, e.g. authors' names are arranged in the same order, titles of journal articles and books are treated similarly, volume numbers and dates have the same format, and publishers' names are consistent. (Do not use the publisher's full name in one entry and an abbreviated name in another entry.)

16. **Figures and calculations are correct.**

Go back and spot check your figures and calculations. If percentages do not total to 100%, explain why. If you find several errors it is reasonable to expect that there are more. In that case, check all your figures.

17. **Statistics are correct.**

Obviously, if your statistics are not correct, you are going to have difficulty defending your findings. If you have any uncertainty about your statistics, seek help from qualified faculty or staff.

## **FINAL EVALUATION OF THESIS**

### **6.1 PURPOSE**

The thesis evaluation will test your ability to orally support the concepts and data of your thesis and give you opportunity to show your understanding of the thesis' larger context.

### **6.2 SCHEDULING**

The chair will not schedule the final evaluation conference of the thesis until the committee (including the final reader) considers the thesis ready for evaluation.

The final evaluation conference must occur at least four weeks before you plan to graduate.

### **6.3 FINAL EVALUATION OF THE THESIS**

The committee chair will notify the dean of the evaluation conference outcome through the submission of the "Report of the Student's Thesis Committee." The grade for a thesis is "S" (satisfactory) or "U" (unsatisfactory).

### **6.4 DOCUMENTATION TO THE THESIS SECRETARY**

You must submit the completed work to the Dissertation Secretary office no later than noon on Wednesday, one and a half weeks prior to graduation, the following:

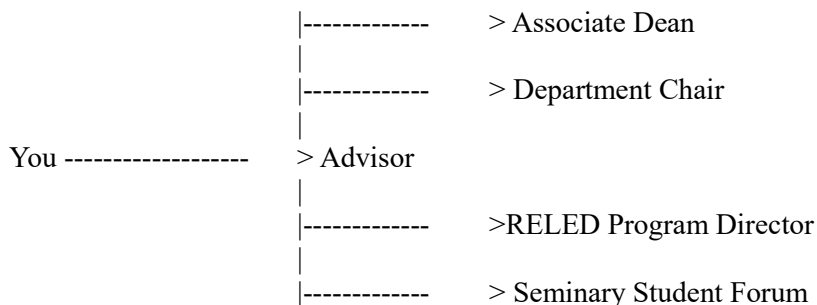
- A. Three final copies of the thesis with three copies of the abstract photocopied on bond paper.
- B. Three approval sheets signed by the committee members.
- C. Three additional copies of the 150-word thesis abstract for departmental use. (The abstract should contain a short statement of the problem, a brief exposition of methods or procedures, and a condensed summary of the findings.)
- D. A thesis completion form signed by the department chair or dean

## **STUDENT APPEAL PROCESS**

If you find yourself in conflict with or questioning any practice, decision and/or policy that, in your mind, impacts upon you adversely, you may discuss the matter with responsible Theological Seminary personnel in an attempt to have the situation considered, improved or settled. The nature of the conflict will, in part, determine the procedure to follow. Fundamental to any procedure, however, is the basic commitment to Christian principles.

## 7.1 CONFLICT WITH POLICY IN GENERAL

When you question an established policy, you may discuss it with your advisor, program director, department chair, associate dean, and/or any faculty member; or you may direct the question to the Seminary Student Forum for general discussion by other students.



## 7.2 CONFLICT WITH POLICY IN PARTICULAR

When you feel adversely affected by established policy, you should discuss it first with your advisor. This may result in petitioning to waive the policy in this particular case.

You ----> Advisor ----> Program Director----> Associate Dean

If you cannot get your advisor to support your petition, you should discuss it next with the program director. At this point, you may file a petition seeking a waiver which will go to the associate dean or to the Seminary MA Committee.

You ----> Petition ----> Program Director----> Associate Dean

**OR**

You ----> Petition----> Program Director----> MA Committee

If either of the above protocols does not bring satisfactory resolution to the problem, you may take the matter to the Dean of the Theological Seminary.

You ----> Dean

If the problem still does not have a resolution you may discuss the matter with the University Ombudsman or the Vice President for Academic Affairs.

You ----> University Ombudsman

**OR**

You ----> Vice President for Academic Affairs (Final Appeal)

## 7.3 CONFLICT WITH A FACULTY MEMBER OVER PRACTICE

If conflict arises between you and a faculty member, the ideal protocol from a Christian perspective is that you seek a resolution first with the faculty member in question.

