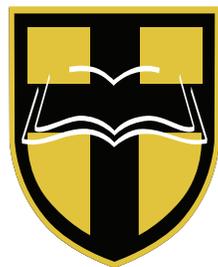


2018-2019

# Master of Ministry Handbook

*Solidly Biblical. Intensely Practical.*



CLAMP  
DIVINITY  
SCHOOL  
ANDERSON UNIVERSITY

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# Welcome!

It is a pleasure to welcome you to the Master of Ministry program at Anderson University. Our prayer is that God will use this program to enhance your ministry and bring a new power and freshness to your ministry.

The Clamp Divinity School – the part of the College of Christian Studies which houses the Master of Ministry, Master of Divinity and Doctor of Ministry programs – was born out of the sacrificial commitment of Mr. David Clamp, who lived frugally and saved his resources because of his vision to help train and equip new generations of church leaders. Recognizing Mr. Clamp's stewardship, all of us who serve in the College of Christian Studies take seriously the importance of teaching and learning that is focused on preparing God-called ministers for effective Kingdom service.

We look forward to these years of partnership with you in the Master of Ministry program. Let me challenge you to take seriously this opportunity for advanced ministry study. Read carefully, write wisely, think deeply.

May God bless you, your family and your church as you engage in this learning adventure.

Sincerely,

A handwritten signature in black ink that reads "Michael Duduit". The signature is written in a cursive, flowing style.

Michael Duduit, Dean

College of Christian Studies & Clamp Divinity School

# College of Christian Studies at AU

## College of Christian Studies Mission Statement

The Mission of the College of Christian Studies is to equip a new generation of God-called men and women to change the world through transformative Kingdom service.

# Graduate Studies at Anderson University

Graduate degrees are meant to provide the academic preparation for adult students who desire to enhance their capacity for service and leadership within a variety of professional settings. All graduate degree programs at Anderson University are intentionally designed to ensure that graduate students engage in courses of study that are progressively more advanced in academic content and intellectual rigor than undergraduate programs in the same or similar academic discipline. Courses of study within the graduate curriculum of the University require intensive study of scholarly literature and findings within each discipline, as well as ongoing student participation in research, pertinent practice and training within the discipline, or both.

# The Master of Ministry

## Program Overview

The Master of Ministry (M.Min.) degree provides a solid foundation for ministry service by focusing on the core competencies of pastoral ministry. While providing a foundation of biblical and theological study, the program emphasizes practical ministry training, with a particular emphasis on leadership in ministry. The degree program will be appropriate for a variety of persons, including those already in ministry who are ready for advanced study, and persons entering ministry who seek an effective preparation for hands-on ministry service. The program will also be of value for committed lay leaders in the church who seek to advance their capacity and preparation for service.

The Master of Ministry is a 42-hour degree program which is offered via two delivery modes: classroom and online. The online courses are offered in five seven-week terms through the year. The classroom courses are offered in seven-week terms August-June and a one-week intensive course offered in the summer. The degree can be earned within a two-year period but will need to take two courses in most terms in order to complete the program within two years.

## Faculty

**Dr. Michael Duduit**, Dean of the College of Christian Studies and Clamp Divinity School

**Dr. Kristopher Barnett**, Associate Professor of Christian Ministry and Associate Dean, Clamp Divinity School

**Dr. Channing Crisler**, Director of M.Div. Program, Associate Professor of Christian Studies

**Dr. Ryan Neal**, Anderson University Provost and Professor of Christian Studies

**Dr. Bryan Cribb**, Associate Dean of CCS Undergraduate Programs and Associate Professor of Christian Studies

**Dr. Charles Fuller**, Director of Honors Program and Associate Professor of Christian Studies

**Dr. Timothy McKnight**, Associate Professor of Christian Studies

**Dr. James Noble**, Assistant Professor of Christian Studies

**Dr. Benjamin Brammer**, Assistant Professor of Christian Studies

**Dr. Luke Stamps**, Assistant Professor of Christian Studies

**Dr. J. T. Turner**, Assistant Professor of Philosophy

# Admission

Anderson University accepts students on the basis of academic qualification, character and evidence of the potential to benefit from the university experience. Each applicant's record will be examined for evidence reflecting potential for intellectual and social growth, strength of character, and seriousness of purpose. The University considers all qualified applications without regard to race, religious creed, place of national origin, sex, disability, or ethnic group. Admission will be on a competitive basis, with the best qualified students receiving priority.

All candidates must submit the following minimum requirements for admission to the Master of Ministry degree:

- Official transcripts for all coursework leading to completion of a bachelor and/or graduate degree(s) from a regionally-accredited institution that demonstrates an acceptable undergraduate grade point average of 2.5 on a 4.0 scale.
- Three letters of recommendation. One of the recommendation letters must be from the pastor/minister of the local church where the applicant is currently a member; if the applicant is the pastor, then the letter may come from another leader within the church.
- A one-page essay explaining the reason for your application and the potential impact of the M.Min. degree on your ministry. The purpose of the essay is to establish the applicant's motivation for pursuing the degree and the applicant's professional goals.
- If English is not an applicant's first language, minimum scores of 560 or 220 computer must be achieved on the TOEFL.

