

# INSTRUCTIONAL POLICIES

## Changes in Degree Programs

At the time of initial registration the student is to make a declaration of intention as to the degree to be pursued. This can be changed by permission of the Academic Dean and the director of the appropriate degree program.

After the completion of a Master of Divinity degree, students can acquire the M.A. or M.S.T. by taking a minimum of 24 more prescribed credit hours, including a thesis. Likewise, students who complete the M.A. or M.S.T. may acquire the Master of Divinity by taking a minimum of 66 more prescribed credit hours.

## Student Course Load

- » The normal class load is 12-15 credit per semester. During the summer sessions, the maximum class load is 9 hours overall.
- » Students who have between 500 and 549 on the English Test should enroll in only 12 hours per semester, and students who have above 549 may enroll for a maximum of 16 per semester.
- » Students are expected to spend three hours out of class in study for every one-hour in class. For many courses, instructions expect 1,500 pages of reading.
- » A full-time student is considered one who takes at least 12 hours per semester for credit.
- » Only students who have a full time classification may reside on campus. Audited courses do not count toward this requirement. In case of married couples, at least one is to have “full time” classification, while the spouse is to register for a minimum of two classes (at least 5 credit) to live on campus.
- » During the summer, those who reside on campus are required to take at least two courses. For married couples living on campus, nine hours must be taken



between both husband and wife in the summer.

- » If a student is taking or has completed the Thesis Seminar, and does not need twelve hours for graduation, he or she may pay a “thesis continuation” fee equivalent to the amount necessary for full-time residence on campus.

## Bible Content Examination

All incoming students are required to take the institutional Bible Content Examination. This exam is given at the beginning of each semester, during Registration week. Students who pass the Old Testament and/or New Testament portions of this exam earn options on their Bible requirements as follows:

- Students passing both sections may take Biblical Hermeneutics and one Bible elective but not Old Testament Studies or New Testament Studies.
- Students failing both sections must take Old Testament Studies and New Testament Studies, but will not take Biblical Hermeneutics.
- Students passing only one section may replace the relevant Studies course with Biblical Hermeneutics.
- Study guides for the Bible Content examination are available from Bible Department professors or the Academic Dean’s office.

## **Biblical Language Requirement**

Students should have finished at least three hours of New Testament Greek before enrolling in New Testament exegesis subjects. Students who have not taken biblical languages at the undergraduate level are required to take two semesters of biblical languages at APNTS, including at least three hours of NT Greek. Those students who have had biblical languages at the undergraduate level may take other subjects in the area of Bible.

## **Christian Ethics Requirement**

Students who have not taken Christian Ethics at the undergraduate level must take “Principles of Christian Ethics” (PR30), while those who have taken Christian Ethics at the undergraduate level may elect to take any of the other Christian Ethics courses, including Christian Social Ethics, Theology and Ethics of Communication, Values and Moral Development, or Biblical Ethics.

## **Doctrine of Holiness Requirement**

Students who have not taken the Doctrine of Holiness at the undergraduate level must take “Doctrine of Holiness” (T11), while those who have taken Doctrine of Holiness at the undergraduate level may elect to take Homiletics of Holiness, Biblical Holiness in Asia-Pacific Contexts, or Wesley’s Theology.

## **Missions Elective**

Students who have not taken Missions at the undergraduate level should take “Perspectives on the World Christian Movement”, while those who have taken a missions course at the undergraduate level may elect to take any other course in the area of missions.

## **Nazarene History and Polity**

All students are required to take courses in the seminary’s prescribed core curriculum, whether or not they have had such or similar courses at the undergraduate level. Exception is made for non-Nazarenes, who may opt out of taking History and Polity of the Church of the Nazarene, and substitute Denominational Studies. Nazarene students who have already taken a course in Nazarene History and Polity at the undergraduate level may choose to take another course in the history of Christianity.

## **Music Courses**

### **Choral Practicum (Seminary Choir)**

This course is offered occasionally, and earns one-half hour graduate credit per semester, and meets at least one hour each week. Only one hour maximum will count toward the student’s graduate program (as an unregulated elective), only after enrollment in the course over two semesters.

### **Applied Music**

Only one hour of Applied Music (e.g. piano) will be counted toward the student’s graduate degree program; and only one hour of Applied Voice will be counted toward the student’s graduate degree program--both as unregulated electives. One-half hour credit will be given per semester and credit will be given only after enrollment over two semesters. A recital is required.