You ----> Faculty Member

When you feel that the above procedure may, in itself, affect you adversely, you should contact your advisor or other faculty member who may then mediate on your behalf.



You ----> Advisor ----> Program Director or Dept Chair----> Faculty Member

If you consider either of the above procedures counterproductive, you may take your grievance directly to the Associate Dean of the Theological Seminary.

You ----> Associate Dean ----> Faculty Member

In those rare instances when you consider all of the above procedures to be intimidating or if they fail to bring relief, you may take your problem to the University Ombudsman.

You ----> University Ombudsman ----> Appropriate Personnel

In those extreme instances when none of the above procedures bring satisfactory resolution to the problem, you then have the right to take the matter to the President of the University.

You ----> President

The President's decision is final in this type of conflict.

## **APPENDIX**

In the following pages you will see some sample forms. Most of the forms needed during the degree are available for submission online or for printing through the Andrews University website, and are not in this handbook.



# Department of Discipleship & Religious Education

## MA (Religious Education) Family Life Education Checksheet

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ GPA: \_\_\_\_\_  
 Beginning Semester: \_\_\_\_\_ Updated: 3/7/2017  
 Admission Status: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

### Prerequisites Completed:

An undergraduate or graduate level course in Human Dev

### Christian Apologist 6

EDFN500 Philosophical Foundations for Professionals 3  
 Religion/Theology elective (see advisor) 3

### Pastor-Teacher 6

DSRE655 Families in Society 3  
 DSRE610 Teaching for Discipleship Or 3  
 EDCI565 Improving Instruction 3

### Servant Leader 4

DSRE605 Contemporary Topics in Religious Education & D 3  
 DSRE680 Practicum: Leadership 1

### Maturing Christian 3

DSRE541 Foundations of Biblical Spirituality 3

### Researcher/Evaluator 3

EDRM505 Educational and Psychological Research 3

### Lifelong Scholar 0

DSRE620 Scholarly & Professional Development 0  
 GSEM680 MA Comprehensive Exam Or 0  
 GSEM697 MA Thesis 3

### Emphasis Courses 12

DSRE503 Marriage, Family & Interpersonal Relationships 3  
 DSRE635 Christian Perspectives on Professional Ethics 3  
 DSRE657 Social Policy Or 3  
 SOWK550 Social Policy (if pursuing CFLE certification) 2  
 DSRE651 Foundations of Biblical Counseling 3  
 DSRE658 Internal Dynamics of Families 3  
 DSRE659 Human Sexuality 3  
 DSRE679 Parenting Education & Guidance 3  
 DSRE680 Field Practicum: Religious Education 3  
 CHMN575 Principles of Stewardship 3

### Advanced Standing (Religion/Theology) 10

Prorated at 0.7:1

### Advanced Standing (Education/Religious Education) 4

Prorated at 0.7:1

### Religion/Theology if needed 10

### Education if needed 4

### Required Workshops Attended

Time Management  
 Study Skills and Critical Thinking  
 Managing Student Stress  
 Effective Writing Skills

### Additional Workshops Attended

### Notes

Students planning to take the PhD (Religious Education) should take EDM611 in addition to the courses listed in the course plan as a prerequisite for the PhD.

### Abbreviations:

T = Transferred; S = Substituted

NOTE: The total number of credits for the MA (Religious Education) is 48. If you have 15 or more undergraduate or graduate credits in religion/theology, you may qualify for a reduction of up to 10 credits. If you have 7 or more undergraduate or graduate credits in education/religious education, you may qualify for a reduction of up to 5 credits. In no case may the number of credits be reduced to less than 34 credits.