## **Provisional Admission**

Prerequisite to admission to the Master of Ministry program is a baccalaureate degree from a regionally-accredited college or university. A limited number of applicants who have a baccalaureate degree from a college or university that is not regionally-accredited may be accepted on a provisional basis; in order to be considered for provisional admission, such applicants must submit an appropriate score from the Graduate Record Examination (GRE), along with other admission requirements. The Admissions Committee of the Graduate School of Christian Ministry will consider such applications on an individual basis, and may establish certain conditions which the student must achieve in order to have the provisional status removed. Applicants with a college cumulative grade point average below 2.5 on a 4.0 scale may be accepted provisionally on an individual basis.

In order to eventually earn “Full Status” admission, the degree-seeking “Provisional Student” must meet any special conditions attached to his/her admission by the Dean of the College of Christian Studies, no later than upon the completion of 15 credit hours of graduate work. The Admissions Committee of the Graduate School of Christian Ministry will grant “Full Status” admission to a “Provisional Student” when he/she satisfactorily completes prescribed conditions. (The student’s grades and participation in the program courses will factor strongly in the Committee’s decision.)

## **Non-degree seeking students**

A limited number of students who do not have the prerequisites for regular admission may be admitted on a non-degree basis, in order to take courses in the Master of Ministry program without applying those toward an academic degree. Such applicants must fulfill all steps in the regular application process, while indicating on the application that they are seeking non-degree status. Non-degree students who complete all requirements of the Master of Ministry program will receive a suitable Certificate in

Ministry reflecting their completion of the program curriculum. Non-degree students will not receive academic credit, and courses may not be applied toward an academic degree or be transferred to another institution.

### Visitors

A limited number of students may apply to attend individual courses in a Visitor status. Students will not receive academic credit or certification of any kind, and will not participate in graded activities.

### Transfer hours

Up to nine semester hours of graduate credit from a regionally-accredited college, university or seminary may be transferred into the degree program at the time the student is admitted, provided the grades earned were B or higher. Transferability of hours will be determined by the Dean based on equivalence to courses required in the M.Min. program.

## Master of Ministry Degree Requirements

In order to be awarded the Master of Ministry degree, the student must successfully complete the 42-hour curriculum of courses, plus a Ministry Project that is presented during the program's capstone class (Ministry in the 21<sup>st</sup> Century).

All courses are offered in seven-week terms. (Exception - CHR 597 – Ministry in the 21<sup>st</sup> Century is offered as a one-week intensive course during the summer. Students are required to come to campus for this course.)

Classroom courses for the Anderson campus will meet one evening per week. Online courses will meet interactively online one evening per week. Students unable to participate live in the weekly class sessions may seek permission to substitute viewing

of archived class sessions. In addition, online students will receive a major portion of course content via streaming video, to be viewed prior to each week's class session.

### **Time Limits**

All program requirements for the Master of Ministry degree must be completed within five (5) academic years from the time the first course in the M.Min. program is begun. If the student does not enroll in the term to which admitted, the student's admission status is subject to further review at the discretion of the Dean.

### **Courses of Study**

The courses that are offered in the Master of Ministry program are eclectic and stand alone and one is not a prerequisite for another, though students are encouraged to take the three leadership courses in their numerical order, and are encouraged to complete the Communication in Ministry course prior to taking the course in Christian Preaching. A student will be required to complete 42 hours of course work; of these, up to 9 hours may be transferred into the graduate program. No course below the 500 level will be counted toward graduate degree requirements. Courses rotate on a regular sequence to allow a candidate to complete the program in approximately two years.

Courses:

- CHR 501 – Introduction to the Old Testament
- CHR 502 – Introduction to the New Testament
- CHR 503 – Biblical Hermeneutics and Exegesis
- CHR 504 – Christian Theology
- CHR 535 – Church History
- CHR 540 – Christian Philosophy
- CHR 553 – Leadership in Ministry I
- CHR 554 – Leadership in Ministry II

- CHR 555 – Leadership in Ministry III
- CHR 560 – Pastoral Ministry
- CHR 562 – Christian Preaching
- CHR 565 – Evangelism and Church Health
- CHR 569 – Communication for Ministry
- CHR 597 – Ministry in the 21<sup>st</sup> Century

The maximum time for completing the M.Min. program is five (5) years.

### **Master of Ministry Project**

The Ministry Project is a key element of the preparation for ministry provided by the Master of Ministry (M.Min.) degree program at Anderson University. The goal is to help the student in becoming a self-directed, self-motivated Christian leader.

The Ministry Project is completed in the final year of academic study in the M.Min., and is designed to provide hands-on ministry experience in identifying a need, conceptualizing and researching possible solutions, carrying out a project, and evaluating the results. The final presentation of the Ministry Project is done both in written form and in an oral presentation as part of the Ministry in the 21st Century capstone course.

### ***Supervision***

In carrying out the Ministry Project, the student will need two supervisors: a faculty supervisor and a field supervisor.

The faculty supervisor will offer guidance in the development of the project, give final approval to the proposed project and the selection of the field supervisor, provide ongoing feedback as the project is underway, and assign a final grade to the written and

oral presentations by the student. The student must enlist the faculty supervisor prior to submitting the proposal for their ministry project.