## Directed Studies

A directed study is a course in the existing curriculum conducted outside the normal classroom setting to help a student meet a graduation requirement that could not be scheduled otherwise. The following stipulations and guidelines apply:

- » The subject must be required for the student's graduation.
- » The student must be unable to take the course when the class is normally scheduled.
- » The directed study class must be approved by the professor and the Academic Dean.
- » Taking directed study courses is possible only after completion of at least one half of the graduate subjects in a student's program.
- » The student must spend at least as much time on the subject as would be expected in a regular class.
- » A syllabus with specific requirements and course outline must be submitted to the Academic Dean's Office by the professor at the time of registration.
- » The course must be completed within the semester. The final due date is in effect. If an incomplete grade is needed, proper request must be made according to policy.
- » The student and professor should meet periodically throughout the semester. The first meeting should be within the first week of the semester.
- » Normally, the course will be conducted while the student is in residence.

## Independent Studies

Independent Study is a research or project oriented course that is not a part of the existing curriculum, conducted outside the normal classroom setting, in order to help advanced students maximize their abilities for graduate study. The following guide-lines apply:

- » The student must carry a GPA of 3.4 based on a minimum of 32 hours of graduate courses.
- » The course must be one that is not available in the existing curriculum.

- » The course must be approved by the professor and the Academic Dean.
- » The student must spend at least as much time on the subject as would be expected in a regular class.
- » A detailed syllabus with specific requirements and course outline must be submitted to the Academic Dean's Office by the professor at the time of registration.
- » The course must be completed within the semester. The final due date is in effect. If an incomplete grade is needed, proper request must be made according to policy.
- » Each student is limited in taking courses in this manner accordingly: up to 15 hours for M. Div., and up to 9 hours in the M. A. and M.S.T. programs.
- » No more than two classes may be taken in this manner per semester.
- » The professor must receive periodic progress reports from the student. It is recommended that these be weekly.
- » The student may accomplish this course off-campus if adequate library facilities are available.

## Supervised Ministry

Supervised Ministry provides the means by which one develops ministerial identity and acquires skills for ministry while serving Christ and his church.

### Philosophy

It is the purpose of Supervised Ministry to provide supervised settings in which ministers-in-training can practice, explore, and reflect upon the profession of ministry. Through work with people in real situations of Christian service, the student is exposed to opportunities for developing professional competence in various Christian ministries. To insure quality supervised ministry experiences, students will be assigned to approved ministry sites by the Director of Supervised Ministry.

Supervised Ministry is a holistic approach to theological education seeking not only learning but formation in the lives of students. Learning suggests the communication of techniques, skills and methodologies. Formation, on the other hand, refers to the journey of development, enablement and self-discov-

ery. Specifically, contextualization of ministry practice is encouraged. Thus, the Supervised Ministry program seeks to form and transform the students' intellectual pursuits, technical skills, spiritual development, and theological astuteness.

The principle of learning by doing under supervision is an ancient and valued one. This was the method used by Christ in the training of the twelve as well as the sending of the seventy. Of the apostles it is written: "And he chose twelve that they might be with him and that he might send them forth to preach" (Mark 3:14). Thus, the Master prepared the twelve by supervising them in the work of ministry. APNTS utilizes this model in its Supervised Ministries program.

## Goals

- » To bring seminarians to discover personal identity as Christian ministers.
- » To bring together the activities of thinking and acting theologically, along with allowing life to inform theology.
- » To relate students to a supervision process that will support personal and spiritual growth, critical reflection, shared ministry, and professional competence.
- » To develop within students an ongoing self-assessment process, utilizing self-perception and feedback from others for the purpose of stimulating further growth.
- » To offer seminarians an opportunity to serve Christ and his church while preparing for full-time Christian service.
- » To encourage seminarians to reflect creatively upon their broader context of ministry and issues of contextualization of ministry practice.

## Academic Requirements

A total of six credits in Supervised Ministry are required for graduation with the Master of Divinity. These are divided into two separate three-credit courses.