### Summary

Credits Needed for Degree 48  
 Total Earned to Date 0  
 Total Left to Earn 48  
 RELED Transferred Credits 0  
 RELED Substituted Credits 0



<b>Name:</b>		<b>ID #:</b>		<b>GPA:</b>	
<b>Beginning Semester:</b>		<b>Updated:</b>	3/7/2017		
<b>Admission Status:</b>		<b>Anticipated Graduation Date:</b>			

Prerequisites Completed:							Required Workshops Attended	
<b>An undergraduate or graduate level course in psychology</b>							Time Management	
							Study Skills and Critical Thinki	
<b>Christian Apologist</b>						<b>6</b>	Managing Student Stress	
EDFN500	Philosophical Foundations for Professionals		3				Effective Writing Skills	
	Religion/Theology elective (see advisor)		3					
<b>Pastor-Teacher</b>						<b>6</b>	<b>Additional Workshops Attended</b>	
	Psychology/Counseling/Sociology Elective (see advis	<b>Or</b>	3					
DSRE651	Foundations of Biblical Counseling	<b>Or</b>	3					
DSRE655	Families in Society		3					
DSRE610	Teaching for Discipleship	<b>Or</b>	3					
EDCI565	Improving Instruction		3					
<b>Servant Leader</b>						<b>4</b>		
DSRE605	Contemporary Topics in Religious Education & Disc		3					
DSRE680	Practicum: Leadership		1					
<b>Maturing Christian</b>						<b>3</b>		
DSRE541	Foundations of Biblical Spirituality		3					
<b>Researcher/Evaluator</b>						<b>3</b>		
EDRM505	Educational and Psychological Research		3					
<b>Lifelong Scholar</b>						<b>0</b>		
DSRE620	Scholarly & Professional Development		0					
GSEM680	MA Comprehensive Exams	<b>Or</b>	0					
GSEM697	MA Thesis		3					
<b>Emphasis Courses</b>						<b>12</b>		
DSRE636	Seminar in Youth & Young Adult		3					
DSRE656	Counseling Youth & Young Adults		3					
DSRE664	Advanced Campus Ministry	<b>Or</b>	3					
DSRE680	Field Practicum: Religious Education		3					
DSRE669	Reaching the Secular Mind		3					
<b>Advanced Standing (Religion/Theology)</b>						<b>10</b>		
	Prorated at 0.7:1							
<b>Advanced Standing (Education/Religious Education)</b>						<b>4</b>		
	Prorated at 0.7:1							
<b>Religion/Theology if needed</b>						<b>10</b>		
<b>Education if needed</b>						<b>4</b>		
							<b>Summary</b>	
							<b>Credits Needed for Degree</b>	<b>48</b>
							<b>Total Earned to Date</b>	<b>0</b>
							<b>Total Left to Earn</b>	<b>48</b>
							<b>RELED Transferred Credits</b>	<b>0</b>
							<b>RELED Substituted Credits</b>	<b>0</b>



# Department of Discipleship & Religious Education

## MA (Religious Education) Customized Checksheet

<b>Name:</b>		<b>ID #:</b>		<b>GPA:</b>	
<b>Beginning Semester:</b>		<b>Updated:</b>	3/7/2017		
<b>Admission Status:</b>		<b>Anticipated Graduation Date:</b>			

Prerequisites Completed:					
An undergraduate or graduate level course in psychology					

Christian Apologist		6			
EDFN500	Philosophical Foundations for Professionals	3			
	Religion/Theology elective (see advisor)	3			

Pastor-Teacher		6			
	Psychology/Counseling/Sociology Elective (see adv	Or 3			
DSRE651	Foundations of Biblical Counseling	Or 3			
DSRE655	Families in Society	3			
DSRE610	Teaching for Discipleship	Or 3			
EDCI565	Improving Instruction	3			

Servant Leader		4			
DSRE605	Contemporary Topics in Religious Education & Dis	3			
DSRE680	Practicum: Leadership	1			

Maturing Christian		3			
DSRE541	Foundations of Biblical Spirituality	3			

Researcher/Evaluator		3			
EDRM505	Educational and Psychological Research	3			

Lifelong Scholar		0			
DSRE620	Scholarly & Professional Development	0			
GSEM680	MA Comprehensive Exams	Or 0			
GSEM697	MA Thesis	3			

Emphasis Courses		12			

Advanced Standing (Religion/Theology)		10			
	Prorated at 0.7:1				

Advanced Standing (Education/Religious Education)		4			
	Prorated at 0.7:1				

Religion/Theology if needed		10			

Education if needed		4			

Required Workshops Attended	
Time Management	
Study Skills and Critical Thinking	
Managing Student Stress	
Effective Writing Skills	

Additional Workshops Attended	

**Notes**  
Students planning to take the PhD (Religious Education) should take EDRM611 in addition to the courses listed in the course plan as a prerequisite for the PhD.