The field supervisor is a pastor or other ministry leader engaged full-time in church-related service; the supervisor should have graduate level training in ministry (such as an M.Div., M.Min. or similar degree). The field supervisor is enlisted by the student prior to beginning the project and must be approved by the faculty supervisor. The field supervisor will offer practical counsel to the student before and during the project, and will be asked to provide a written evaluation of the student's performance and final project.

If the student is a congregational member or staff member of the church where the field supervisor serves as a pastor or other leader, that is acceptable provided that the field supervisor agrees to offer the additional supervision and evaluation that the project will require. If the student is a lead or senior pastor, then the student should seek a field supervisor from outside the congregation who can provide such supervision – a qualified neighboring pastor, an associational director of missions, or some other Christian leader.

### ***Process***

The purpose of the Ministry Project is to help the student in learning to diagnose a ministry problem or opportunity and to discover and develop a sustainable ministry solution. The student is not simply studying what others have done, but developing and implementing an original solution to a problem or need.

The first step in the process is to identify a need or opportunity. This may involve personal experience and observation, interviews with others, surveys, research, or other means of study. The problem or opportunity should be significant enough to warrant

action, and the ultimate result should be one that justifies the efforts involved in the project.

Once a need or opportunity has been identified, the second step is to do additional research which will assist the student in suggesting a potential solution. Once the student has an adequate grasp of the situation, he or she will submit a proposal for the Ministry Project which includes a brief summary of the problem or need, a description of the project to be undertaken, and a projected outcome that the student expects to achieve.

The proposal is submitted to the faculty supervisor for approval; once the field supervisor is selected, he or she should also receive a copy of the proposal. The proposal should be no more than five (5) printed pages. (If additional materials are needed to aid in understanding the project, the items may be attached as appendices to the proposal.) The project proposal must be submitted by January 15<sup>th</sup> of the year the students intends to take CHR 597 – Ministry in the 21<sup>st</sup> Century.

The third step is the actual implementation of the Ministry Project within the ministry setting. This stage may well require additional research, in addition to hands-on ministry activity. The student is required to maintain extensive records of project activities, response and other elements, which will be used in the evaluation. The student will call on both faculty and field supervisors as needed.

The final step is evaluating the Ministry Project. The student will review the original proposal in light of the ultimate results, and will describe the need, the implementation, and the results. The student should candidly review what worked, what did not, what should have been done but was not, and what was done that should not have been.

At the conclusion of the process, the student will provide a 15-20 page Ministry Project report, outlining goals and activities undertaken at each stage of the process. The report

will identify your problem or need, what you intended to achieve through the project, how you went about implementing the project, and your candid evaluation of the project and its results. This paper will be submitted prior to the beginning of the capstone course. The paper will be in Times Roman, 12-point type, double-spaced.

In addition to the written report, the student will prepare and present a 25 to 30-minute oral presentation of the Ministry Project. The purpose of this presentation is to enable the other students to benefit from what you have learned, and to allow you to receive feedback from them as well.

## Tuition & Financial Aid

### Tuition

The tuition charge is the basic cost of the student's education and covers the cost of instruction. It does not include textbooks and supplies, which the student purchases. Master of Ministry courses in the Clamp School are \$335.00 per semester hour.

A summary of costs:

- Tuition per semester hour of graduate credit \$335
- Tuition as Visitor per semester hour \$168
- Application for admission \$40
- Graduation application fee \$100
- (All fees are subject to change. Any subsequent changes will be announced separately.)

### Graduate Financial Aid

The Anderson University Office of Financial Services exists to inform and assist students and parents in finding financial assistance and to enable students to attend Anderson University. Services offered include informing, counseling and assisting

students in a timely and equitable manner. All functions of the Office of Financial Services are geared to enhance the overall learning and spiritual objectives of Anderson University. Email communication to the student's AU assigned email address is the official form of communication from the Office of Financial Services about awards, adjustments, notifications, and deadlines.

The Office of Financial Services awards financial aid to qualified applicants without regard to race, religious creed, national origin, sex, age, disability or ethnicity.

### ***When and How to Apply***

To determine whether a student is eligible for a federal financial aid program, the student must complete the *Free Application for Federal Student Aid* (FAFSA). The address for FAFSA on the Web is <https://fafsa.gov>. The student should apply for a FSA ID prior to starting FAFSA on the Web so that the application can be signed electronically and tax information can be transferred from the IRS. Anderson University's (S.C.) Title IV school code is 003418.

### ***How Does the Process Work?***

Complete the FAFSA and include Anderson University's (S.C.) Title IV school code, 003418. Simplify the process by using the IRS Data Retrieval Tool (IRS DRT) when tax return data is requested. The IRS DRT saves you time and expedites the application process. After submitting the FAFSA, the student will receive a Student Aid Report (SAR), and Anderson University will receive the application data electronically. If additional information is needed to complete a student's file, he or she will receive a letter. Items needed may also be viewed through Self Service under Financial Aid and then Documents. Submit the requested information as soon as possible and make sure all documents are signed. Forms are available at <http://www.andersonuniversity.edu/freshmen/financial-aid/documents>. Once the

student's file is complete, he or she will receive an award notice. The student may also view all financial aid awards through Self Service.