The M.A.R.E. and M.A.C.C. require three credits in either Supervised Ministry or an appropriate Practicum. The Master of Arts in Christian Communication with a concentration in intercultural communication requires three credits in Intercultural supervised ministry and six credits in Intercultural internship. The Master of Science in Theology with a concentration

in Christian ministries requires six credits in Supervised Ministry, and the Master of Science in Theology with concentration in Missions requires six credits in Intercultural internship.

Generally Supervised Ministry courses will be taken toward the end of the degree program so that seminarians will have already acquired biblical, historical, theological, and theoretical foundations for ministry before taking on an academic supervised ministry experience.

In many cases the ministry will begin as participation and helping in some on-going ministry of a church or para-church organization. This involvement in ministry may help students in securing a ministry assignment with more leadership responsibility for the purpose of Supervised Ministry. It will also provide a continuous "laboratory" to apply and test what is being learned in the classroom setting.

Some may wish to split their two courses between a local church and a non-parish setting such as a hospital, jail or community development program. Those interested in missions are strongly urged to take a Intercultural assignment for at least one of the required courses.

Group seminars, ministry participation, verbal and written reflections and evaluations, reports, analyses, supervisory conferences, case studies, and time commitment will all be a part of the Supervised Ministry course experience. The course will be treated as other courses of the Seminary curriculum with a high level of academic and professional performance expected. Grading will be according to the usual course grading system.

The emphasis is upon field education, not fieldwork. This means that the basic immediate purpose of the program is educational in nature. Thus, credit is given only for supervised experience. While APNTS expects and encourages students to become actively involved in the work of ministry, this does not in itself constitute a basis for granting academic credit for this work. No credit will be given for ministry experience prior to the completion of at least one full year of academic work for M.Div. students (30 credit hours), and one full semester (15 credit hours) for M.A. and M.S.T. students. Normally students should take Supervised Ministry in their last year of study.

All Supervised Ministry courses require a minimum of 200 hours of participation for every three hours of credit.

## Clinical Pastoral Education

Supervised Ministry may be fulfilled by taking an approved six-credit course in Clinical Pastoral Education. CPE is especially recommended for those contemplating pastoral ministry or chaplaincy.

## Internship Program

The APNTS internship program is divided into two integral parts: Internship I and II. These are designed to be taken in immediate sequence and offer six semester hours of credit combined. The internships are designed to be taken virtually anywhere in the world, provided the setting will enhance the student's program and, in most cases, contribute to the topic chosen by the student for a thesis. Internships are undertaken under direct on-the-site supervision, and the general oversight of an APNTS faculty member. The site will be approved by the faculty supervisor and the Academic Dean.

This program provides: (1) the means by which one may develop practical missionary identity, (2) the environment for acquisition of some missionary skills while serving Christ and his church, and (3) the human models for doing missionary work. Students should be aware that while this program is primarily academic in nature, there is the dual purpose of learning and serving while engaging in the internship.

## Philosophy

It is the purpose of internships to provide supervised settings in which students can explore, observe, practice, and reflect upon missionary work. Through work with people in real-life situations involving Christian service, students will be exposed to opportunities for developing competence and character in missionary work.

Like Supervised Ministry, this program reflects an integrating philosophy of theological education, seeking both formation and transformation in the lives of students.

## Prerequisites

Students should have at least one or more semester of successful course work before applying for the Internship Program. Normally students will take the internship during the

final semesters of their programs. Students must have permission from their program directors as well as from the Academic Dean to enroll in the Internship.

## Thesis and Internship

Students may plan to coordinate the internship with their thesis. This will require the thesis topic and prospectus to have been approved, and a thesis advisor to have been appointed before an internship can be undertaken.

Students writing a thesis in relation to their internship should have completed at least Research Methods and either Statistics or Sociological Analysis before beginning the Internship.

## Requirements

Before students begin on-the-site training, the faculty supervisor will assign and discuss readings. Certain assignments will be due before students embark to their sites, and other assignments will be due after the on-site training has ended.

While undertaking the Internship, the immediate supervisor and the faculty supervisor will assign readings to students. Generally, the on-site supervisor will meet with students in an agreed-upon schedule and give direction to the fieldwork of the students. The on-site supervisor will file a written report and evaluation of the student with the faculty supervisor.

The duration of an internship is normally three to four months. It must include a minimum of 300 hours of active supervised participation in approved mission work.