**Abbreviations:**  
T = Transferred ; S = Substituted

NOTE: The total number of credits for the MA (Religious Education) is 48. If you have 15 or more undergraduate or graduate credits in religion/theology, you may qualify for a reduction of up to 10 credits. If you have 7 or more undergraduate or graduate credits in education/religious education, you may qualify for a reduction of up to 5 credits. In no case may the number of credits be reduced to less than 34 credits.

Summary	
Credits Needed for Degree	48
Total Earned to Date	0
Total Left to Earn	48
RELED Transferred Credits	0
RELED Substituted Credits	0

## MA (Religious Education)/MSW Family Life Education Checksheet 2016-2017

**Name:** \_\_\_\_\_ **ID #:** \_\_\_\_\_ **GPA:** \_\_\_\_\_  
**Beginning Semester:** \_\_\_\_\_ **Updated:** 3/7/2017  
**Admission Status:** \_\_\_\_\_ **Anticipated Graduation Date:** \_\_\_\_\_

Prerequisites Completed:						Required Workshops Attended			
An undergraduate or graduate level course in psychology						SOWK531 Meets Prereq			
Christian Apologist						Time Management			
EDFN500	Philosophical Foundations for Professionals		3		2 - Sum	Study Skills and Critical Thinking			
	Religion/Theology elective (see advisor)		3		2 - Fall	Managing Student Stress			
Pastor-Teacher						Effective Writing Skills			
DSRE655	Families in Society		3		1 - Fall				
DSRE610	Teaching for Discipleship		3		1 - Spr				
Servant Leader						Additional Workshops Attended			
DSRE605	Contemporary Topics in Religious Education & D		3		1 - Fall				
Maturing Christian									
DSRE541	Foundations of Biblical Spirituality		3		1 - Fall				
Lifelong Scholar						Notes			
GSEM680	MA Comprehensive Exam		0			SOWK515 replaces DSRE635			
Emphasis Courses						SOWK535 and SOWK635 replaces DSRE680 Field Practicum: Rel. Ed			
DSRE503	Marriage, Family & Interpersonal Relationships		3		2 - Sum	SOWK550 replaces DSRE657			
DSRE658	Internal Dynamics of Families		3		1 - Sum	SOWK659 replaces DSRE659			
DSRE679	Parenting Education & Guidance		3		2 - Fall	SOWK561 and SOWK562 replaces EDRM505 Research Methods			
CHMN575	Principles of Stewardship		3		1 - Sum	SOWK689 replaces DSRE620			
MSW Requirements									
SOWK501	Foundations of Practice I		4		2 - Fall				
SOWK502	Foundations of Practice II		4		2 - Spr				
SOWK510	Field Seminar		1		2-Fall/Spr				
SOWK531	Human Behavior in the Social Environment I		2		1 - Fall				
SOWK532	Human Behavior in the Social Environment II		2		1 - Spr				
SOWK535	Field Practicum		4		2-Fall/Spr				
SOWK601	Advanced Practice I		3		3 - Fall				
SOWK602	Advanced Practice II		2		3 - Spr				
SOWK605	Advanced Assessment		3		3 - Fall				
SOWK610	Advanced Field Seminar		1		3-Fall/Spr				
SOWK630	Policy for Social Change		3		3 - Fall				
SOWK635	Advanced Field Experience		5		3-Fall/Spr				
SOWK660	Advanced Practice Evaluation		3		3 - Spr				
SOWK689	Advanced Professional Seminar		1		3-Fall/Spr				
MAYYAM/MSW Shared Credits									
DSRE635	Christian Perspectives on Professional Ethics	Or	3						
SOWK515	Christian Perspectives on Professional Ethics		2						
DSRE657	Social Policy	Or	2						
SOWK550	Social Policy		2						
DSRE659	Human Sexuality	Or	3						
SOWK659	Human Sexuality		3						
EDRM505	Research Methods	Or	3						
SOWK561	Social Work Research I	And	2						
SOWK562	Social Work Research II		2						

Abbreviations: T= Transferred; S= Substituted

Summary	
Credits Needed for Degree	80
Total Earned to Date	0
Total Left to Earn	80
Total RELED Earned	0
Total RELED Left to Earn	30
Total RELED Transferred Credits	0
Total RELED Substituted Credits	0