### ***Communication with Students***

The majority of communications from the Office of Financial Services will be sent to the student's AU email account. To ensure you receive all communication from the Office of Financial Services, please remember to let us know of any mailing address or email address change. The Office of Financial Services staff is here to assist you with any questions you may have. You may call us at 864.231.2070 or email [finaid@andersonuniversity.edu](mailto:finaid@andersonuniversity.edu). Please allow one business day for a response.

### ***Student Eligibility Requirements***

A student must meet the following eligibility requirements to receive federal assistance:

- Be enrolled or accepted for enrollment in an eligible program, and
- Be a regular student, and
- Have a high school diploma or GED, and
- Be a U.S. citizen or an eligible non-citizen, and
- Not be a member of a religious community that directs the program of student or provides maintenance (except for unsubsidized Direct Loans), and
- Be registered with the Selective Service (males only), and
- Not be in default on a federal student loan borrowed for attendance at any institution, and
- Not have borrowed in excess of federal loan limits, and
- Not owe a repayment on a federal grant or scholarship received for attendance at any institution, and
- Maintain satisfactory academic progress, and

- Not be enrolled concurrently in an elementary or secondary school, and
- Provide a valid social security number.

### ***Eligible Courses, Enrollment Status and Repeated Courses***

Enrollment status can only consist of those courses required for graduation or as a prerequisite for courses required in the program. Audited classes will not be considered in determining a student's enrollment status. For federal aid programs only, once a student has completed a course two times, that course cannot count in the enrollment status.

The amount in the original award notification is based on full-time enrollment. All the terms in a semester are combined to determine the enrollment status for that semester. Full-time status consists of enrollment in a minimum of 6 credit hours. Half-time status consists of enrollment in 3 to 5 credit hours.

### ***How a Student Receives Assistance***

A student who applies in time and is eligible can use financial aid award(s) (excluding Federal Work Study, FWS) to pay tuition and fees and to make book purchases. Funds available after direct costs have been paid will be disbursed by the Business Office. All financial aid awards are considered estimated or anticipated until aid disburses to student accounts in the Anderson University Business Office. Students who receive a Federal Work-Study (FWS) award and obtain employment through this program are paid once a month.

### ***Summer Aid***

Financial aid for summer is available to those students who qualify and will be awarded separately from the fall and spring semesters. Students do not have to complete another FAFSA just for summer if they have already applied for the previous award

year. If a student begins classes during a summer semester, he or she must complete the FAFSA for the current award year and complete the FAFSA for the next award year which begins with the fall semester. To be considered for aid during a summer semester, the student must complete a Summer Application for Financial Aid. Summer funding is limited and not all funds are available during the summer. If during the previous fall and spring semesters the student borrowed the annual loan limit, he or she will not have any Direct Loan eligibility.

### ***Satisfactory Academic Progress (SAP)***

Students receiving financial assistance through a federal program must be making satisfactory academic progress toward a degree. The Office of Financial Services must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the University. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility. A student's SAP status will be evaluated each year when the initial Free Application for Federal Student Aid (FAFSA) is received and then at the end of an academic year (after spring semester grades are posted) in which the student attended.

### ***Qualitative Standard (Completion Rate and Grade Point Average)***

- The minimum completion rate requires a student to earn at least 67% of the cumulative credit hours attempted.
- Courses with grades of F, W, WP, WF and I are not considered completed courses.

- Graduate students are required to maintain a minimum cumulative grade point average (GPA) that is required for graduation for the student's program/discipline.
- A student may repeat a course, but all attempts count in the completion rate calculation. Repeat coursework will be calculated in the GPA based on AU academic policy.
- Students are placed on financial aid suspension if the completion rate and/or the cumulative GPA fall below the minimum requirements. To re-establish eligibility, a student must have an approved appeal and be placed on financial aid appeal probation. (See Appeals below.)

***Quantitative Standard (Length of Eligibility)***

- Students may receive financial aid for 150% of the published length of the program of study.
- Transfer hours are added to the total hours attempted at Anderson University to assess the length of eligibility.
- A student may repeat a course, but repetitions will count toward the length of eligibility.
- A student who completes the academic requirements for a program but does not yet have the degree is not eligible for additional financial aid funds for that program.
- Once the maximum number of hours is attempted, a student is placed on financial aid suspension.
- To re-establish eligibility, a student must have an approved appeal and be placed on financial aid appeal probation. (See Appeals below.)

## **Appeals**

- Appeals for suspension of financial aid are reviewed by the Financial Aid Appeals Committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the Office of Financial Services.
- **All** appeals must include an explanation from the student of why satisfactory progress was not made and what has changed that will make it possible to meet standards. Examples of acceptable extenuating circumstances include prolonged hospitalization during the academic year, death in the family during the academic year, change in work hours that conflicted with the class schedule during the academic year or other extenuating circumstances directly affecting academic performance. Documentation of extenuating circumstances is required, and the student's appeal will not be considered without sufficient documentation.
- Appeals for length of eligibility (attempted maximum number of credit hours) must **also** include an academic plan signed by the academic advisor that details the requirements the student must meet to ensure SAP standards are met by a specific time or to ensure the student graduates. Appeals for length of eligibility should include the remaining classes needed to graduate and an anticipated graduation date. The academic plan is available through Self Service.
- If the Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility and be placed on financial aid appeal probation.