All transportation costs for the internship will be the responsibility of the student. The students, likewise, will provide for all food, housing and personal expenses. Students will sign a waiver of liability both for APNTS and for any participating organization. Students must give proof of medical insurance, including accident and death coverage, to the satisfaction of APNTS. Students must present a copy of a complete physical examination with a physician's signed statement that the student is physically and mentally capable of completing the proposed internship. Passports, visas and related matters are the responsibility of the student. Any internship sites involving the

Church of the Nazarene will have the approval of the Regional Director, the Field Strategy Coordinator involved, and, in some cases, the local District Superintendent.

## Thesis

Faculty members will typically serve as advisers to thesis writers. Thesis advisors should possess an appropriate degree and are assigned by the Program Director based upon the topic and prospectus prepared by the student in the Research Methods or Thesis Seminar classes. Insofar as possible the topic should be submitted in writing to the Academic Dean and Program Director by the time of enrollment in the Thesis Seminar. The Dean will notify the faculty of thesis topics. Minor modifications in the topic may be handled by the thesis adviser, while major modifications should be approved by the Academic Dean and Program Director.

The obligations of the thesis advisers include the following:

- » The advisers will help to guide students through the processes of research, reflection and writing.
- » The student may expect to meet with the adviser on a regularly scheduled weekly basis.
- » The thesis adviser will work together with the student in the preparation of the Proposal, which will be defended by the end of the Thesis Seminar class.
- » The topic of the thesis should be within the range of the advisor's area of competence.

The thesis adviser is responsible to:

- » Enable the student to structure the paper in accordance with an acceptable and appropriate format;
- » Direct the student to available sources;
- » Help the student to state arguments and conclusions fairly and independently of the sources;
- » Monitor student progress;
- » Return thesis drafts to students within one week.

The thesis adviser is not responsible to:

- » Correct English grammar or spelling (though the adviser may notate such);
- » Write or significantly revise any segment of the thesis;
- » Take initiative in tracking down either sources or students.

The obligations of the students include the following:

- » Submit a thesis proposal in acceptable format to the Program Director during the Thesis Seminar.
- » Make sure that the thesis has been read for English corrections.
- » Type the thesis in correct format (*Chicago Manual of Style* [Turabian]).
- » The student must heed the advice of the advisers and readers at each stage of the thesis's development. This is not to imply, however, that the thesis adviser will necessarily agree with the conclusions of his or her student.
- » If irreconcilable differences develop between the student and the adviser, a conference should take place with the Program Director, who may arrange for the student to work under another professor. This could take place if any part of the adviser/student obligations break down.
- » Final responsibility for the development of the thesis rests with the student.

## Thesis Format

The thesis proposal and final thesis must be formatted according to the *Chicago Manual of Style* following the most current edition of Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*.

## Thesis Defense and Submission

Each M.A.R.E., M.A.C.C., and M.S.T. student is required to defend his or her thesis before a committee selected by the Academic Dean and Program Director that includes the student's advisor, an outside reader from another institution, and at least two other professors. Students should be able to relate their research to the entire scope of their Seminary education and should be able to relate the practical implications of their research for the church and its usage in the world.

The thesis will be defended orally before this committee no later than two weeks prior to graduation. The thesis defense is scheduled by the Academic Dean upon the recommendation of the Program Director. The Academic Dean and Program Director have the right to determine whether or not the thesis is ready for defense.

Photocopies of penultimate drafts for thesis defense readers should be distributed no less than two weeks before the scheduled defense. The photocopies should be given in a loose binding.

The thesis panel has four options in its final deliberations regarding a thesis, and, under the guidance of the thesis defense Chair (either the Academic Dean or someone duly appointed) the panel must reach a consensus on one of these four categories:

- » **PASS:** No corrections or typographical errors only. A letter grade can be assigned.
- » **CONDITIONAL PASS:** Minor corrections only are needed. A letter grade will be provisionally assigned, but the grade will be recorded as “I” until the corrections indicated by the panel members are rectified.
- » **NOT PASSING AT THIS TIME:** Major corrections are needed. The student will face another defense panel. The grade is “I.”
- » **THE THESIS IS NOT WORKABLE:** The student should significantly improve the data gathered, or the data-gathering procedures, or find another research project. The grade is “F.” The student must enroll in Thesis Writing again.