## **Financial Aid Appeal Probation**

- During the probationary period, a student must complete 100% of the attempted hours, earn the minimum GPA required for graduation for the student's program/discipline, and meet all stipulations set by the Financial Aid Appeals

Committee. If a student does not meet these stipulations, he or she will be placed on financial aid suspension. (See Suspension for Failing to Meet Probationary Stipulations below.)

- If a student meets the probationary stipulations but has a minimum cumulative GPA or a completion rate that does not meet minimum requirements, he or she will remain on financial aid appeal probation and must continue to meet probationary stipulations.
- If a student meets the probationary stipulations, has a minimum cumulative GPA and a completion rate that meets minimum requirements and has not attempted 150% of the hours required to graduate, he or she will be removed from financial aid appeal probation and must continue to meet the SAP policy.

### ***Suspension for Failing to Meet Probationary Stipulations***

- To reestablish eligibility a student must submit and have an approved appeal **after** completing a semester at Anderson University without financial assistance. During the semester attended without financial assistance, an undergraduate student must take at least 6 credit hours, complete 100% of the attempted hours and have at least a 2.0 semester GPA. A graduate student must complete 100% of the attempted hours and earn the minimum GPA required for graduation for the student's program/discipline.
- Exceptions to this policy will only be allowed if the student encountered some type of extenuating circumstance during the probationary period that hindered him or her from meeting the stipulations. Documentation of extenuating circumstances is required, and the student's appeal will not be considered without sufficient documentation.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization during the probationary period, death in the family during the probationary period, change in work hours that conflicted with the class schedule

during the probationary period or other extenuating circumstances directly affecting academic performance. Because a student is aware prior to the probationary period that he or she must meet the stipulations, extenuating circumstances do not include being a single parent or working full-time while attending school.

- Students are advised to solve difficulties prior to registering for a probationary period.

### ***Sources of Financial Aid***

Funding for programs is contingent on federal approval. These guidelines may not be inclusive of all eligibility criteria and are subject to change. To apply you must complete the Free Application for Federal Student Aid.

### ***Federal Direct Loans***

The Federal Direct Loan is a low interest loan made by the U.S. Department of Education. To determine eligibility, a student must complete a FAFSA and the University's financial aid process.

An Unsubsidized Direct Loan is not awarded on the basis of financial need. The student will be charged interest from the time the loan is disbursed until it is paid in full. If interest is allowed to accumulate, it will be capitalized which means the interest will be added to the principal amount. Then interest will be charged based on this higher amount. Capitalization will increase the amount that must be repaid. If the student chooses to pay the interest as it accumulates, loan payments will cost less.

A student must be enrolled in at least 3 credit hours each semester. Repayment begins six months after graduating or dropping below half-time enrollment. This six month period is referred to as a grace period.

Before a loan is available, the student must complete an online entrance loan counseling session and sign a Master Promissory Note (MPN). These requirements are completed online at <https://studentloans.gov> using the student's FSA User ID.

### ***Withdrawal, Charges, Refund and Return to Title IV Policies***

Determining the official/unofficial withdrawal date for all students:

An *official withdrawal* date is defined as the date the student begins the withdrawal process as defined by Anderson University. To officially withdraw from the University the following must occur:

1. Begin the process in the Center for Student Success (traditional students) or with a Journey Coach (non-traditional and graduate students) or in the Registrar's Office. The official withdrawal date is defined as the date the student initiates the withdrawal process in one of these offices, and
2. Review financial obligations with AU Central.

An *unofficial withdrawal* occurs if a student fails to complete a period of enrollment but does not officially withdraw from Anderson University. The last date of class attendance in all classes becomes the applicable withdrawal date as determined by attendance records, computer assisted instruction, academic counseling, turning in a class assignment, or attending a study group assigned by the instructors. Faculty members will report the last date of attendance to the Registrar and the Office of Financial Services when the student is determined to be no longer enrolled. A grade of WF or WP will be assigned.

### ***Refunds***

Withdrawal from the University before the End of Drop/Add: Students who officially withdraw before the end of drop/add for the semester will receive a 100% refund.

Withdrawal from the University after the End of Drop/Add: Students who officially withdraw after the end of drop/add for the semester will receive no refund.

### ***Return to Title IV Policy***

A student's federal financial aid eligibility must be recalculated for students who withdraw, abandon, drop out, are dismissed or take a leave of absence prior to completing 60% of a term. Federal financial aid includes Federal Direct Loans and TEACH Grant. Institutional costs include tuition, eligible fees, and on-campus boarding/meals.

The recalculation of eligibility is based on the percent of earned aid using the following formula:

$$\text{Percent of aid earned} = \frac{\text{number of calendar days completed in the semester}}{\text{total number of calendar days in the semester}}$$

Federal financial aid must be returned to the federal government based on the percent of unearned aid using the following formula:

$$\text{Aid to be returned} = (100\% - \text{percent of aid earned}) \times \text{the amount of federal financial aid disbursed.}$$

The amount of aid to be returned is the responsibility of the University and the student. However, the student will be responsible for repaying the University for the amount that the University was required to return on his or her behalf less any refund that the student is eligible for as outlined above. **Therefore, a student who does not complete at least 60% of a term will owe a repayment to the University and/or the federal government for the amount of unearned federal financial aid.**

A student who owes the University may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment is made at

AU Central. A student who owes the federal government may be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

### ***Company Reimbursement***

Students who are eligible for company reimbursement through their employer have the opportunity to participate in the Company Reimbursement program at Anderson University. Tuition that is 100% covered by reimbursement will be deferred until 30 days after grades are issued for a class. If the company reimburses less than 100% of the total tuition or makes payment directly to the employee/student, the student must pay or take a student loan to cover the balance owed by the first day of class. It is the student's responsibility to review and understand their company policy regarding company reimbursement. Invoices provided to students by AU Central will reflect grants and/or scholarships and loans received. It is the student's responsibility to submit invoices to their employer. Participation in this program is voluntary, and the terms and conditions of this agreement are not contingent upon the grade received by the student. The agreement is based on the company making payment directly to Anderson University.

## Academic Policies

### **Good Academic Standing**

It is the University's desire that all students successfully complete their programs of study. The following regulations are established to guarantee that a student is making satisfactory progress toward completing a degree program. To remain in good academic standing, the graduate student must maintain a specific cumulative graduate point average. To be eligible for graduation, students must be in good academic standing at the completion of their program of study.

To remain in good academic standing, the Master of Ministry student must maintain a cumulative 2.00 GPA.

### **Academic Probation**

If a graduate student does not meet the minimum GPA required (2.0) in any given academic session (Fall, Spring, or Summer semester), the student is placed on academic probation. The student will be notified about placement on academic probation by their respective college.

### **Academic Suspension (Initial)**

If a student fails to meet the minimum GPA requirement for two semesters, the student is placed on suspension from Anderson University for a period of one semester. Within 30 days, the student will begin to work on the academic success plan outlined by the student and the College Dean/Director. Students may apply for readmission into semester.

Students may appeal their academic suspension by writing to the Dean of the College. Following the Dean's ruling, if the student desires a second review of the suspension decision, the appeal may be addressed to the Office of the Provost. Suspended students who miss the deadline for appeal will not be eligible to return until the next term in which the courses they need to repeat are offered.

### **Academic Suspension (Second)**

Upon readmission, should a student fail to maintain the minimum GPA requirement for one semester, the student is placed on a second suspension. Regardless of suspension, the student may not be readmitted until at least one calendar year has elapsed. Should the student reapply for admission, he or she will need to write a letter to the College Dean outlining a plan for change.

### **Repeating a Graduate Course (Initial)**

If a student receives a grade of D or F in a course, the student may repeat the course one time without obtaining permission from the College Dean/Director. Only one course attempt will be calculated into the grade point average although both course attempts and grades will appear on the student's transcript. Only the higher grade will be calculated into the GPA. If a student does not meet the minimum GPA requirement for their respective college, the student may petition to take a course with a grade of C for a better grade.

### **Repeating a Graduate Course (Second)**

After repeating a course and a student fails to earn a grade of a C or better, the student may petition the Dean of the College requesting to retake the course a third time. The Dean of the College reserves the right to refuse a third attempt. If after the third attempt and the student fails to obtain a C or better, no additional attempts will be allowed.

### **Grade Appeals**

If a student perceives a grade to be unfair, capricious, or arbitrary he/she may submit an appeal in writing. The appeal must be initiated within one month of the grade assignment and must include a clear rationale for the appeal. For an appeal to have merit there must be some evidence that the student has been treated inappropriately with regard to the administration of the University's policies. The line of appeal is the instructor in the course, then the Dean of the College or their designee, and finally the Office of the Provost. Each person to whom an appeal is made has five working days in which to communicate the decision to the student. Students should understand that mere unhappiness with a grade is not grounds for an appeal.

## Incomplete Grades

It is the student's responsibility to request the grade of "I", an incomplete grade, when some extenuating circumstance beyond the student's control (e.g. serious medical condition with documentation, required change in work schedule, etc.) prevents the completion of a course within the standard time requirement. An "I" is a temporary grade and can only be granted when a student has successfully completed at least 50% of the work required in the course. When the student does not meet this criterion, then it is likely a WP or WF should be assigned.

To initiate the process for assignment of an Incomplete, the student should have an initial conversation with the course instructor. Eligibility for an incomplete grade will be determined by the instructor's review of the student's progress in the course and the documentation provided by the student such as medical statements or a statement from the employer, as well as consideration of their own availability to extend the time period. The maximum allowable time for an extension is thirty days.

When the faculty member agrees that the student has met the criteria to be granted an Incomplete, and he or she is willing to accommodate the request, the faculty member will download and complete a copy of the Request for an Incomplete Grade. The instructor and the student must agree on the assignments that will be submitted late, and the form must include a list of these items. Signatures by both parties on the form will be viewed as agreement to the stated requirements for completion. Once the assignments are listed and the signatures provided, the completed form must be delivered to the Registrar's Office for processing. The Request for an Incomplete Grade Form must be submitted to the Registrar before the end of the last regular class day in a semester or term.