## Thesis Deadlines

The deadlines for submitting the final thesis are as follows:

- » The panel members forward their corrected and annotated copies of the thesis to the student and, within two days of the defense, the panel secretary will forward to the student the official notes of thesis defense, listing the required changes.
- » The Advisor must approve the final thesis.
- » Students must have at least six copies of the fully corrected thesis with signatures to the academic dean five (5) days before the commencement ceremony in order to graduate during the annual commencement.

- » For the processing of the Special Order number, at least four final copies, bound in red, must be submitted to the Registrar.
- » If the thesis has received a **CONDITIONAL PASS** and the student does not submit the corrected copies within five (5) days before the commencement, the student has one year from the date of the defense to submit the thesis in final corrected form, which then must be approved by the adviser, the panel members and the Academic Dean.
- » If the student's thesis is deemed **NOT PASSING AT THIS TIME**, or **NOT WORKABLE**, the student has one year to present the thesis in final form and face the panel once again.
- » If the student in any category does not submit the corrected thesis within one year of the original defense he or she is ineligible for graduation. To reactivate eligibility the student must re-enroll in nine units of graduate-level work at APNTS in addition to the completion and defense of the new or revised thesis.



# Practices within Classes

## Class Attendance

The matter of student attendance is under the jurisdiction of each professor, who will state at the beginning of each semester the attendance requirements for the course and the penalties for any failure to comply with the stated policy. All students are expected to attend class regularly, and the reasons for any exceptions to this must be made in writing to the Academic Dean. Excused absences include illnesses (for which the student should secure a note from a doctor or the school nurse), or a death in the immediate family. Professors may recommend to the Academic Dean that a student be withdrawn from a course if it is considered that the student has been absent excessively. Excessive absences are considered twice the number of hours for which the course gives credit. (E.g., for a three hour course, absences from six or more hours of class is excessive.) Professors have the right to request additional work for any of the sessions missed by students. No children or other persons who are not officially enrolled are permitted to attend classes.

## Form for Term Papers

Course papers shall conform to the standards of the Chicago manual of style as outlined by Kate Turabian, *A Manual for Writers of Term Papers, Thesis, and Dissertations*. Instructors have the prerogative of keeping all class papers and tests as their personal property.

## Unethical Academic Practices

Academic honesty is expected of all students at Asia-Pacific Nazarene Theological Seminary. It is an integral part of the educational process, where learning takes place in an atmosphere of mutual trust and respect. Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. Infractions of honest academic behavior will be dealt with fairly and firmly.



### EXAMPLES OF INFRACTIONS

- » Plagiarism, using another's statements or thoughts without giving the source appropriate credit;
- » Cheating on an exam;
- » Unauthorized multiple submission of papers;
- » Submitting for credit a borrowed or purchased paper;
- » Defacing, or unauthorized removal of course materials either from the classroom or library;
- » Dishonesty in reporting reading;
- » Signing the roll or submitting an in-class assignment for someone who is not present in class;
- » Excessive copying of class notes from another student, unless there is an excused absence and permission from the instructor.

### PENALTIES

- » For the first offense, teacher/administrative options, depending on type of infraction and severity: (a) a warning given to the student, and note of the same to the Academic Dean; (b) re-write the paper; (c) failing grade on paper or exam.
- » Second offense - same teacher/administrative options apply, with the addition that a failing grade for the course(s) may be given.
- » Third Offense - failing grade for the course and/or immediate dismissal from the Seminary at the recommendation of the Academic Dean to the Administrative Council.



## Faculty Assistants

Faculty members may select, with the approval of the whole faculty, students to serve as assistants. If otherwise eligible, the student assistant will receive Student Work Assistance Program (SWAP) compensation for this.

## Statute of Limitations

All degree requirements, including the thesis, must be completed by the end of three years from the time of the last full-time registration. A penalty of three semester hours will be added after two years of failure to fulfill requirements. After the statute of limitations is passed (third year) the student must reapply for admission to a degree program, and acceptance will require special action of the faculty as well as

further requirements to be designated by the program director.

## Student Classifications

Student classification is determined by the number of graduate credits the student has accumulated. The following may be used as a guideline for such classification:

### For M.Div. students

Junior	Fewer than 30 degree credits
Middler	30 - 59 credits
Senior	60 credits and above

### For M.A. and M.S.T. students

Junior	Fewer than 24 degree credits
Senior	24 credits and above