Upon receipt of the completed form, the Registrar's Office will enter the grade of "I." The instructor is required to submit the final grade within 10 days of receiving all designated

assignments or no later than 10 days beyond the 30-day extension. In the unusual case when a grade is not submitted by the date indicated on the form, the “I” grade will be converted to an “F”. A student can access his or her transcript through the student portal to monitor the resolution of the course grade.

### **Independent Study**

Students may take by independent study a course in the University curriculum with approval of the instructor, advisor, and College Dean. The student meets with the instructor individually and completes most of the course work through independent activities. A course that is being offered during a particular semester cannot be taken by independent study.

Course requirements for independent study are the same as the requirements and learning objectives of the course when it is taught in structured classes. Independent study is approved only for students of high ability (generally requiring a cumulative GPA of 3.0 or higher) and motivation, inasmuch as it requires more time, concentration, and initiative for successful completion. Tuition for independent and directed studies is not included in normal tuition charges and will be charged at an increased rate. Students interested in taking a course through Independent Study should consult with the Associate Dean of the Clamp Graduate School of Christian Ministry.

### **Withdrawal from a Course**

**Important:** Please note any changes in enrollment during the add/drop period of course withdrawal at any point of the semester may result in revisions to your financial and/ or billing for the semester. You should contact the Office of Financial Services to determine the impact of such changes on your aid eligibility prior to adding/dropping or withdrawing from courses.

Students who wish to withdraw from a course must submit a signed and completed withdrawal form to the Office of the Registrar. This form is available at <https://www.andersonuniversity.edu/registrar>. Students should consult course syllabi and posted University policies to determine the date of financial responsibility and the guidelines for receiving grades of “W”, “WP”, “WF, and F in individual classes.

### **Withdrawing from the University**

Under certain situations, it may be necessary for a student to withdraw from the University. A student should notify the Dean of the College if they are considering a full withdrawal, and then the student should contact the Journey Coach or the Center for Student Success where the withdrawal process will be initiated. Depending on the date of the official withdrawal, a grade of “W” or “F” may be assigned. Students failing to follow the procedures of official withdrawal will be awarded a grade of “F” for all courses in which they remain registered.

### **Temporary Graduate Student Leave**

In the event of unavoidable and unforeseen circumstances, which will prohibit a student from taking classes for one or more semesters, a student may request Temporary Student Leave. For example, a student may request a Temporary Student Leave for the following reasons: childbirth, military service, physical health, or mental health.

Temporary Student Leave allows the student to return to the university within one year without having to reapply or to change catalogs. In order to qualify for Temporary Leave status, the student must (1) be in good academic standing with the university, and (2) provide support documentation and receive approval from the Dean of the College, (or his/her designee), in which the graduate student is enrolled.

Student seeking a Temporary Student Leave will complete a withdrawal form available in the office of the dean of their college. The Dean or his/her designee will be identified

on the form as the clearance contact for the student's return enrollment. Other approval signatures required on the form include the financial aid office and the library.

When the student believes that she/he is ready to return to the university, the student must request an interview with the designated staff member. Following an interview and review of supporting documents, the staff member will determine the student's readiness to return. Upon determining that the student is ready to return, the staff member will notify the students' academic advisor that clearance has been granted and that the student may begin the registration process.

If a student is initially denied Temporary Student Leave or if the designated staff member denies the student's request to re-enroll, the student may appeal the decision to the Office of the Provost, who will assemble a review committee to consider the appeal.

## **Academic Honesty**

Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. Just as academic honesty is vitally important to the value of a university education, academic dishonesty is a serious offense because it diminishes the quality of academic scholarship at Anderson University and defrauds society, the institution, faculty, and other students. The policy on Academic Honesty and Dishonesty is described in the current Student Handbook which can be found online under the Student Life section of the Student pull-down menu at the University Website ([www.andersonuniversity.edu](http://www.andersonuniversity.edu)). The forms of academic dishonesty addressed by the policy include plagiarism, fabrication, cheating, and academic misconduct. Consequences for academic dishonesty range from a grade of F on the assignment or for the course for a first offense and may include suspension or expulsion for a second offense.

## Accommodations for Students with Disabilities

Anderson University provides accommodations to enable students with disabilities to access the University community, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Reasonable accommodations are determined based on current documentation and are made on a case-by-case basis. Adherence to academic standards that are essential to a course of study is generally considered non-discriminatory.

Students requesting accommodations from Anderson University must self identify by contacting the Center for Student Success. Application for accommodations does not ensure that the student qualifies to receive accommodations.

Students requesting accommodations must have a documented disability as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. All documentation is evaluated on a case-by-case basis. If provided documentation is deemed insufficient, the student may be required to provide additional documentation. Complete guidelines for documentation are available from the Center for Student Success. In general, documentation should include:

- Letterhead, name, and title indicating that the documentation was provided by a professional trained in the differential diagnosis of disorders, and that the evaluation was performed within the last three years.
- A clearly stated diagnosis which rules out alternative explanations and diagnoses.
- Defined levels of functioning.
- An explanation of substantial limitations due to the disability.
- Current treatment and medication.
- Essential accommodations needed for postsecondary education, including duration and rationale.

The Center for Student Success determines the student's eligibility for accommodations and, for eligible students, determines appropriate accommodations.

### **Notice of Non-Discrimination**

Anderson University does not illegally discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, religion, genetic information, veteran or military status, or any other basis on which the University is prohibited from discrimination under local, state, or federal law, in its employment or in the provision of its services, including but not limited to its programs and activities, admissions, educational policies, scholarship and loan programs, and athletic and other University-administered programs. In order to fulfill its purpose, the University may legally discriminate the basis of religion in employment. The University has been granted exemption from certain regulations promulgated under Title IX of the Education Amendments of 1972 which conflict with the University's religious tenets.

The following person has been designated to handle inquiries or complaints regarding the non-discrimination policy including compliance with Title IX of the Education Amendments of 1972 and inquires or complaints regarding the disability non-discrimination policy, including compliance with Section 504 of the Rehabilitation Act of 1973:

***Dr. Beverly Rice McAdams***

*Vice President for Diversity & Inclusion/Title IX Administrator*

Merritt Administration Building, 3<sup>rd</sup> Floor

316 Boulevard, Anderson, SC 29621

(864) 231-2126

[bmcadams@andersonuniversity.edu](mailto:bmcadams@andersonuniversity.edu)

# Graduation

## Graduation Requirements:

- A. The successful completion of 42 hours of course work
- B. The fulfillment of all financial obligations
- C. The approval of the faculty
- D. Completion of **Application for Graduate Studies Graduation**

Students nearing completion of their degree must complete an Application for Graduate Studies Graduation. Applications are accepted in the fall for spring graduation and in the spring for summer and fall graduation. Deadlines for application are set by the University Registrar and distributed to students. Failure to meet the stated deadline may result in a delay in time of graduation.

Students may apply for graduation by accessing the digital Application for Graduation located on the web page of the Office of the Registrar. Official degree audits are sent to the student's Anderson University email account. All student applying for spring and fall graduation are expected to participate in the commencement ceremony at the end of the semester. Students applying for summer graduation are invited to participate in the December commencement. The Graduate Studies application fee is \$100 for those applying by the stated deadline. The fee for applications submitted after the stated deadline is \$125. Caps and gowns are ordered through the University Bookstore.

# Academic Calendar 2018-2019

## FALL 2018

Term 7A ..... August 20 – October 5

### **Online**

CHR 565	Evangelism & Church Health	McKnight
CHR 535	Church History	Adams
CHR 502	New Testament Survey	Crisler

Term 7B ..... October 15 – December 7

### **Online**

CHR 560	Pastoral Ministry	Barnett
CHR 562	Christian Preaching	Duduit
CHR 501	Old Testament Survey	Cribb

### **Seated**

CHR 562	Christian Preaching	Duduit
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## SPRING 2019

Term 7A: ..... January 14 – March 1

### **Online**

CHR 555	Leadership in Ministry III	Baker
CHR 503	Biblical Hermeneutics & Exegesis	Barnett
CHR 569	Communication for Ministry	Duduit

Term 7B: ..... March 18-May 3

### **Online**

CHR 539	Christian Philosophy	Moore
CHR 553	Leadership I	Duduit

## Summer 2019

Term 7A ..... May 13– June 28

### **Online**

CHR 504	Christian Theology	TBA
CHR 554	Leadership II	TBA

CHR 597 ..... June 24-28

# Campus Life

## Identification Card

Each student must obtain an identification (ID) card. Students must apply for ID cards at the Campus Safety Office by providing his/her student ID number. The ID card is valid as long as the person is enrolled as a student at Anderson University and does not have to be renewed annually.

## Library

Students may use the services offered from the Thrift library by presenting his/her ID card at the service desk. Complete information concerning library resources may be found at the University website: <http://andersonuniversity.edu/library>

## Tobacco Products

Anderson University is a smoke-free, tobacco-free campus. The use of tobacco products is prohibited on campus grounds.

## Anderson University Bookstore

You can purchase your textbooks through the AU bookstore or online. Visit the AU bookstore here: <http://www.andersonuniversity.ecampus.com>

# Technology (email, self-service, Canvas, etc.)

## Anderson University eMail Account

Students are responsible to regularly check their email accounts assigned by AU. All students will be assigned a student email account subsequent to their admission into the program. This email account will be the primary means of communication between the student and the faculty. If a student does not keep up with their email account,

announcements, registration deadlines, and assignments will be missed and will not be excused.

### **Self-Service at Anderson University**

Students will use self-service to register for courses and pay fees. Students can access self-service at [selfservice.andersonuniversity.edu](http://selfservice.andersonuniversity.edu).

## Contact Information

### **Clamp Divinity School**

(P) 864.328.1809

(F) 864.231.2141

#### ***Dr. Michael Dudit***

*Dean of Clamp Divinity School and the College of Christian Studies*

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#### ***Dr. Kristopher Barnett***

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***Anderson Central***

864.231.2070